ROYAL INSURANCE CORPORATION OF BHUTAN LIMITED



R I C B

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RE-TENDER

Conversion of ground floor parking into office space at SJ, RICB.

ENGINEERING UNIT

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NOTICE INVITING RE-TENDER (NIT)

No. RICB/CO/GA&HRD-EU (13)/2026/15808 November 17, 2026

The Royal Insurance Corporation of Bhutan Limited hereby invites sealed bids from eligible Bhutanese contractors/bidders registered with CDB for execution of following works.

SN	Name of Work	Category	Construction Period	Bid Security (Nu)	Last Date & time of submission
1	Conversion of ground floor parking into office space at SJ, RICB	Small	Two Months (60 days)	32,000.00	November 26, 2026, before 01:00 PM

1. The interested Bhutanese bidders having the specified license (valid) may download the tender documents from our website www.ricb.bt.
2. All bids shall be accompanied by a bid security of fixed amount as mentioned above and bid must be delivered to Engineering Unit, Corporate Office, Thimphu.
3. The non-refundable tender document fee of Nu. 1,000/- (Ngultrum One Thousand) must be deposited along with the tender document.
4. The tender document must be addressed as per the address mentioned in the TOR and submitted to the Engineering Unit, Corporate Office, Thimphu.
5. Bid form must be dully filled and signed on all the pages with the bidder's official seal.
6. The interested bidders may contact 17356384/77838798 during the office hours for any clarification.

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Royal Insurance Corporation of Bhutan Thimphu

Management

CHECKLIST FOR TENDER DOCUMENT

Bidders must ensure that the following requirements are fully complied with prior to submission of their bids.

The tender shall be submitted in **two sets: Original and Copy**. During the bid opening, only the **original set** will be opened by the Committee. Therefore, all original documents related to the Tender Fee and Bid Security must be placed in the **original** set

1. **Tender Fee** – Demand Draft / Cash / Pay Order of Nu. 1,000.00 (Ngultrum One Thousand Only), inclusive of taxes, placed in the original envelope, with a photocopy placed in the Copy envelope. Cash Payment shall be also accepted and placed in the original envelope.

2. Bid Security (EMD) – Demand Draft / Banker's Cheque / Bank Guarantee of Nu. 32,000.00 (Ngultrum Thirty Two Thousand Only), placed in the original envelope, with a photocopy placed in the Copy envelope.

3. Financial Institution Requirement – All Demand Drafts, Banker's Cheques, and Bank Guarantees must be issued by a financial institution other than RICB. Non-compliance will result in rejection of the bid.

4. Eligibility, Technical, and Commercial Bids – Prepare strictly as per the Tender Document and include in both Original and Copy sets.

5. Signed Tender Document – A copy of the Tender Document, duly sealed and signed by the authorized signatory on every page, included in the Copy envelope.

6. Signed Bid Documents – All pages of the Eligibility Criteria Response, Technical Bid, Commercial Bid, and any other submitted documents must be duly sealed and signed by the authorized signatory and included in both Original and Copy sets.

7. Supporting Documents – All relevant certificates, audit reports, and other documentary evidence supporting claims in the bid must be included in both sets, placed in their respective envelopes.

8. Price Quotation – All prices must be quoted strictly in Bhutanese Ngultrum (Nu.) only. The quoted prices shall be **inclusive of all applicable costs**, including taxes, duties, GST, and any other charges.

9. Envelope Labeling – Clearly mark, properly seal, and label each envelope (Original and Copy) before submission.

10. Final Submission – Place both the Original and Copy envelopes together in a common envelope addressed as per the ITB and submit before the deadline.

SECTION 1: INSTRUCTIONS TO BIDDER (ITB)

A. General

1. Scope of Tender

1.1. The Procuring agency, as indicated in the BDS issues this Bidding Document for the procurement of Works. The name and identification of this Bidding are provided in the BDS.

1.2. The successful Bidder will be required to complete the Works within the Time for Completion stated in the Particular Conditions of Contract (PCC).

1.3. Throughout this Bidding Documents;

(a) The term "in writing means communicated in written form with proof of receipt";

(b) If the context so requires, singular means plural and vice versa; and

(c) "day" means calendar day.

2. Corrupt, Fraudulent, Collusive or Coercive Practices

2.1. The Royal Government of Bhutan requires that Procuring Agency and the Bidders shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public money.

2.2. In pursuance of this requirement, the Procuring Agency shall

(a) exclude the Bidder from participation in the procurement proceeding concerned or reject a proposal for award; and

(b) declare a Bidder ineligible, either in definitely or for a stated period of time, from participation in procurement proceedings under public money; If it, at any time, determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under the public money.

2.3. The Government defines, for the purposes of this provision, the terms set forth below as follows:

(a) "corrupt practice"[1] is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(b) "fraudulent practice"[2] is any intentional act or omission including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(c) "collusive practice"[3] is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

[1] 'Another party' refers to a public official acting in relation to the procurement process or contract execution.
[2] A 'party' refers to a public official; the term 'benefit' and 'obligation' relate to the procurement process or contract execution; and the 'act or omission' is intended to influence the procurement process or contract execution.
[3] 'parties' refers to participations in the procurement process including public officials attempting to establish bid prices at artificial, non-competitive levels.

(d) "Coercive practice"[4] is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

2.4. The Bidder shall be aware of the provisions on fraud and corruption stated in GCC Clause 3 and GCC Sub-Clause 36.2(d).

2.5. The RGoB requires that the Procuring Agency's personnel have an equal obligation not to solicit, ask for and/ or use coercive methods to obtain personal benefits in connection with the said proceedings.

3. Eligible Bidders

3.1. Bidders of the categories **specified in the BDS** are eligible to participate in this Bidding process.

4. Site Visit

4.1. The Bidders, at their own responsibility and risk, is encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the Bid and entering into a Contract for performance of the Works**.** The costs of visiting the Site shall be at the Bidder's own expense.

B. Content of Bidding Document

5. Contents of Bidding Documents

5.1. The sections comprising the Bidding Document are listed below and should be read in conjunction with any amendment issued in accordance with ITB Clause 7:

PART 1 Bidding Procedures

- Section1: Instructions to Bidders (ITB)
- Section2: Bidding Data Sheet (BDS)
- Section3: Evaluation and Qualification Criteria
- Section4: Bidding forms
- Section5: General Conditions of Contract (GCC)
- Section6: Particular Conditions of Contract (PCC)
- Section7: Contract Forms
- Section8: Bill of Quantities & Specifications
- Section9: Drawings

[4] A 'party' refers to a participant in the procurement process or contract execution.

5.2. The Procuring Agency is not responsible for the completeness of the Bidding Document and any addendum, if they were not obtained directly from the source stated by the Procuring Agency in the Invitation for Bids.

5.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the Bid.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the BDS.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of Bid, the Procuring Agency may amend the Bidding Document by issuing addenda and extend the deadline for the submission of Bids at its discretion. Any amendment issued shall become an integral part of the Bidding Document and shall be communicated in writing to all those who have purchased the Bidding Document.

C. Preparation of Bids

8. One Bid per Bidder

8.1 A Bidder shall submit only one (1) Bid. A Bidder who submits or participates in more than one (1) Bid shall cause all the proposals with the Bidder's participation to be disqualified.

9. Bid Preparation Costs

9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bids, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

10. Language of Bid

10.1 All documents relating to the Bid shall be in the language specified in the BDS.

11. Documents comprising the Bid

11.1. The **original** and **copy(ies)** of Bid submitted by the Bidder shall comprise the following:

(a) The Bid form (in the format indicated in Section 4);

(b) License and certificate;

(c) Bid Securing Declaration in accordance with ITB 19;

(d) Priced Bill of Quantities;

(e) Qualifications: documentary evidence in accordance with ITB 17 establishing

the Bidder's qualifications to perform the Contract;

(f) Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB sub-clause 20.2; and

(g) and any other materials required to be completed and submitted by Bidders, as specified in the BDS.

11.2. The Instruction to Bidders, Bidding Data Sheet, General Conditions of Contract, Particular Conditions of Contract, Specifications and drawings are for the information of the Bidders and is not required to be submitted by the Bidder.

12. Form of Bid

12.1 The Form of Bid, Schedules, and all documents listed under Clause 11, shall be prepared using the relevant forms in Section 4 (Bidding Forms). The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. Alternative Bid

13.1 Alternative Bid shall not be considered in small works.

14. Bid Price and Discount

14.1. The prices and discounts quoted by the Bidder in the form of Bid and in the Schedules shall confirm to the requirements specified in ITB 14.2 and 14.3.

14.2. The Bidder shall submit a Bid for the whole of the works described in ITB 1.1 by filling in prices for all items of the Works, as identified in Section 4, Bidding Forms. In case of admeasurements contracts, the Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Bidder will not be paid by the Procuring Agency when executed and shall be deemed to covered by the rates for other items and prices in the Bill of Quantities.

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14.3. The Bid price shall take into account the cost of materials, transportation, labour, taxes, levies, overheads and profit and any other cost. The Bid price shall be applicable for the whole works described in the Drawings, Specifications and Schedule of Works.

15. Currencies of Bid and Payment

15.1 All prices shall be quoted in Bhutanese Ngultrum (BTN) and shall be paid in BTN.

16. Documents comprising the Technical Proposal

16.1 The Bidder shall furnish a work plan in simple bar chart and other information if provided in BDS, to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.

17. Documents establishing the Qualification of the Bidder

17.1 To establish its qualification to perform the Contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding information sheets included in Section 4 (Bidding Forms).

18. Bid Validity

18.1 Bids shall remain valid up to the date specified in the BDS. Any Bids which do not meet the validity requirement shall be rejected by the Procuring Agency as non-responsive.

19. Bid Security

19.1. In lieu of Bid Security, the Bidder shall furnish as a part of its Bid, a Bid-Securing Declaration using the form included in Section 4, Bidding Forms. The Bid-Securing Declaration shall be agreed to by the bidder before submission of a bid.

19.2. Any Bid not accompanied by a Bid-Securing Declaration in the prescribed format shall be rejected by the Procuring Agency as non-responsive.

19.3. The Bid-Securing Declaration shall be executed:

(a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity;

(b) If the Bidder does not accept the correction of the Bid price, pursuant to ITB 30; or

(c) In the case of a successful Bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.

19.4. In case Bid Securing Declaration is executed in pursuant to ITB sub- clause 19.3 the Bidder shall deposit the Bid Security amount specified in the BDS within five (5) days from date of notification by Procuring Agency.

19.5. In case the Bidder fails to comply with ITB sub-clause 19.4, Bidder shall be debarred from being eligible for Bidding or submitting Bid with RICB procuring agencies for a period prescribed in **Debarment Rules.**

20. Format and Signing of Bid

20.1. The Bidder shall prepare one (1) original of the documents comprising the Bid as described in ITB Clause 11 and clearly mark it "ORIGINAL." In addition, the Bidder shall prepare the number of copies of the Bid, as specified in the BDS and clearly mark each of them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2. The original and each copy of the Bid shall be typed or written in indelible ink and shall be signed by the person duly authorized to sign on behalf of the Bidder.

20.3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person(s) signing the Bid.

D. Submission and Opening of Bids

21. Sealing and Marking of Bids

21.1. The Bidder shall enclose the original in one (1) envelope and all the copies of the bid in another envelope, duly marking the envelopes as "ORIGINAL" and "COPY." These two (2) envelopes shall then be enclosed in one (1) single outer envelope.

21.2. The inner envelopes shall:

(a) Be signed across the seals by the person authorized to sign the Bid on behalf of the Bidder;

(b) Be marked "ORIGINAL" and "COPY"; and

(c) Bear the name and address of the Bidder.

