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## ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

### TERMS OF REFERENCE

#### A. SCOPE OF SERVICES

1. Royal Insurance Corporation of Bhutan Limited (RICB), a company incorporated under the Companies Act of the Kingdom of Bhutan 2016, having its registered office at Norzin Lam, Building No. 16, Post Box No. 315, Thimphu (hereinafter called the 'institute' or the 'employer'), wishes to receive bids for ***“Construction of brick wall, aluminium partition and electrical wiring at Haa”, “Construction of Aluminium partition at Trashigang” and “Construction of toughened glass partition at Thimphu”***, RICBL office during the Guarantee Period as per the Bid documents.
2. Each successful bidder shall be responsible for the following:
  - a. Completing the work as per the specifications provided in the tender documents.
  - b. Ensuring the quality of materials and workmanship meets the required standards.
  - c. Completing the project within the stipulated timeframe of one (1) month.
  - d. Handing over the completed work to RIBC in a clean and functional condition.
3. RIBC reserves the right to reject any bid deemed non-compliant or not meeting the required standards.
4. Contract shall be awarded to the lowest bidder.
5. The contractor shall take all precaution for safety of the workmen. If any accident/mishap occurs, the department shall not be responsible for the same. Consequently, any compensation payable shall be at the contractor's cost.
6. The Agency shall indemnify and hold RICBL harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works or services provided under this contract.



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7. If the work is carried out in more than one shifts or during night to meet the time period of completion or in accordance with availability of working area, nothing extra shall be paid on this account. The contractor has to work in accordance with programme, time schedule as directed by Engineer-in-Charge.
8. Payments shall be made based on the bills submitted by the Contractor and certified by the concerned RICBL Engineer to the effect that the works are performed as per the scope of the work. TDS @2% shall be deducted from every bill.
9. The employer has the full right to reduce/exempt the quantum of penalty depending upon the circumstances/the reasons/ as per the request of the contractor, if deemed fit.
10. RICB reserves the right to amend these Terms of Reference at any time before the deadline for submitting bids.
11. The final dateline for submitting the bid is 13<sup>th</sup> December, 2024, 12:20 PM and shall be opened in the same day at 3:00 PM in the Board room.
12. All clarifications regarding the tender documents should be conducted in written form. For clarification related to the project please contact, Mr. Tenzin ([tenzin@ricb.bt](mailto:tenzin@ricb.bt) / 77227920, During office hours).

### B. ELIGIBILITY CRITERIA

13. The bidder must be a Bhutanese construction firm holding a valid Small License and tax clearance at the time of bid submission (proof of registrations and tax clearance certificate must be submitted with the bid).
14. Reputed firm / related firm/ specialised firm with more than 3 years in the market with experience in such services shall be given preference.



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

15. The bid must be addressed to the following address enclosed in an envelope.

**The Chairman Tender Committee  
Royal Insurance Corporation of Bhutan Ltd.  
Post Box No. 315  
Thimphu: Bhutan**

**Management**



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**Undertaking Form**

***(The bidder who failed to sign this form may be subject to rejection of the bid)***

1. I..... (Name of Bidder) hereby undertake to carry out the.....  
.....(Name of Work), at Thimphu of Royal Insurance Corporation of Bhutan Limited, Head Office Thimphu. The rate quoted by above-mentioned name in this bid document is final.
2. I hereby would like to certify and reconfirm that I have understood all terms and conditions for the aforementioned service as mentioned in ToR.
3. I reconfirm that the Validity of the above-mentioned trade license is till .....
4. I would like to confirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate is attached (Verify copy).

**Signature of Bidder with date: -.....**

**Name: -.....**

**Address: -.....**  
.....  
.....

**Telephone/Mobile No: -.....**

**Email Address: -.....**

Affix

Legal



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## ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

### Bid Form (Package 1 – Location Haa)

Sl. no	Description	Unit	Qty	Rate/Unit (Nu.)		Amount (Nu.)
				FIGURE	WORDS	
1. Wall and Paints						
1.1	Providing & laying Second-Class Half-brick Masonry (125 mm) in superstructure - In cement mortar 1:4	Sq.m	28.44			
1.2	Providing & laying cement plaster, finished with floating coat of neat cement - 15mm plaster in C.M 1:3	Sq.m	28.44			
1.3	Acrylic washable distemper, two coats on new work, including cement primer coat	Sq.m	28.44			
2. Doors						
2.1	Providing & fixing pelmet of Class 'A' (conifer) 150x12mm, with 25mm dia. wooden curtain rod and brackets including M.S flats 25x3x100mm and plugs etc. complete	m	2			
2.2	Providing & fixing Class 'A' (conifer) 50mm thick Panelled or glazed doors and windows Shutters etc. complete including hinges	Sq.m	1.98			
2.3	Providing & fixing 150mm brass door handle with necessary screws etc. complete	each	4			



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2.4	Providing & fixing brass tower bolt (barrel type) with necessary screws etc. complete - 250mm	each	4			
2.5	Providing & fixing brass sliding door bolt with nuts necessary screws etc. complete - 300mm	each	4			
<b>3. Cash Counter Partition</b>						
3.1	Providing & fixing anodised aluminium section for doors, windows, ventilators, partitions framing, false ceiling framing of specified sections including all accessories such as U-rubber gasket for fixing glass panes, weather strips or weather seals, roller, springs, etc complete - Sliding, open able doors and partition framing	kg	1.5			
3.2	Providing and fixing 5mm plain glass panes on aluminium section complete	Sq.m	7			
3.3	Providing and fixing 8mm thick aluminium composite panel for wall partition as per drawing complete	Sq.m	6			
3.4	Providing & fixing bright finish brass hydraulic door-closer	each	1			
3.5	Providing & fixing bright finished brass door stopper with nuts and necessary screws etc. complete	each	1			
3.6	Providing & fixing interlocking aluminium door lock with nuts and 2nos. handle necessary screws etc. complete	each	1			



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4	PVC insulated multistrand copper conductor, 1.1kV Grade, 4 Sq.mm (Black), 4 Sq.mm (Red) and 0.75 Sq.mm (Green)	m	15			
5	16A MCB (SP MCB 230-volt A.C)	m	2			
6	3 Module metal box	m	2			
7	HDPE Pipe pressure class 4kg/sq.cm (32mm)	m	15			
8	Supplying & fixing of socket outlet on existing metal box with fibre sheet cover (recessed or surface) including necessary cutting, connection testing etc. as required - 5 pin universal socket outlet	each	2			
<b>Total (Nu.)</b>						
<b>Rebate Offer (if any)</b>						
<b>Total Amount after Rebate (Nu.)</b>						

**Seal and sign of the bidder**



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**Bid Form (Package 2 – Location Trashigang)**

Sl. no	Description	Unit	Qty	Rate/Unit (Nu.)		Amount (Nu.)
				FIGURE	WORDS	
1	Providing & fixing anodised Aluminium section for doors, windows, ventilators, partitions framing, false ceiling framing of specified sections including all accessories such as U-rubber gasket for fixing glass panes, weather strips or weather seals, roller, springs, etc complete (excluding the cost of glass panes or boards in case of partitions/doors/windows and ceiling boards in case of ceiling)- Partition Framing	Kg	44.70			
2	Providing & fixing anodised Aluminium section for doors, windows, ventilators, partitions framing, false ceiling framing of specified sections including all accessories such as U-rubber gasket for fixing glass panes, weather strips or weather seals, roller, springs, etc complete (excluding the cost of glass panes or boards in case of partitions/doors/windows and ceiling boards in case of ceiling)- Including all the accessories for the doors	Sq.m	17.19			



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3	Extra for providing and fixing including both plain glass panes (5.5mm thick) and boards on aluminium section complete (Excluding the cost of aluminium frame & accessories). -All Particle Board	Sq.m	26.17			
4	Demolishing brick work including stacking useful materials & disposal of rubbish within 50m lead - in cement mortar. The dismantling work should be made the door opening to the room (7feet X 3.5feet)	Sq.m	2.35			
5	Providing & fixing in position dressed wood work in frames of doors, windows, clerestory windows and other frames, wrought and framed including other accessories. - Class 'B' (broad leaf)	Cu.m	1.60			
<b>Total (Nu.)</b>						
<b>Rebate Offer (if any)</b>						
<b>Total Amount after Rebate (Nu.)</b>						



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**Bid Form (Package 3 – Location Thimphu)**

Sl. no	Description	Unit	Qty	Rate/Unit (Nu.)		Amount (Nu.)
				FIGURE	WORDS	
1. Toughened glass partition						
1.1	Dismantling the entire Aluminium partition walls	Lum sum	1			
1.2	Providing and fixing toughened glass panes with sticker as per the drawing, 12mm thick toughened glass	Sq.m	21.73			
1.3	Providing and fixing toughened glass panes door with sticker and all accessories complete as per the drawing, 12mm thick toughened glass	each	1			
Total (Nu.)						
Rebate Offer (if any)						
Total Amount after Rebate (Nu.)						

**Seal and sign of the bidder**



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