21.3. The outer envelope shall;

(a) Be sealed with adhesive or other sealant to prevent reopening;

(b) be addressed to the Procuring agency at the address specified in the BDS; bear a statement "DO NOT OPEN BEFORE ....." the time and date for Bid opening as specified in the BDS.

21.4. If all or any envelopes are not sealed and marked as required by ITB Sub-Clause 21, the Procuring Agency shall not reject the Bids but assume no responsibility for the misplacement or premature opening of the Bid

22. Bid Submission Deadline

22.1. Bids must be received by the Procuring Agency at the address and no later than the date and time specified in the BDS.

22.2. Bids may be hand delivered, posted by registered mail or sent by courier.

22.3. The Procuring Agency may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and Bidders previously subject to the deadline shall thereafter be subject to the new deadline as extended.

23. Late Bids

23.1. Late Bids shall not be considered and shall be returned unopened.

24. Modification, Substitution or Withdrawal of Bids

24.1. A Bidder may modify, substitute or withdraw their Bids after it has been submitted by sending a written notice before the deadline for submission of Bids.

25. Bid Opening

25.1. The Procuring Agency shall open the Bids in the presence of the Bidders attending the Bid opening, including modifications or substitutions made pursuant to ITB Clause 24. Bidders or their representatives shall be allowed to attend and witness the Bid opening and shall sign a register evidencing their attendance.

25.2. The name of the Bidder, bid modifications, substitutions or withdrawals, total amount of each Bid, number of corrections, discounts, and the presence or absence of Bid Securing Declaration, and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be read out aloud and recorded.

25.3. The Procuring Agency shall prepare minutes of the Bid opening. The minutes shall include, as a minimum, the name of the Bidders and whether there has been a withdrawal, substitution or modification; the Bid Price including any discounts and the presence or absence of a Bid Securing Declaration, if required.

E. Tender Opening and Evaluation

26. Confidentiality

26.1. After the opening of Bids, information relating to the examination, clarification, and evaluation of Bids and recommendations for award shall not be disclosed to Bidders or other persons not officially concerned with the evaluation process until after the issuance of Letter of Intent to award the Contract.

27. Clarification

27.1. The Procuring Agency may ask Bidders for clarification of their Bids in order to facilitate the examination and evaluation of Bids. The request for clarification and the response shall be in writing, and any changes in the prices or substance of the Bid shall not be sought, offered or permitted, except to confirm the correction of arithmetical errors discovered by the Procuring Agency in the evaluation of the Bids, in accordance with ITB Clause 30.

28. Bidder Contacting the Procuring Agency

28.1. Following the opening of Bids and until the letter of Intent to award the Contract is issued no Bidder shall make any unsolicited communication to the Procuring Agency or try in any way to influence the Procuring Agency's examination and evaluation of Bids which may result in the rejection of Bids. If any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.

29. Determination of Responsiveness

29.1. Prior to detailed evaluation of Bids, the Procuring Agency shall determine whether each Bid (a) meets the eligibility criteria defined in ITB clause 3; (b) has been properly signed; (c) is accompanied by the Bid Securing Declaration; and (d) is substantially responsive to the requirements of the Bidding Documents.

29.2. A substantially responsive Bid is one that conforms in all respects to the requirements of the Bidding Document without material deviation, reservation or omission. A material deviation, reservation or omission is one that:

a) affects in any substantial way the scope, quality, or performance of the Works specified in the Contract;

b) limits in any substantial way, or is inconsistent with the Bid Document, the Procuring Agency's rights or the Bidder's obligations under the Contract; or

c) if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

29.3. If a Bid is not substantially responsive to the Bidding Document it shall be rejected by the Procuring Agency and shall not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

30. Non-Conformities, Errors and Omissions

30.1. The Procuring Agency may regard a Bid as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms and conditions and other requirement set forth in the Bidding Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Bid.

30.2. Where there is a discrepancy between the amounts in figures and words, the amount in words will govern. If a Bidder refuses to accept the correction, its Bids shall be rejected. The Procuring Agency shall correct arithmetical errors on the following basis:

(a) if there is a discrepancy between the unit price and the line-item total, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which case the total price, as quoted, shall govern and the unit price shall be corrected.

31 Evaluation of Bids

31.1. The Procuring Agency shall evaluate and compare only those Bids determined to be substantially responsive to the requirements of the Bidding Document.

31.2. To evaluate a Bid, the Procuring Agency shall consider the following:

(a) making appropriate adjustments to reflect discounts if any;

(b) Correction of arithmetic errors; and

(c) Where applicable, using the evaluation factors specified in Section 3, Evaluation and Qualification Criteria.

31.3. An affirmative determination of qualification shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Procuring Agency may proceed to the next substantially responsive Bid which offers the best evaluated Bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

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31. Abnormally Low Bids

31.1. An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price. Before proceeding to further analysis, the Procuring Agency shall revisit their departmental estimate to ensure its realistic compared to the prevailing market rates.

31.2. After revisiting the departmental estimate as provided in clause 32.1, if the Procuring Agency determines that the Bid offered by the Bidder is 20% below or above the agency estimate, the Procuring Agency shall eliminate the Bid(s) before proceeding towards Bid evaluation.

32. Seriously unbalanced Bids or Front Loaded

33.1. If the Bid that is evaluated as the lowest evaluated cost is, in the Procuring Agency's opinion, seriously unbalanced or front loaded the Procuring Agency may require the Bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Bid prices with the scope of works, proposed methodology, schedule and any other requirements of the Bidding Document.

33.2. After the evaluation of the information and detailed price analyses presented by the Bidder, the Procuring Agency may as appropriate:

(a) accept the Bid and increase the performance security from ten percent (10%) up to maximum of 30% of the initial contract price/ Alternatively, the Procuring Agency may ask the successful Bidder to deposit the difference between departmental estimate and contract amount in the form of cash warrant in addition to 10% performance security. However, the total performance security amount shall be limited to maximum of 30% of initial contract price; or

(b) reject the Bid.

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33. Procuring Agency's Right to Accept or Reject any or all Bids

33.1. The Procuring Agency reserves the right to accept any Bid, to annual the Bid proceedings, or to reject any or all Bids, at any time prior to Contract award, without thereby incurring any liability to Bidders but the Bidder(s) should be informed with the justified reason(s) for cancellation.

F. Contract Award

34. Award Criteria

34.1. The Procuring Agency shall award the Contract to the Bidders whose offer is substantially responsive to the Bidding Document and that has been determined to be the best evaluated Bid, provided that the Bidder is determined to be qualified to perform the Contract and upon fulfilment of works in hand ceiling prescribed by the Bhutan Construction and Transport Authority or any other competent authority.

35. Letter of Intent to Award the Contract/ Letter of Acceptance

36.1. The Procuring Agency shall notify the concerned Bidder whose Bid has been selected in accordance with ITB 35.1 in writing (in the format in Section 4- hereafter called the "Letter of Intent to Award) that the Procuring Agency has intention to accept its Bid and the copy of the Letter of Intent shall be given to all other Bidders who submitted the Bid. Such notification should be communicated in writing, including by cable, facsimile, telex or electronic mail to all the Bidders on the same day of dispatch. The Procuring Agency shall ensure that the same information is uploaded on their website on the same day of dispatch.

36.2. If no Bidder submits an application pursuant to ITB 38 within a period of five (5) days of the notice provided under ITB 36.1, prior to the expiration of Bid validity, the Procuring Agency shall notify the successful Bidder, in writing that its Bid has been accepted. Until a formal contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

36.3. Within fifteen (15) days of the receipt of the Letter of Acceptance from the Procuring Agency, the successful Bidder shall furnish the Performance Security, in the amount specified in the BDS.

36.4. The Performance Security provided by the successful Bidder in the form of a Bank Guarantee shall be issued, at the Bidder's option, by a financial institution registered within **Bhutan other than RICBL.**

36.5. Within fifteen (15) days of receipt to the Letter of Acceptance, the successful Bidder shall sign the contract, date and return it to the Procuring Agency.

36. Debriefing by Procuring Agency

37.1. On receipt of the Procuring Agency's Notification of Intention to Award referred to in ITB 36.1, an unsuccessful Bidder has three (3) working Days to make a written request to the Procuring Agency for a debriefing. The Procuring Agency shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.

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(a) point-by-point comparisons with another Bid; and

(b) information that is confidential or commercially sensitive to other Bidders.

37.2. Where a request for debriefing is received within the deadline, the Procuring Agency shall provide a debriefing within five (5) working days.

37.3. The Procuring Agency shall discuss only such Bid and not the Bids of other competitors. The debriefing shall not include:

37.4. The Purpose of debriefing is to inform the aggrieved Bidder of the reasons for lack of success, pointing out the specific shortcomings in its Bid without disclosing contents of other Bids.

37. Complaints

37.1. The Bidder shall submit the complaint in writing within five (5) days from the date of Letter of Intent to award the contract pursuant to ITB 36.1 to the Procuring Agency.

38.2. The Head of Agency shall, within seven (7) days after the submission of the complaint, issue a written decision.

38.3. The Bidder may appeal to the Independent Review Body within five (5) days of the decision of the Head of the Procuring Agency or, where no such decision has been taken, within 15 days of the original complaint and the copy of the appeal shall be given to Procuring Agency on the same day.

38.4. Once the appeal copy is received by the Procuring agency, it shall not proceed further with the procurement process until receipt of notification from the Independent Review Body Secretariat.

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SECTION 2. BIDDING DATASHEET	
Instructions for completing the Bidding Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses	
Amendment of, and Supplements to, Clauses in the Instructions to Bidders	
A. General	
ITB Clause	*1. Scope of Tende*
ITB 1.1	The Employer is: **The Chief Executive Officer** **Royal Insurance Corporation of Bhutan (RICB),** **Corporate Office, Thimphu** The Name and Identification of the Contract is/are as per NIT The works are Civil & Electrical
ITB Clause	*3. Eligible Bidders*
ITB 3.1	The category of contractor is: **Small Works License Contractors**
	Bidders shall provide evidence of their continued eligibility satisfactorily to the Employer by submitting following documents; 1. Copy of **(Valid**) Trade license 2. Copy of **(Valid)** CDB registration certificate 3. Copy of **(Valid)** tax clearance certificate
B. Bidding Documents	
ITB Clause	*6. Clarification of Bidding Documents*
ITB 6.1	For clarification of Tenders purposes only, the Employer Address is: Attention: **Mr. Sangay Wangdi** Address: **Head, Engineering Unit, Corporate Office, RICB, Thimphu** Electronic mail address: **sangay_wangdi2@ricb.bt**
ITB Clause	10. Language of Bid
ITB 10.1	The language of the bid is: **[English]**
C. Preparation of Bids	
ITB Clause	*14. Bid Price and Discount*
ITB 14.1	The Bid price shall or shall not be adjustable: **shall not be Adjustable**

ITB Clause	*16. Documents Comprising the Technical Proposal*
ITB 16.1	A simple bar chart **is or is not** required.
ITB Clause	18. Bid Validity
ITB 18.1	A Bid shall remain valid up to the date specified in BDS. Any Bids which do not meet the validity requirement shall be rejected by the Procuring Agency as non- responsive
	The Bid shall be valid up to 60 days from the deadline for submission of bids stipulated in ITB clause 22
ITB Clause	19. Bid Security
ITB 19.5	The Bid Security Amount is **Nu.32,000.00**
ITB Clause	20. Format and Signing of Bid
ITB 20.1	**In addition to the original, one copy shall be submitted.**
D. Submission and Opening of Bids	
ITB Clause	21. Sealing and Marking of Bids
ITB 21.3 (a)	The outer envelopes shall be addressed to: **The Chairperson, RICB Tender Committee, Corporate, Thimphu.**
ITB 21.3 (b)	The Bid opening shall take place on the same day as the closing day of the Bid Opening at: **Board Room, Corporate Office, RICBL.** Date: **November 26, 2026**; Time: **2:30 PM**
ITB Clause	22. Bid Submission and Deadline
ITB 22.1	For Bid submission purposes only, the Procuring Agency's Address is **Engineering Unit, Corporate Office, RICBL, Thimphu** The deadline for the submission of Tenders is: Date: **November 26, 2026**; Time: **01:00 PM**
F. Contract Award	
ITB Clause	36. Letter of Intent to Award the contract/ letter of Acceptance
ITB 36.3	The amount of Performance Security shall be 10 percent of the Contract Price of the work
ITB Clause	**Additional Clause 1:**

	The firm has an active or pending Court Cases either by or against the divisions under the RICB as on the date of bid opening. The exclusion shall be valid till the case gets resolved in all respects including enforcement. Therefore, Bidders having court cases with the RICB are hereby informed **NOT** to participate in the bidding.
ITB Clause	**Additional Clause 2**
	The Contractor has not fulfilled his contractual obligations, by the date of bid opening, with the RICB in the past as follows; 1) A contractor who has failed to complete the contract works within the maximum Liquidated Damage Period (LDP) but has ultimately completed the work, shall be excluded from participating in the tender for a period of **One Year.** 2) If the contract has been terminated by the client due to fundamental breach of contract by the contractor shall be excluded from participating in the tender for a period of **THREE Years.** The list of Contactors who has not fulfilled their contractual obligations with RICB in the past is maintained and updated by the RICB. Those Contractors who had not fulfilled their contractual obligations are advised not to participate in the bidding.
ITB Clause	**Additional Clause 3: (Not Applicable)**
	I: Occupational Health and Safety (OHS -001) The contractor shall ensure Occupational Health Safety (OHS) requirement at worksite "At All Times" in accordance to Labour and Employment Act-2007 and Regulation on Occupational Health, Safety and Welfare-2012. In addition, the Guidelines for Field Checklist on the Basic Items on Safety Control for Bridge/Road Construction shall be strictly followed and monitored. For non-compliance to the OHS requirement, the contractor shall be penalized as follows: (a) If any worker is found at the worksite without appropriate safety equipment/gear, the Contractor shall be subject to a penalty of Nu. 100 per person per instance.

(b) If the other OHS requirements are not met during inspections and safety patrol at sites, the client shall appropriately impose penalties and deduct from the RA bills.

The Contractor has to bear the penalty himself and shall not recover the same from the worker. The photograph of the worker at the worksite without the appropriate safety gear shall be adequate enough a proof to make the Contractor liable to pay the penalty.

The Personal Protective Equipment shall confirm to appropriate American National Standard (ANSI) or Bureau of Indian Standard (BIS) or Standard certified by National Institute of Occupational Safety and Health (NIOSH) or any standards developed by Government of Bhutan.

The minimum requirement of Personnel Protective Equipment (PPE) and other OHS related items are listed and attached as Annexure I to BoQ.

II: Temporary Living Accommodation Facilities (OHS – 002)

The contractor shall construct temporary living accommodation facilities as specified in "Temporary Living Accommodation

Upon completion of the construction and joint measurement, the Client shall release 85% of the quoted amount for the item OHS002 in the contract BoQ and retain 15%. During the release of bill payment, the checklist attached as Annexure III to BoQ shall be fulfilled and verified by the respective PM/PE/SM/SE. Only upon the fulfilment of all the conditions, the payment shall be made. The monitoring checklist shall be attached as evidence for the bill payment.

The 15% retention money shall be released upon complete handing taking of the temporary living accommodation site, all structure dismantled and site cleaned to the satisfaction of the Client.

No additional payment for accommodation shall be made for variations (change of rate, time extension, deviation, price adjustment, additional work etc.).

In the event, the contractor fails to provide specified temporary accommodation within 30 days from date of signing of the contract agreement, then the Client shall construct accommodation as specified in "Temporary Living Accommodation Standards" in the Technical Specification and the as per the drawing attached. (Annexure II). The actual cost of construction shall be recovered from the first running bill of the contractor.

The useful materials of the accommodation facilities shall be the property of the contractor after completion of the Project.

	The Contractor shall dismantle and clean the area of construction of temporary accommodation including all the PCC structures after the completion of the Project and handover to the Client within 30 Days after the issue of Work Completion Certificate. Failing to dismantle and clean the area to the satisfaction of the Client within the specified duration, the Client shall dismantle and clean. The cost incurred for dismantling and cleaning the area by the Client shall be recovered from the contractor's 15% retention money. However, if the 15% retention money is not sufficient to meet up the expenditure for dismantling and cleaning the area, the additional cost incurred shall be met from the overall 10% Performance Security of the contract. In the event of termination of the contract due to fundamental breach of contract by the contractor, the temporary living accommodation constructed shall be property of the client and the 15% retention money retained from the item OHS-002 shall be forfeited to dismantle the Temporary Living Accommodation upon completion of the Project. The contractor shall also have the option to rent accommodation for all labourers in areas where it is available. In case of rented accommodation, an agreement between the contractor and the house owner shall be produced to claim the payment under OHS002 item. Even in the case of rented accommodation, the checklist attached as Annexure III to BoQ shall be fulfilled and verified by the respective PM/PE/SM/SE before releasing the payment. Mode of Payment: The payment shall be made quarterly from his quoted amount.
ITB Clause	**Additional Clause 4:**
	Dispute Resolution: Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach, termination or invalidity there of shall be resolved as follows: 1. The parties shall attempt to reach an amicable settlement. 2. If the parties fail to resolve amicably, it shall be resolved through; a. Arbitration in accordance with the rules and procedures of the Bhutan Alternative Dispute Resolution Centre (BADRC), Thimphu, if only agreed by both the parties.

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	b. If any party disagree to resolve through BADRC, the dispute shall be settled through the Royal Court of Justice of Bhutan. The parties to this Contract shall file the case to the Royal Court of Justice of Bhutan located in the jurisdiction of the place where the work is executed
ITB Clause	**Additional Clause 5:**
	The Project Manager shall order any variation of the form, quality or quantity of the Works or any part thereof that may, in his opinion, be necessary provided the variation does not exceed 20% of the quantity mentioned in the BoQ against each item of the work and that the amount of the varied quantity does not exceed 1% of the initial contract price. Such Variations should invariably be endorsed by the respective Project/ Site Engineer. Any Variations exceeding the threshold mentioned above, shall be referred to the appropriate level tender committee. All Variations shall be authorized in **writing with signed** (Messages and verbal call record shall not be entertain). Each Variation may include, but is not limited to, any of the following: ***(a) Increase or decrease in the quantity of any work included in the contract,*** ***(b) Omission of any item of work,*** ***(c) Change in the character or quality or kind of any such work,*** ***(d) Change in the levels, lines, position and dimensions of any part of the works and*** ***(e) Change in any specified sequence or timing of construction***
ITB Clause	**Additional Clause 6:**
	Other Compensation Events: a. National Events such as Population & Housing Census. b. Elections and National Events authorized by the Government through the issuance of circulars and other media. c. Road blocks due to landslides and torrential rains. By "Road" here it means, all roads including alternative routes leading to the site are blocked. Any further time extension beyond the compensation events as stated above should invariably be referred to the appropriate level of Tender committee responsible for awarding the particular contract.

ITB Clause	**Additional Clause 7:**
	It is mandatory for all the prospective bidders to visit and examine the sites of works and its surroundings and identify and verify spoil disposal sites/locations in coordination with concerned Project Engineer/Branch Managers of RICB.

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SECTION 3 – EVALUATION AND QUALIFICATION CRITERIA

This section contains all the criteria that the Procuring Agency shall use to evaluate Bids and qualify Bidders. The Procuring Agency may apply basic minimum technical qualification requirement (key personnel and equipment) if there is a project specific need.

1. Evaluation

1.1. Evaluation shall be done to determine if the bidders meet the required qualifications to be considered for award of work.

2. Qualification Criteria

2.1. Key Personnel

No.	Position	Qualification	Number of years of relevant experience	Remarks
1	Plumber	NC I or II	More than 2 years	Not Required
2	Electrician	NC I or II	More than 2 years	Not Required
3	Mason	NC I or II	More than 2 years	Not Required
4	Carpenter	NC I or II	More than 2 years	Not Required
5	Civil Engineer	Degree/ Diploma	More than 2(4) years	Not Required
6	Electrical Engineer	Degree/ Diploma	More than 2(4) years	Not Required

Note:

• Mandatory to commit and deploy the minimum experienced personnel of each Position specified by a Procuring Agency.

2.2. Equipment

[*Procuring Agency may specify requirements for each equipment as applicable*]

No.	Equipment Type	Number required
1		
2		
3		
4		
5		
6		
7		

The Bidder shall provide further details of proposed items of equipment using the relevant Form in Section 4, forms of Bid & Qualification information to fulfil the above requirements.

Note:

• Mandatory to commit and deploy the minimum number(s) of equipment for each Equipment specified by a Procuring Agency.

2.3. Add any other criteria

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SECTION 4: BIDDING FORMS

Table of Standard Forms

Form of Bid
Integrity Pact
Bid Securing Declaration
Qualification Information
Letter of Intent
Bid Document Fees deposit slip

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Form of Bid

Notes on Form of Bid:
The Bidder shall fill in and submit this bid form with the Bid. If Bidders do not fill in the Contract Price and does not sign this Bid form, the Bids will be rejected.

[date]

To……..

Address……

… .....We offer to execute the contract for construction

of……

… .....” in accordance with the Conditions of Contract accompanying this Bid

for the Contract Price of……[amount in figures](……

……

… .....) [amount in words].

The contract shall be paid in Ngultrum (Nu.)

This Bid and your written acceptance of it shall constitute a binding Contract between us.
We understand that you are not bound to accept the lowest or any Bid you receive.
We here by confirm that this Bid complies with the Bid validity and Bid Securing Declaration required by the Bidding Documents and specified in the Bidding Data Sheet.

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Authorized Signature:

(Affix Legal Stamp)

Name and Title of Signatory:_____
Name of Bidder:_____
Address:_____

Integrity Pact

1. General:

Whereas *(Name of head of the Procuring Agency or his/her authorized representative, with power of attorney)* representing the *(Name of Procuring Agency),* Royal Government of Bhutan, hereinafter referred to as the "Procuring Agency" on one part, and *(Name of Bidder or his/her authorized representative, with power of attorney)* representing M/s. (Name of firm), hereinafter referred to as the **"Bidder"** on the other part hereby execute this agreement as follows:

This agreement shall be a part of the Standard Bidding Document, which shall be signed by both the parties and submitted along with the tender document.

2. Objectives:

Whereas, the Procuring Agency and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/ unprejudiced dealings in the Bidding process and Contract administration with a view to:

1. Enabling the Procuring Agency to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and

2. Enabling Bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the Bidding process and contract administration period.

4. Commitments of the Procuring Agency:

1. The Procuring Agency hereby undertakes that no officials of the Procuring Agency, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the Bidding process and contract administration.

2. The Procuring Agency further confirms that its officials shall not favor any prospective Bidder in any form that could afford an undue advantage to that

particular Bidder in the Bidding process and contract administration and will treat all Bidders alike.

3. Officials of the Procuring Agency, who may have observed or noticed or have reasonable suspicion, shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.

4. Following report on violation of clauses 4.1 and 4.2 by official(s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Procuring Agency and such a person shall be debarred from further dealings related to the Bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/ herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the Bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following:

1. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Procuring Agency, connected directly or indirectly with the Bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the Bidding process and contract administration.

2. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the Bidding process and contract administration.

3. If the Bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the Procuring Agency or other Bidders, the Bidder shall report such violations to the head of the Procuring Agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

4. The breach of the IP or commission of any offence (forgery, providing false information, mis- representation, providing false/fake documents, Bid rigging,

Bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.

5. The breach of the IP or commission of any offence by the officials of the Procuring Agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

6. The respective Procuring Agency shall be responsible for administration and monitoring of the IP as per the relevant laws.

7. The Bidder shall have the right to appeal/setting aside as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

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Bid-Securing Declaration

Date:_____

NIT No.:_____

To:_____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.
We accept that we are required to pay the Bid Security amount specified in the Bidding Data Sheet within 5 days of your instruction and failure to do so will automatically debar us from being eligible for Bidding in any contract with the government Procuring Agencies from being eligible for Bidding for the period prescribed in the Debarment Rules, if we are in breach of our obligation(s) under the Bid conditions, because we:

(a) Have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid;
(b) Having not accepted the correction of errors in accordance with the Instructions to Bidders ITB 30.2; or
(c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to furnish the performance security in accordance with the ITB, or (ii) fail or refuse to execute the Contract in accordance with the ITB 36.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty (30) days after the expiration of our Bid.

Signed:_____

In the capacity of_____

Name:_____

Duly authorized to sign the Bid for and on behalf of:_____

Dated on_____day of_____,_____
Corporate Seal (where appropriate)

Affix Legal Stamp

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Qualification Information

Notes on Form of Qualification Information: The following information is to be filled in by Bidders which will be used for purposes of evaluation

1. Individual Bidders

1.1. Constitution of legal status of Bidder: [attach copy]

Place of registration:

Principal place of business:

1.2. Power of attorney of signatory of Bid [attach copy]

Forms for Key Personnel
Form – 1A: Proposed Key Personnel

Bidders should provide the names of suitably qualified key personnel to meet the specified requirements for each of the positions listed in Section 3 (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position
	Name
2.	Title of position
	Name
3.	Title of position
	Name

Form -1B: CV of Proposed Manpower

The Bidder shall provide all the information requested below. Fields with asterisk (*) shall be used for evaluation.

Position*		
Personnel information	Name *	Date of birth
	Qualifications:	
Present employment	Name of Procuring Agency:	
	Address of Procuring Agency:	

Experience		
From	To	Company, Project, Position, and Relevant Technical and Management Experience

Summarize experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Documents Required:
The Bidder shall provide following supporting documents for the above the proposed manpower:

1. Original signed CVs of technical manpower committed.

2. Copies of Citizenship ID Cards or work permit/ Passport/ Election/Voter ID cards (for foreign workers) of all manpower committed.

3. Copies of contract agreements with all personnel if they have been hired on contract by the contractor.

1.3. Forms for Equipment
The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria).

Sl.No	Equipment Name & Type	Total No. committed
1.		
2.		
3.		
4.		

Documents Required:

The Bidder shall provide following supporting documents for the above proposed equipment:

1. Copy of the registration certificate of each equipment committed.

2. Copy of Insurance policy for each equipment where applicable.

3. In case of hiring, copy of the lease agreement in addition to 1 & 2 above.

4. In case of equipment that do not require registration with BCTA, copy of cash memos/invoice stamped by RRCO if newly imported (within 1 year from the date of purchase) or verification letter issued by a Government Engineer or Competent institution.

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Letter of Intent

(Letterhead of the Procuring Agency)

Notes on standard form of letter of Intent This issuance of Letter of Intent (always before letter of acceptance) is the information of the selection of the Bid of the successful Bidder by the Procuring Agency and for providing information to other unsuccessful Bidders who participated in the Bid as regards the outcome of the procurement process. The Procuring agency shall allow five (5) days as described in ITB 36 between this Letter of Intent and Letter of Acceptance to allow aggrieved Bidders to challenge your decision if they feel they have treated unfairly.

(Insert date)

*To- - - -

Bid Document Fees Deposit Slip

Date: ……./……./…….

Name of Bidder:…….

……..

Tender For:……

……

……

……

……

Amount in Figure: **1,000/-**

Amount in Words: **Ngultrum One Thousand Only.**

Deposited by:……

Seal &Sign

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SECTION 5. GENERAL CONDITIONS OF CONTRACT

1. Definitions

1.1. The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined terms:

(a) Completion Certificate means the Certificate issued by the Project Manager as evidence that the Contractor has executed the Works in all respects as per drawing, specifications, and Conditions of Contract.

(b) The Completion Date is the date of completion of the Works as certified by the Procuring agency, in accordance with GCC Clause 18.

(c) Contract means the Agreement entered into between the Procuring Agency and the Contractor to execute, complete and maintain the Works.

(d) Contractor means the person or corporate body who's Tender to carry out the Works has been accepted by the Procuring Agency and is named as such in the SCC.

(e) Contract Price is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

(f) The Contractor's Bid is the completed Bid Document including the priced offer submitted by the Contractor to the Procuring Agency.

(g) Days mean calendar days.

(h) A Defect is any part of the Works not completed in accordance with the Contract.

(i) The Intended Completion Date is the date specified in the SCC on which the Contractor shall complete the Works and may be revised if extension of time or an acceleration order is issued by the Project Manager.

(j) The Procuring Agency is the party named in the SCC who employs the Contractor to carry out the Works.

(k) The Project Manager is the person named in the SCC (or any other competent person appointed by the Procuring Agency and notified to the Contractor, to act in replacement of the Procuring Agency) who is responsible for supervising the execution of the Works and administering the Contract.

(l) The Site is the area defined as such in the SCC.

(m) A Variation is an instruction given by the Project Manager which varies the Works.

(n) The Works are what the Contract requires the Contractor to construct, install, and hand over to the Procuring Agency, as defined in the SCC.

2. Interpretation & Documents forming the Contract

2.1 In interpreting the GCC, singular also means plural, male also means female or neuter, and the other way around. Headings in the GCC shall not be deemed part thereof or be taken into consideration in the interpretation of the Contract. Words have their normal meaning under the language of the Contract unless specifically defined.

2.2. The following documents forming the Contract shall be interpreted in the following order of priority:

(a) The signed Contract Agreement;

(b) The Letter of Acceptance;

(c) The completed Bid form as submitted by the Bidder;

(d) The Special Conditions of Contract;

(e) The General Conditions of Contract;

(f) Specification;

(g) The Drawings; and

(h) Any other document listed in the SCC as forming part of the Contract.

3. Corrupt, Fraudulent, Collusive or Coercive Practices

3.1. The Government requires that Procuring Agency, as well as Contractors shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public money.

3.2. In pursuance of this requirement, the Procuring Agency shall

(a) exclude the Contractor from participation in the procurement proceedings concerned or reject a proposal for award; and

(b) declare a Contract or ineligible, either in definitely or for a stated period of time, from participation in procurement proceedings under public money;

If at any time, determines that the bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under the public money.

3.3. The Government defines, for the purposes of this provision, the terms set forth below as follows:

a) Corrupt practice"[5] is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value[6] to influence improperly the actions of another party;

b) "fraudulent practice"[7] is any intentional act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

c) "collusive practice"[8] is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; and

d) "Coercive practice"[9] is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

3.4. The Government requires that the Client's personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.

4. Governing Language and Law

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged by the Contractor and the Procuring Agency, shall be written in English unless otherwise stated in the SCC. The Contract shall be governed by and interpreted in accordance with the laws of the Kingdom of Bhutan.

5. Project Manager's Decision

1. Except where otherwise specifically stated in the SCC, the Project Manager will decide Contractual matters between the Procuring Agency and the Contractor in the role as representative of the Procuring Agency.

6. Delegation

2. The Project Manager may delegate any of his duties and responsibilities to his representative, after notifying the Contractor, and may cancel any delegation, without retroactivity, after notifying the Contractor.

[5] "Another party" refers to a public official acting in relation to the procurement process or contract execution. In this context, "public official" includes staff and employees of any organizations (including any institutions providing finance for the Works) taking or reviewing procurement decisions.

[6] "anything of value" includes, but is not limited to, any gift, loan, fee, commission, valuable security or other asset or interest in an asset; any office, employment or contract; any payment, discharge or liquidation of any loan, obligation or other liability whatsoever, whether in whole or in part; any other services, favour or advantage, including protection from any penalty or disability incurred or apprehended or from any action or proceeding of a disciplinary or penal nature, whether or not already instituted and including the exercise or the forbearance from the exercise of any right or any official power or duty.

[7] A "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

[8] "Parties" refers to participants in the procurement process (including public officials) and an "improper purpose" includes attempting to establish bid prices at artificial, non-competitive levels.

[9] a "party" refers to a participant in the procurement process or contract execution

7. Communications and Notices

7.1. Communications between Parties pursuant to the Contract shall be in writing to the address specified in the SCC. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

8. Sub-Contracting

8.1 The Procuring Agency may define the mechanism for Sub-Contracting of parts of works to Specialized firms registered with Bhutan Construction and Transport Authority or any other competent authority for specialized categories of works provided in the guidelines for registration of such firms.

8.2 Payments shall be made directly to the principal contractor, not to the Specialized firms unless explicitly agreed otherwise between the Procuring Agency and the principal contractor with the specific mechanism to do so.

8.3 The principal contractor shall execute a contract with the Specialized firm which shall bind the parties throughout the contract including the defect liability period.

9. Contractor's Personnel & Equipment

9.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred in the SCC, to carry out the functions stated in the Schedule, or other personnel approved by the Project Manager. Similarly, the contractor shall deploy all committed equipment at site as and when required by the Procuring Agency.

10. Welfare of Labourers & Child Labour

10.1 The Contractor shall provide proper accommodation to his labourers and arrange proper water supply, conservancy and sanitation arrangements at the site in accordance with relevant regulations, rules and orders of the government.

10.2 The Contractor shall comply with the applicable minimum age, labour laws and requirements of (including applicable treaties which have been ratified by) the Government of Bhutan regarding hazardous forms of child labour.

11. Safety Security and Protection of the Environment

11.1 The Contractor and the procuring agency shall comply with Occupational Health and Safety related regulations for the safety of all activities on the Site.

11.2 The Contractor shall comply with all applicable safety regulations for the adequacy and safety of site operations and methods of construction and he shall adopt measures to prevent injuries to persons or damage to properties or utilities. He shall avoid undue interference with private business, public travel, or with the work of other contractors. He shall take steps to protect the environment and to minimize noise, pollution or other undesirable effects resulting from his method of operation.

12. Access to the Site

12.1 The Contractor shall allow the Engineer and any person authorised by the Project manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

13. Documents & Information

13.1 The Contractor shall furnish to the Project manager all information, schedules, calculations and supporting documents that may be requested.

14. Property

14.1 All materials on the Site, Plant, Equipment, Temporary Works and Works are deemed to be the property of the Procuring Agency if the contract is terminated because of a contractor's default:

(a) Plants and equipment will be released after due payment of compensations prescribed in GCC clause 37.1.

15. Insurance

15.1 The Contractor shall provide, in the joint names of the Procuring Agency and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles stated in the SCC for the following events which are due to the Contractor's risks:

(a) Loss of or damage to the Works, Plant and Materials to be built into the works.

15.2 The Contractor shall deliver policies and certificates of insurance to the Project Manager, for the Engineer's approval, before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred. Payments received from insurers shall be used for the rectification of loss or damage.

15.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Agency may affect the insurance which the Contractor should have provided and recover the premiums the Procuring Agency had paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

16. Possession of the Site

16.1 The Procuring Agency shall give possession of the Site, or parts of the Site, to the Contractor on the date(s) specified in the SCC.

17. Commencement of Works

17.1 The Contractor may commence execution of the Works on the Start Date, or other such date as specified in the SCC, and shall carry out the Works in an expeditious manner.

17.2 If the Contractor fails to commence the works within the above stated period, the Procuring Agency may, at his sole discretion, terminate the Contract and may use the proceeds of the Performance Security to compensate for any losses thereof, if any.

18. Completion of Works

18.1 The Contractor shall complete the Works within the number of days stated in the SCC from the date of commencing the Works on the Site.

19. Programme of Works

19.1 Within the time stated in the SCC, which shall not be more than fifteen (15) days, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval of a Work Plan showing the general methods, arrangements, order and timing for all the activities in the Works. Contractor shall submit to the Project Manager for approval an updated Programme at intervals no longer than the period stated in the SCC.

20. Early Warning

20.1 Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work result in increase to the Contract Price or delay in the execution of the Works.

21. Compensation Events

21.1 The following shall be Compensation Events:

(a) the Procuring Agency does not give access to the Site or part of the Site by the Site Possession Date stated in the SCC clause 15; and

(b) if the payment is delayed pursuant to Clause 24.1.

21.2 If a Compensation Event would prevent the work being completed before the Intended Completion Date, the Intended Completion Date shall be extended, as appropriate, by the Engineer.

22. Non-Scheduled Items of Works

22.1 The Contractor shall be paid for non-scheduled items of works only when the Project Manager approves such works at the rates and in the manner stated in the SCC.

23. Schedule of Works

23.1 The Schedule of Works will contain rates for all items for the construction including temporary works, installation, testing, and commissioning work to be done by the Contractor.

23.2 The Contractor shall be paid for the quantity of the work done at the rate in the Contract Agreement for each item.

23.3. The Contractor shall be entirely responsible for all taxes, duties, license fees, and other such levies imposed outside and inside Bhutan.

24. Payment Certificates

24.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously. The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor latest by twenty-five (25) days from the date of receipt of contractor's monthly statement in correct and complete form.

24.2 The value of work executed shall be determined by the Project Manager.

24.3 The value of work executed shall comprise the value of the quantities of the items in the Schedule of Works completed.

24.4 The value of work executed shall include the valuation of Variations, Certified Day works and Compensation Events.

24.5 The Project Manager may exclude any item certified in previous certificates or reduce the proportion of any item previously certified in any certificate in the light of later information.

25. Payments

25.1 The Procuring Agency shall pay the Contractor the amounts certified by the Project Manager within ten (10) days of the date of each payment certificate issued by the Project Manager.

25.2 The Procuring Agency shall make Advance Payment (mobilization and secured advance) to the Contractor of the amounts and by the dates stated in the SCC. The mobilization advance shall be backed up by equivalent amount of unconditional Bank Guarantee (Form 4).

25.3 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for the execution of the Contract. The Contractor shall demonstrate that the advance payment has been used in this way by submitting copies of invoices or other documents to the Procuring Agency.

25.4 The advance payment shall be recovered by deducting proportionate amounts from payments due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, variations, claims or any amount payable due to failure to complete the works.

26. Changes in Quantities[10]

26.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than twenty percent (20%), provided the cost of variation beyond twenty percent (20%) limit exceeds one percent (1%) of the Initial Contract Value the Procuring Agency shall adjust the quoted rate up or down to allow for the change. Only when both conditions are met then the quoted rate shall be changed:

(a) If the quantity of work executed exceeds the quantity of the item in BOQ beyond the higher specified limit the Procuring Agency shall fix the market rate (which may be lower or higher than the quoted rate) to be applied for the additional quantity of the work executed; and

(b) If the quantity of work executed is less than the quantity of the item in BOQ lesser than the lower specified limit, the Procuring Agency shall fix the market rate based on the submission of the contractor (which may be lower/higher than the quoted rate) to be applied for whole of the quantity of the work so executed for that particular item.

26.2 The rates shall not be adjusted from changes in quantities if thereby the Initial Contract Price is exceeded by more than five percent (5%), except with the prior approval of the Procuring Agency in consultation with the Tender Committee.

26.3 For works up to Nu. 50 M, when quantity deviation exceeds twenty percent (20%) from the quantity in BOQ and the total cost of such deviations exceeds twenty percent (20%) of the initial contract price, the Procuring Agency shall seek prior approval of the Competent Authority (Finance Committee constituted in their respective Agency).

26.4 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost break down of any rate in the Bill of Quantities.

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[10] In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule," and replace entire Clause 26 with new Sub- Clause 26.1, as follows:
26.1 The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

27. Variations

27.1 The Project Manager shall order any variation of the form, quality Or quantity of the Works or any part thereof that may, in his opinion, be necessary. Each variation may include, but is not limited to, any of the following:

(a) increase or decrease in the quantity of any work included in the Contract;

(b) omission of any item of work;

(c) change in the character or quality or kind of any such work;

(d) change in the levels, lines, position and dimensions of any part of the works;

(e) additional work of any kind (not exceeding twenty percent (20%) of the original contract amount, or the maximum threshold value for the use of Limited Tender whichever is lower); or

(f) change in any specified sequence or timing of construction activities.

27.2 All Variations shall be included in updated Programs produced by the Contractor.

27.3 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

27.4 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

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27.5 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

27.6 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

27.7 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 25.1 or the timing of its execution do not cause the cost per unit of the quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

27.8 For works up to Nu. 50 Million, if the value of additional work exceeds twenty percent (20%) of the initial contract price, the Procuring Agency shall seek prior approval of the Competent Authority (Finance Committee Constituted in respective Agencies).

28. Retention

28.1 The Procuring Agency shall retain from each payment due to the Contractor the proportion stated in the SCC until the completion of the whole of the Works.

28.2 The Retention Money shall be returned to the contractor on completion of Defect Liability Period.

28.3 Withstanding GCC 27.2, in case of contracts of duration more than 12 months, fifty percent (50%) of the Retention Money may be returned to the contractor upon completion of work against the submission of an unconditional guarantee issued by a reputed financial institution and acceptable to the Procuring Agency. Such a guarantee shall be valid until the issue of a No Defects Liability Certificate.

28.4 If the contractor fails to remedy any reported defect within the Defects Liability Period, the Procuring Agency shall withhold the payment or realize claims from the guarantee, of an amount, which in the opinion of the Procuring Agency, represent the cost of the defects to be remedied.

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28.5 Subject to GCC 27.4, the Retention Money or the balance of it shall be discharged and returned to the contractor within 14 days of the issue of the No Defects Liability Certificate.

28.6 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defect liability period shall be remedied by the Contractor at the Contractor's cost, if the loss or damage arises from the Contractor's act or omission.

29. Liquidated Damages

29.1 The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion date for the works or for any part thereof.

30. Performance Security

30.1 Upon receipt to Letter of Acceptance, a Performance Security shall be provided to the Procuring Agency in the amount and form stated in the Contract Forms (Form 3). The Performance Security shall be valid until a date thirty (30) days from the date of issue of the Certificate of Completion.

30.2 The proceeds of the Performance Security shall be payable to the Procuring Agency unconditionally upon first written demand as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract.

31. Price Adjustment

31.1 The price adjustments shall be mandatorily applicable for contract duration of more than twelve (12) months. No price adjustments shall be allowed within first twelve (12) months of any contract.

31.2 The adjustment shall be based on the cost of materials as Reflected by the Material Index Numbers published by the National Statistical Bureau[11] (NSB), calculated for every successive period of 3 months after the 12th month of the Contract using the following formulae.

V = Wx0.80x0.75 x (M-M0)/M0

Where:

V = amount of variation for materials payable to/recoverable from the contractor for the period under review;

W = value of the work done during the period under review minus (amount of secured advance recovered in the same period + value of works executed under variations for which the variations are paid in the new rate);

M0 = Material Index for the month in which the tender was submitted;

M = the average value of the above Index Number for the 3 months period under review; Price adjustment formula for Labour shall be calculated as follows:

VL=W*0.80*0.25*(L-L0)/ 5*L0

V= amount of variation for labour payable to/recoverable from the contractor for the period under review;

[11] Until NSB comes up with the Material Index for the Royal Government of Bhutan, the Wholesale Price- Index (all commodities) for Materials shall be used for the purpose of this clause. Visit www.eaindustry.nic.in for the Wholesale Price Index.

W = value of the work done during the period under review minus (amount of secured advance recovered in the same period + value of works executed under variations for which the variations are paid in the new rate);
L0= Nu. 275.83 (Average labour rate in latest BSR);
L= Nu. 544.54 (Average labour rate in latest BSR).

31.3 Price Adjustment shall apply only for work carried out within the stipulated time or extensions granted by the Procuring Agency and shall not apply to work carried out beyond the stipulated time for reasons attributable to the Contractor.

32. Completion

32.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the work is completed. After completion certificate is issued by the Project Manager, the contract will formally end and the work shall be updated as completed in relevant systems.

33. Correction of Defects

33.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as the Defects remain to be corrected.

33.2 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager will assess the cost of having the Defect corrected, and the Contractor will pay this amount.

34. Taking Over

34.1 The Procuring Agency shall take over the Site and the Works within seven (7) days of the Engineer issuing a Certificate of Completion.

35. Final Account

35.1 The Contractor shall supply the Project Manager a detailed account of the total amount that the Contractor considers payable under the Contract. The Project Manager shall certify any final payment that is due to the Contractor within fifteen (15) days of receiving the Contractor's account if it is correct and complete.

35.2 The Procuring Agency shall affect payment of the final account within ten (10) days from the date of certification by the Project Manager.

36. Termination

36.1 The Procuring Agency or the Contractor by giving thirty (30) days written notice of default to the other party may terminate the Contract in whole or in part if the other party causes a fundamental breach of Contract.

36.2 Fundamental breaches of the Contract shall include, but shall not be limited to, the following:

(a) The Contractor stops work for more than thirty (30) days when no stoppage of work is shown on the current programme and the stoppage has not been authorised by the Project Manager;

(b) the Project Manager gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;

(c) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of Liquidated Damages can be paid;

(d) the Contractor, in the judgment of the Procuring Agency, has engaged in corrupt or fraudulent practices, as defined in GCC Clause 3, in competing for or in executing the Contract; and

(e) a payment certified by the Project Manager is not paid to the Contractor by the Procuring agency within sixty (60) days of the date of the Project Manager's certificate.

(f) The Contractor fails to employ the personnel and equipment proposed pursuant to GCC clause 9.1

(g) the Contractor does not maintain a security, which is required

For a fundamental breach of contract by contractor the Procuring Agency shall give notice of a breach of contract for causes listed under GCC sub-clause 59.2 above and requiring the contractor to remedy the same. If the Contractor fails to remedy or to take steps to remedy the same within fifteen (15) days of its receipt of such notice, then the Procuring Agency may terminate the Contract forthwith by giving a notice of termination to the Contractor that refers to this GC Sub-Clause 59.2.

For fundamental breach of contract by Procuring Agency the Contractor shall give a notice to the Procuring Agency thereof to remedy the breach within thirty (30) days of such notice and if the Procuring Agency is still unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Agency within thirty (30) days of the said notice, the Contractor may by a further notice to the Procuring Agency referring to this GC Sub-Clause 59.2, forthwith terminate the Contract.

36.3 The Procuring Agency and the Contractor may at any time terminate the Contract by giving notice to the other party if either of the parties becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to any party provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue to the other party.

36.4 Notwithstanding the above, the Procuring Agency may terminate the Contract for

convenience.

36.5 If the Contract is terminated, the Contractor is to stop work immediately, make the Site safe and secure and hand over the Site to the Procuring Agency as soon as reasonably possible.

36.6 Following the termination of contract, the Procuring Agency may retender or execute the works departmentally.

37. Payment upon Termination

37.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Engineer shall issue a certificate for the value of the work done and Plant and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. If the total amount due to the Procuring Agency exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Agency.

37.2 If the Contract is terminated for the Procuring Agency's convenience or because of a fundamental breach of Contract by the Procuring Agency, the Contractor shall be entitled to payments for completed works and the materials that have been brought to the site for the purpose of the works, but not used as certified by the Engineer after adjusting any payments received by the Contractor.

38. Release from Performance

38.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Agency or the Contractor, the Project manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible, after receiving this certificate. The Contractor shall be paid for all works carried out before stoppage of work and any work carried out afterwards to which a commitment was made.

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39. Force Majeure

39.1 For the purpose of this Contract, "Force Majeure" means an exceptional event or circumstance:

(a) which is beyond a Party's control;

(b) which such Party could not reasonably have provided against before entering into the Contract

(c) which, having arisen, such Party could not reasonably have avoided or overcome; and

(d) which is not substantially attributable to the other Party.

39.2 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

(a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;

(b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war;

(c) riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel;

(d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity; and

(e) natural catastrophes such as earthquake, Glacial Lake Outburst Floods, hurricane, typhoon or volcanic activity.

39.3 However, force majeure shall not include the following unless determined as exceptional event or circumstances;

(a) rainfall;

(b) snowfall;

(c) strikes in other countries;

(d) non-availability of labourer and materials such as timbers, boulders, sand, and other material; and/or

(e) difficulty and risky terrain and remoteness of site.

39.4 The exceptional event or circumstances provided in GCC clause 39.1 which do not come within purview of Force Majeure requires approval of the Tender committee with justification for the approval of compensation.

40. Settlement of Disputes

40.1 The Procuring Agency and the Contractor shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

40.2 Any dispute between the parties to the Contract that may not be settled amicably will be referred to Arbitration at the initiative of either of the parties.

40.3 The Arbitration shall be conducted in accordance with the prevailing Alternative Dispute Resolution Act of the Kingdom of Bhutan and its implementing rules and regulations in force or any other law of arbitration specified in the contract.

40.4 The dispute resolution shall not prohibit continuation of execution of the work unless injunction order is issued by the court of law.

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SECTION 6: PARTICULAR CONDITIONS OF CONTRACT

Instructions for completing the Particular Conditions of Contract are provided in italics in parenthesis for the relevant GCC Clauses.	
GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC Clause	
	The Contract ***is not*** subject to price adjustment in accordance with GCC Clause 31.
	Additional Clause 1: The firm has an active or pending Court Cases either by or against the departments under the RICB as on the date of bid opening. The exclusion shall be valid till the case gets resolved in all respects including enforcement. Therefore, **Bidders having court cases with the RICB are hereby informed NOT to participate in the bidding.**
	Additional Clause 2:
	The Contractor has not fulfilled his contractual obligations, by the date of bid opening, with the RICB in the past as follows; 1) A contractor who has failed to complete the contract works within the maximum Liquidated Damage Period (LDP) but has ultimately completed the work, shall be excluded from participating in the tender for a period of **One Year**. 2) If the contract has been terminated by the client due to fundamental breach of contract by the contractor shall be excluded from participating in the tender for a period of **Three Years.** The list of Contactors who has not fulfilled their contractual obligations with RICB in the past is maintained and updated by the RICB. Those Contractors who had not fulfilled their contractual obligations are advised not to participate in the bidding.
	Additional Clause 3: Not Applicable **I: Occupational Health and Safety (OHS -001)** The contractor shall ensure Occupational Health Safety (OHS) requirement at worksite “At All Times” in accordance to Labour and Employment Act-2007 and Regulation on Occupational Health, Safety and Welfare-2012. In addition, the Guidelines for Field Checklist on the Basic Items on Safety Control for Bridge/Road Construction shall be strictly followed and monitored. For non-compliance to the OHS requirement, the contractor shall be penalized as

	follows: (a) If any worker is found at the worksite without appropriate safety equipment/gear, the Contractor shall be subject to a penalty of Nu. 100 per person per instance. (b) If the other OHS requirements are not met during inspections and safety patrol at sites, the client shall appropriately impose penalties and deduct from the RA bills. The Contractor has to bear the penalty himself and shall not recover the same from the worker. The photograph of the worker at the worksite without the appropriate safety gear shall be adequate enough a proof to make the Contractor liable to pay the penalty. The Personal Protective Equipment shall confirm to appropriate American National Standard (ANSI) or Bureau of Indian Standard (BIS) or Standard certified by National Institute of Occupational Safety and Health (NIOSH) or any standards developed by Government of Bhutan. The minimum requirement of Personnel Protective Equipment (PPE) and other OHS related items are listed and attached as Annexure I to BoQ. **II:Temporary Living Accommodation Facilities (OHS – 002)** The contractor shall construct temporary living accommodation facilities as specified in "Temporary Living Accommodation Standards" in the Technical Specification and as per the drawing attached (Annexure II). Upon completion of the construction and joint measurement, the Client shall release 85% of the quoted amount for the item OHS002 in the contract BoQ and retain 15%. During the release of bill payment, the checklist attached as Annexure III to BoQ shall be fulfilled and verified by the respective PM/PE/SM/SE. Only upon the fulfilment of all the conditions, the payment shall be made. The monitoring checklist shall be attached as evidence for the bill payment. The 15% retention money shall be released upon complete handing taking of the temporary living accommodation site, all structure dismantled and site cleaned to the satisfaction of the Client. No additional payment for accommodation shall be made for variations (change of rate, time extension, deviation, price adjustment, additional work etc.). In the event, the contractor fails to provide specified temporary accommodation within 30 days from date of signing of the contract agreement, then the Client shall construct accommodation as specified in "Temporary Living Accommodation Standards" in the Technical Specification and the as per the drawing attached. (Annexure II). The actual cost of construction shall be recovered from the first running bill of the contractor. The useful materials of the accommodation facilities shall be the property of the contractor after completion of the Project. The Contractor shall dismantle and clean the area of construction of temporary accommodation including all the PCC structures after the completion of the Project and handover to the Client within 30 Days after the issue of Work Completion Certificate. Failing to dismantle and clean the area to the satisfaction of the Client within the specified duration, the Client shall dismantle and clean. The cost incurred for dismantling and cleaning the area by the Client shall be recovered from the contractor's 15% retention money. However, if the 15%

	retention money is not sufficient to meet up the expenditure for dismantling and cleaning the area, the additional cost incurred shall be met from the overall 10% Performance Security of the contract. In the event of termination of the contract due to fundamental breach of contract by the contractor, the temporary living accommodation constructed shall be property of the client and the 15% retention money retained from the item OHS-002 shall be forfeited to dismantle the Temporary Living Accommodation upon completion of the Project. The contractor shall also have the option to rent accommodation for all labourers in areas where it is available. In case of rented accommodation, an agreement between the contractor and the house owner shall be produced to claim the payment under OHS002 item. Even in the case of rented accommodation, the checklist attached as Annexure III to BoQ shall be fulfilled and verified by the respective PM/PE/SM/SE before releasing the payment. Mode of Payment: The payment shall be made quarterly from his quoted amount.
	Additional Clause 4: **Dispute Resolution**: Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach, termination or invalidity there of shall be resolved as follows: 1. The parties shall attempt to reach an amicable settlement. 2. If the parties fail to resolve amicably, it shall be resolved through; a. Arbitration in accordance with the rules and procedures of the Bhutan Alternative Dispute Resolution Centre (BADRC), Thimphu, if only agreed by both the parties. b. If any party disagree to resolve through BADRC, the dispute shall be settled through the Royal Court of Justice of Bhutan. The parties to this Contract shall file the case to the Royal Court of Justice of Bhutan located in the jurisdiction of the place where the work is executed.
	Additional Clause 5: The Project Manager shall order any variation of the form, quality or quantity of the Works or any part thereof that may, in his opinion, be necessary provided the variation does not exceed 20% of the quantity mentioned in the BoQ against each item of the work and that the amount of the varied quantity does not exceed 1% of the initial contract price. Such Variations should invariably be endorsed by the respective Project Manager/ Engineer. Any Variations exceeding the threshold mentioned above, shall be referred to the appropriate level tender committee. All Variations shall be authorized in writing. Each Variation may include, but is not limited to, any of the following: (a) Increase or decrease in the quantity of any work included in the contract, (b) Omission of any item of work, (c) Change in the character or quality or kind of any such work, (d) Change in the levels, lines, position and dimensions of any part of the works

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	and (e) Change in any specified sequence or timing of construction.
	Additional Clause 6: **Other Compensation Events:** a. National Events such as Population & Housing Census. b. Elections and National Events authorized by the Government through the issuance of circulars and other media. c. Road blocks due to landslides and torrential rains. By "Road" here it means, all roads including alternative routes leading to the site are blocked. Any further time extension beyond the compensation events as stated above should invariably be referred to the appropriate level of Tender committee responsible for awarding the particular contract.
	Additional Clause 7: It is mandatory for all the prospective bidders to visit and examine the sites of works and its surroundings and identify and verify spoil disposal sites/locations in coordination with concerned Project Engineer/Manager of RICB.
	Additional Clause 8: It is mandatory for the contractor to maintain a **Site Order Book** (for the record of any items variations, additional items to be added and other related issues, etc.) and a **Hindrance Register** (for the record of all the hindrance occurred during the execution of the work or project), both of which must be approved by the Project Manager or Engineer of RICB. These documents are essential for maintaining proper records and documentation throughout the course of the project.
GCC Clause	1. Definitions
	1.1 The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined terms: a. Completion Certificate means the Certificate issued by the Procuring Agency as evidence that the Contractor has executed the Works in all respects as per drawing, specifications, and Conditions of Contract. b. The Completion Date is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Clause 18. c. Contract means the Agreement entered into between the Procuring Agency and the Contractor to execute, complete and maintain the Works. d. Contractor means the person or corporate body whose Tender to carry out the Works has been accepted by the Procuring Agency and is named as such in the SCC. e. Contract Price is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

	f. The Contractor's Bid is the completed Bid Document including the priced offer submitted by the Contractor to the Procuring Agency. g. Days mean calendar days. h. A Defect is any part of the Works not completed in accordance with the Contract. i. The Procuring Agency is the party named in the PCC who employs the Contractor to carry out the Works. j. The Project Manager is the person named in the PCC (or any other competent person appointed by the Procuring Agency and notified to the Contractor, to act in replacement of the Procuring Agency) who is responsible for supervising the execution of the Works and administering the Contract. k. The Intended Completion Date is the date specified in the PCC on which the Contractor shall complete the Works and may be revised if extension of time or an acceleration order is issued by the Project Manager. l. The Site is the area defined as such in the PCC. m. A Variation is an instruction given by the Project Manager which varies the Works. n. The Works are what the Contract requires the Contractor to construct, install, and hand over to the Procuring Agency, as defined in the PCC.
	1.1(d) The Contractor is ***as mentioned in Contract Agreement.*** 1.1(i) The Procuring Agency is ***RICB, Thimphu***. 1.1(j) The project manager is **Mr**. ***Binod Kumar Pradhan, EU, CO.*** 1.1(k) The Intended Completion Date for the whole of the Works shall be **Two Months *(60days)*** 1.1(l) The Site is located at ***Samdrup Jongkhar.*** 1.1(m) The Works are all the item listed in BoQ as per the specification of building and road work.
GCC Clause	2. Interpretation & Documents forming the Contract
	2.2. The following documents forming the Contract shall be interpreted in the following order of priority: (a) Signed Contract Agreement. (b) Letter of Acceptance. (c) Completed Bid form as submitted by the Bidder. (d) Particular Conditions of Contract. (e) General Conditions of Contract. (f) Specifications of Building & Road work (g) Drawings. (h) Any other document listed in the PCC as forming part of the Contract.
	The additional documents forming part of this Contract are: ***1: Correspondence made during the signing of the contract*** ***2: Historical Documents: Copy of CDB/BCTA Registration Certificate, Trade License, Copy of Tax Clearance Certificate*** ***3: BOQ***

	4: Performance Security ***5: Amendments if any*** *6: OHS Specification* **7: RICB Procurement manual 2015**
GCC Clause	4. Governing Language and Law
	4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged by the Contractor and the Procuring Agency, shall be written in English unless otherwise stated in the SCC. The Contract shall be governed by and interpreted in accordance with the laws of the Kingdom of Bhutan.
	The Language governing the Contract shall be ***English.***
GCC Clause	5. Project Manager's Decision
	5.1. Except where otherwise specifically stated in the SCC, the Project Manager will decide Contractual matters between the Procuring Agency and the Contractor in the role as representative of the Procuring Agency.
	The Project Manager shall obtain specific approval of the Procuring Agency before taking any of the following actions:
GCC Clause	7. Communications and Notices
	7.1. Communications between Parties pursuant to the Contract shall be in writing to the address specified in the SCC. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
	The addresses for Communications shall be: For the Procuring Agency: ***Head, Engineering Unit, Cooperate Office, Thimphu, RICB Contact # 17456384*** For the Contractor: ***As in contract Document***
GCC Clause	9. Contractor's Personnel & Equipment
	9.1. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the SCC, to carry out the functions stated in the Schedule, or other personnel approved by the Project Manager. Similarly, the contractor shall deploy all committed equipment's at site as and when required by the Procuring Agency.
	The Key Personnel of the Contractor are: As specified in ITB The equipment's are: ***As specified in ITB***
GCC Clause	14. Insurance (**Not Applicable**)
	14.1 The Contractor shall provide, in the joint names of the Procuring Agency and the Contractor, insurance cover from the Start Date to the end of the Defects

	Liability Period, in the amounts and deductibles stated in the SCC for the following events which are due to the Contractor's risks: a. loss of or damage to the Works, Plant and Materials to be built into the works.
	For insurance purposes the type of cover required shall be: The contractor shall be responsible for the insurance*;* *Within ONE month of the issuance of Letter of Acceptance, the Contractor shall, without in any way limiting his obligations and responsibilities under the Contract, insure and pay all cost and maintain the insurance throughout the period of contract, with the following coverage.* *(a) the works, together with materials and plant for incorporation therein for 100% of the Contract Price.* *The Contractor shall be required to submit the details of the Insurance cover taken clearly indicating the amount paid as premium and the amount kept under DEDUCTIBLES covering the whole of the contract price.* *The Maximum provision that can be kept under DEDUCTIBLES is up to 5% of the Contract Price.* *Failure on the part of the contractor to obtain the insurance cover as required within 30 days after the issuance of the LoA, the Procuring Agency reserves the right to obtain the insurance coverage as required under the contract and recover the premium from the next immediate payment payable to the contractor.* *The Contractors personnel including labourers shall be insured in group for the entire construction period immediately upon employment by the contractor. The insurance certificate of the workforce should be submitted to the client on their reporting to the site.* *The capital sum to be insured shall be as per the requirement of Labour and Employment Act-2007 and its regulation.*
GCC Clause	15. Possession of the Site
	15.1 The Procuring Agency shall give possession of the Site, or parts of the Site, to the Contractor on the date(s) specified in the SCC.
	Possession of the site shall be within **[07] Days** from the date of signing of the Contract.
GCC Clause	16. Commencement of Works
	16.1 The Contractor may commence execution of the Works on the Start Date, or other such date as specified in the SCC, and shall carry out the Works in an expeditious manner.
	Commencement of work shall be within **[07] days** from the date of handing over possession of the Site.
GCC Clause	17. Completion of Works

	17.1. The Contractor shall complete the Works within the number of days stated in the SCC from the date of commencing the Works on the Site.
	Completion of works shall be within **[60] Days** from the date of commencing the works on the site.
GCC Clause	18. Programme of Works
	18.1. Within the time stated in the PCC, which shall not be more than fifteen (15) days, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval of a work program. The Contractor shall submit to the Project Manager for approval an updated Programme at intervals no longer than the period stated in the PCC.
	The Contractor shall submit the first workplan [NA] days after signing the Contract, and shall update the workplan every [NA] week during the period of the Contract.
GCC Clause	21. Non-Scheduled Items of Works
	21.1 The Contractor shall be paid for non-scheduled items of works only when the Project Manager approves such works and at the rates and in the manner stated in the PCC.
	[Enter here the agreed rates for non-scheduled items of work if known, if not known then make the statement "The rates for non-scheduled items of works shall be determined by the Project Manager".]
GCC Clause	24. Payments
	24.2 The Procuring Agency shall make Advance Payment (mobilization and secured advance) to the Contractor of the amounts and by the dates stated in the SCC. The mobilization advance shall be backed up by an equivalent amount of unconditional Bank Guarantee (Form 4).
	An advance payment/Mobilisation advance of (**7%)** of the Contract Price will be made to the Contractor within (15) days after receipt by the employer of the acceptable advance payment guarantee. The secured advance (75**%)** of the cost of the materials brought at site shall be paid supported by the original invoice/bills from the suppliers. The performance security amount shall be ten percent (10%) of the contract price.
GCC Clause	27. Retention

	27.1. The Procuring Agency shall retain from each payment due to the Contractor the proportion stated in the SCC until the completion of the whole of the Works.
	The Retention shall be ***[10]* %** of the Contract Price.
GCC Clause	28. Liquidated Damages
	28.1. The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion date for the works or for any part thereof.
	The liquidated damages for the whole of the Works are **[0.05] percent** per day. The maximum amount of liquidated damages for the whole of the Works is **[10] percent** of the Contract Price (Initial or Final whichever is more).
GCC Clause	32. Correction of Defects
	32.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as the Defects remain to be corrected.
	The Defects Liability Period shall be [**One Year**].
GCC Clause	36. Payment upon Termination
	36.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Plant and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. If the total amount due to the Procuring Agency exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Agency.
	The percentage to apply to the value of the work not completed, representing the Procuring Agency's additional cost for completing the Works, ***is 20% of the value of work not completed****, representing the employers additional cost for completing the works.*

SECTION 7. CONTRACT FORMS

This section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after Contract award.

Contract Forms

Form - 1	Letter of Acceptance
Form - 2	Contract Agreements
Form - 3	Bank Guarantee for Performance Security
Form - 4	Bank Guarantee for Advance Payment

ROYAL INSURANCE CORPORATION OF BHUTAN LIMITED
R I C B
"Your partner for growth and security"

Letter of Acceptance

Contract No: Date:

To:

[name and address of Contractor]

This is to notify you that your Bid dated [insert date] for the execution of the Works for [name of project / Contract] for the Contract Price of Nu [amount in figures and in words], as corrected and modified in accordance with the Instructions to Bidder is hereby accepted by [name of the Procuring Agency].

You are requested to proceed with the execution of the Works on the basis that this letter of acceptance shall constitute the formation of a Contract, which shall become binding upon furnishing a Performance Security and signing the Contract Agreement within fifteen (15) working days, in accordance with ITB Clause36.
We attach the Contract Agreement and Special Conditions of Contract for your perusal and signature.

Signed Duly authorized to sign for and on behalf

of [name of Procuring Entity]

Date:

ROYAL INSURANCE CORPORATION OF BHUTAN LIMITED
R I C B
"Your partner for growth and security"

Contract Agreement

THIS AGREEMENT is made on …..... (Day) ……..…... (Month)… .....(Year) between the **Royal Insurance Corporation of Bhutan Limited** (hereinafter called "the Employer") on one part and…… (License No. ….....) (hereinafter called "the Contractor") on the other part.

WHEREAS, the Employer has given the work "…… ……..." at Corporate Office, RICBL, Thimphu, and the contractor has accepted for the execution of the work at **Nu**……(Ngultrum…… ….....) hereafter called "the contract price".

Now, therefore the parties agree as follows:

1. In this Agreement, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The following document shall form an integral part of this contract agreement and shall be interpreted in the following order of priority:
   (a) The signed contract agreement;
   (b) The letter of acceptance;
   (c) The completed bid form as submitted by the bidder;
   (d) The Particular Conditions of Contract (PCC):
   (e) The general condition of the contract;
   (f) Specifications.;
   (g) The drawings; and
   (h) Any other document listed in the PCC as forming part of the contract.
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and complete the works and remedy any defects therein in conformity in all respects with the provisions of the contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of the defects therein, the contract price or such

other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties have caused this Agreement to be executed in accordance with the Law of Bhutan on ……(Day) **of** …… (Month)……. (Year).

For Employer

Sign over legal stamp

(Authorized Signature)

Name: ……

Designation: ……

Witness:

Name: ……

Designation: ……

Contact No.: ……

For Contractor

Sign over legal stamp

(Authorized Signature)

Name: ……

CID NO: ……

Contact No.: ……

Witness:

Name: ……

CID NO: ……

Contact No.: ……

RICB "Your partner for growth and security"

Performance Demand Bank Guarantee

(Unconditional)

[The bank/successful Bidder providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets.]

[Bank's name, and address of issuing branch or office]

Beneficiary: [name and address of Procuring Agency]

Date: [date]

PERFORMANCE GUARANTEE No.: [Performance Guarantee number]

We have been informed that [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the Contract] dated [date of Contract] with you, for the execution of [name of Contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]),[12] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without you needing to prove or to show grounds for your demand or the sum specified therein.

This Guarantee shall expire no later than 30 days from the date of issuance of the Certificate of Completion, calculated based on a copy of such Certificate which shall be provided to us, or on the [number] day of [month], [year][13], whichever occurs first. Consequently, any demand for payment under this Guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this Guarantee for a period as required by the Procuring agency, in response to the Procuring Agency's written request for such extension, such request to be presented to the Guarantor before the expiry of the Guarantee.

[signature(s) of an authorized representative(s) of the bank]

[12]The Guarantor (bank) shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Procuring Agency.

[13]Insert the date 30 days after the expected Completion date. The Procuring Agency should note that in the event of an extension of the time for completion of the Contract, the Procuring Agency would need to request an extension of this Guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Bank Guarantee for Advance Payment

*The **bank/successful Bidder** providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets.*

[bank's name, and address of issuing branch or office]

Beneficiary: [name and address of Procuring Agency] Date: [date]

ADVANCE PAYMENT GUARANTEE No.: [number]

We have been informed that [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [date of Contract] with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee in the sum or sums indicated below.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words][14]) upon receipt by us for your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.
It is a condition for any claim and payment under this guarantee to be made that the Advance Payment referred to above must have been received by the Contractor in its account number [account number] at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the Advance Payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This Guarantee shall expire, at the latest, upon our receipt of a copy of the Interim Payment Certificate indicating that eighty percent (80%) of the Contract Price has been certified for payment, or on the [number] day of [month], [year],[15] whichever is earlier. Consequently, any demand for payment under this Guarantee must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee as required by the Procuring agency, in response to the Procuring Agency's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[insert signature(s) of authorized representative(s) of bank]

[14]The Guarantor shall insert an amount representing the amount of the Advance Payment and denominated either in the currency (ies) of the Advance Payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Agency.
[15]Insert the expected expiration date of the Time for Completion. The Procuring Agency should note that in the event of an extension of the Time For Completion of the Contract, the Procuring Agency would need to request an extension of this Guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

SECTION 8. BILL OF QUANTITIES (BOQ)

Name of work : Conversion of ground floor parking into office space at SJ, RICB

Project Location : Samdrup Jongkhar

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
A) CLEARING & EARTH WORKS						
A2	EW0106	Excavation in foundation trenches or drains not exceeding 1.5m in width or area 10 sq.m on plan, including dressing & ramming; disposal of surplus soil and levelling as required as instructed by the engineer in-charge; All kinds of soil inclusive of ordinary rocks, boulders etc. (No extra payment will be made for disposal of earth works irrespective of lead, so the contractors are asked to visit the site before quoting the rate)	1.00	cum.		
A3	EW0195	Filling of trenches, sides of foundations etc. in layers <200mm using selected excavated earth, ramming etc. within lead 50 m & lift 1.5m	35.00	cum.		
B) STONE WORKS						
B1	SM0072	Providing and laying Hand packed stone filling or soling with selected hard stones.	23.50	cum.		
C) PLAIN CEMENT CONCRETE WORKS						
C1		Providing and laying in position plain cement concrete excluding the cost of centering and shuttering				
C1.1	CW0003	1:2:4 (1 cement : 2 sand : 4 graded crushed rock 20 mm nominal size)	1.00	cum.		
C1.2	CW0005	1:3:6 (1 cement : 3 sand : 6 graded crushed rock 20 mm nominal size)	15.50	cum.		
D) REINFORCED CEMENT CONCRETE WORKS						

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
D1		Providing & laying in position reinforced cement concrete 1:1.5:3 (1 cement : 1.5 sand : 3 graded crushed rock 20 mm nominal size) excluding the cost of centering, shuttering and reinforcement;				
D1.1	RC0018	Beams, lintels, bands, plain window sills, staircases, spiral staircases upto floor five level	0.56	cum.		
D2	RC0083	Providing & fixing Thermo-Mechanically Treated reinforcement bar (Yield Strength 500 MPa) for R.C.C work including cutting, bending, binding and placing in position complete	35.00	Kg		
E) FORM WORKS						
E1		Providing & fixing centering and shuttering (formwork), including strutting, propping etc. and removal of formwork.				
E1.1	RC0110	Lintels, beams, girders, bresummers, cantilevers etc.	5.00	sqm.		
F) FLOORING WORKS						
F1	NA	Providing and laying tiles in flooring, treads of steps and landings in different sizes (Sizes and thickness to be specified by the engineer/as per design) in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) finished with flush pointing in white cement (400x 8mm)	152.00	sqm.		
F2	NA	Providing and fixing tiles in skirting, step risers, dado and wall in different sizes (Sizes and thickness to be specified by the engineer/as per design) in all colours and shade, on 12 mm thick cement mortar 1:3 (1 cement:3 sand) finished with flush-pointing in white cement. (300x300x4mm)	35.00	sqm.		

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
F3	FL0175	Providing and laying Pre-Polished/ Polished Granite of approved quality and source in flooring using necessary cement bedding in C.M. 1:4 upto 20 mm thick average cement slurry for fixing the tiles with required slopes, curing, cleaning, filling the joints with pigments of similar colour and at all levels with all leads and lifts etc.complete as per directions of site in-charge and as per pattern required as specified in the drawing complete - 18mm Thick granite stone flooring over 18mm thick base of cement mortar 1:4.	8.50	sqm.		
G) WALL WORKS						
G1	BW0002	Providing & laying Second-Class Brick Masonry (250mm) in cement mortar 1:4 for all heights complete	7.20	cum.		
G2	BW0021+30	Providing & laying Second-Class Half-brick Masonry (125 mm) in cement mortar 1:4 in superstructure for all heights complete	98.00	sqm.		
H) DOORS & WINDOWS						
H1		Providing and Fixing of Pre-fabricated Door Frame and panelled Shutter of Timber (1st class), including a coat of wood primer and two coats of synthetic enamel paint, repair of walls and all its accessories and fittings as specified in the Architectural drawings complete				
H1.1		Door Type D1 (Rate is inclusive of Stainless steel fittings; 1-150mm tower bolt, 2-150mm handle, 1-300mm Sliding bolts, 3-100mm hinges) -Panelled Door	3.00	set		
		Door Type D3 (Rate is inclusive of Stainless steel fittings; 1-150mm tower bolt, 2-150mm handle, 1-300mm Sliding bolts, 3-100mm hinges) -Panelled Door	2.00	set		

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
H2		Providing and Fixing of Pre-fabricated window Frame and shutter of timber, UPVC, clear/frosted glass /tempered glass including aluminium/synthetic paints, repair of walls with all accessories/fittings complete as per the specifications & Architectural drawings complete				
H2.1		Window Type W1 (900X1200mm)	3.00	set		
		Window Type W2 (1700X1700mm)	2.00	set		
		Window Type W3 (2375X1700mm)	2.00	set		
		Window Type W4 (3050X1700mm)	1.00	set		
I) DOORS & WINDOWS ACCRSSORIES AND CLAMPS						
I1	WW0695	Providing & fixing M.S hold fast 400mm long, fixing to frame with 10mm bolts & nuts, plugs, concrete blocks 300x100x150mm with 1:3:6, 20mm concrete	26.00	each		
J) CORNICES						
J1		Bhutan type Traditional Cornices in R.C.C 1:1.5:3, 20 mm aggregate including cost of formwork including finishing with 6mm thick plaster on the exposed surface with cement mortar 1:3, excluding reinforcement & decorative painting cost as per standard design (Measurement to be taken along the cornice and wall junction)				
J1.1	RC0034	Lintel Cornice (Only Cornice Portion at external face)	12.20	mtr.		
K1	PL0031	Providing & laying 15mm cement plaster on the wall surface in cement mortar 1:4	253.50	sqm.		

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
L1	PT0052	Providing and applying weather proof/plastic paint including base coat or otherwise as specified in the drawing complete (Sample & colour to be approved by concern authority)	253.50	sqm.		
L2	PL0125	Providing & applying putty of thickness 2mm or more over plastered surface to prepare the surface even and smooth complete.	253.50	sqm.		
L3	PT0110	Providing, preparing & applying Sumdang washable Traditional Bhutanese Paintings (Rab) on all cornices complete	3.50	sqm.		
M) PLUMBING WORKS						
M1		Providing & fixing CPVC pipes including CPVC fittings & clamps & repair walls complete				
M1.1	AR	15mm dia.	23.00	mtr.		
		Providing & fixing P.V.C soil waste and vent pipes, single or double socketed, including pipe clip complete (excluding the cost of PVC fittings)				
M1.2	PO0370	75mm dia	9.00	mtr.		
M1.3	PO0372	110mm dia	9.00	mtr.		
N1	PO0565	Providing & fixing PVC Nahani Trap - 110mm inlet & 75mm outlet otherwise as per the drawing complete.	3.00	each		
N2	PI0051	Providing & fixing European-type vitreous china w.c pedestal including seat and lid with c.p brass hinges, 15 lit white vitreous china low level cistern, fittings, brackets, repair walls -coloured, with plastic seat & lid	3.00	set		

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
O1	PI0086	Providing & fixing of viterous china wash basin including the cost of pedestals, brass chain & rubber plug, waste, basin trap and all connection and fittings complete-Flat back wash basin 630x450mm with single 15mm push cock or otherwise as specified in the drawing -(BRAND- approved brand of BSB)	3.00	set		
O2	PI0260	Providing & fixing toilet paper holder C.P. brass	3.00	each		
O3	PI0277	Providing & fixing soap dish - including brackets, wooden cleats, c.p. brass screws	3.00	each		
O4	PI0100	Providing & fixing brass stop cock, standard, knob as specified in the drawing- 15mm	6.00	each		
O5	PI0250	Providing & fixing of bevelled edge mirror(superior quality glass) including 4mm A.C sheet base fixed to wooden cleats (sizes- 600X450mm) or as specified in the drawing.	3.00	each		
O6		Constructing Chambers in cement mortar 1:5, R.C.C top slab with 1:1.5:3, 20mm aggregates, foundation concrete 1:2:4, 1:3:6, 20mm aggregates, 12mm plaster in CM 1:4 finished with floating coat of neat cement/SIKA top 107 and making channels in cement concrete 1:2:4 20mm aggregates, neatly finished including CI cover with frame complete. (Size- refer Architectural Drawings)				
O7		Inspection Chamber (IC)	2.00	each		
O8		Providing & fixing uPVC partition including uPVC frame, 5mm thick plain glass, wool pile etc as per the drawing complete				
		Cash Counter	7.60	Sq.m		
O9		Providing and fixing toughened glass panes with sticker as per the drawing, 12mm thick toughened glass	28.05	Sq.m		

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
O10		Providing and fixing toughened glass panes door with sticker and all accessories complete including door lock, etc as per the drawing, 12mm thick toughened glass (2mx1.0m)	3.00	each		
					Total A =	

Fixing Wiremesh (Jamthog) and Black top at entrance at Samdrup Jongkhar Office

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
1		Providing and fixing Woven GI wire mesh - 3.25 mm	20.08	sq.m		
2		Asphalt/Bituminous Concrete (Using VG 10)				
	RW0139	Providing and Laying Asphalt/Bituminous Concrete to required degree of compaction based on the job mixture design (job mix formula) approved by the supervising engineer, by mechanized method as per material gradation and materials quality specified using VG 10 complete. 25mm	78.20	sq.m		
3		Prime coat & Tack coat				
	RW0280	Providing and applying prime coat using bitumen emulsion conforming to IS: 8887, using asphalt/bitumen sprayer including preparing the surface and cleaning with road broom. On W.M.M @ 0.75kg/sqm	78.20	sq.m		
					Total B =	

Fixing of Staircase, door and drain cover at Samdrup Jongkhar Branch Office

Sl No.	Ref. No.	Item Description	Quantity	Unit	Rate (Nu)	Amount (Nu)
1	AR	Providing & Fixing of Staircase Railing in Mild Steel for hand rail, vertical post etc for all MS items and including welding, cutting, hoisting and applying exterior weather resistant paints as indicated in the drawing complete (Measurement to be taken along end to end vertical railing post)	13.00	m		
2	AR	Providing and fixing glazed door with 12 mm thick toughened glass, including all necessary fittings and accessories such as patch fittings, hinges, handles, locks, floor springs/door closers, rubber gaskets, fixing hardware, complete in all respects as per drawings and directions of the Engineer-in-Charge	1.00	lumpsum		
3	AR	P & F MS drain cover of Sizes 300mm wide with 40X40X5 mm thk MS angle frame and 40X5mm thk MS flat welded at 40mm spaced with the frame complete in all respect as per drawing including painting	852.00	Kg		
					Total C =	

ELECTRICAL BOQ						
Project:		**Conversion of ground floor parking into office space at SJ, RICB**				
Name:		**ELECTRICAL ESTIMATE**				
Sl No.	**BSR 2025 Ref. No.**	**Description of Items**	**Qty.**	**Unit**	**Rate (Nu.)**	**Amount (Nu.)**
1	**CONTROL GEARS (Supply and Erection / Installation)**					
1.1	GB0272	Supply & Installation, testing & commissioning of 16A miniature circuit breaker (MCB) single pole, 230 volt A.C complete with all accessories suitable to fix on a din-bar etc. as required	22	each		
1.2	GB0271	Supply & Installation, testing & commissioning of 10A miniature circuit breaker (MCB) single pole, 230 volt A.C complete with all accessories suitable to fix on a din-bar etc. as required	4	each		
1.3	GB0318	Supply & Installation, testing & commissioning of 63A miniature circuit breaker (MCB) double pole, 230 volt A.C complete with all accessories suitable to fix on a din-bar etc. as required	2	each		
2	**WIRING**					
2.1	Wiring for light, fans, call bell and 2 pin light socket outlet with 1.5 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing and capping including connections, painting, testing & commissioning etc., as required.					
2.1.1	WP0105	Short Point	2	point		
2.1.2	WP0106	Medium Point	4	point		
2.1.3	WP0107	Long Point	19	point		
3	FN0030	Supplying, installation, testing & commissioning of 300mm sweep exhaust fan 240 volt A.C 1400 rpm with all accessories such as frame with arm 3 Nos., sweep 3 Nos., condenser and fan body etc. complete as required	3	each		

4	Wiring for lighting circuit with 2X2.5 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping including connections, painting, testing & commissioning etc. as required (As per site condition)		55	m		
5	Wiring for 5/6 pin, 16 ampere plug point with 4 sq.mm 1.1kV grade,PVC insulated copper conductor cable in PVC casing & capping with providing and fixing 5/6 pin, 6/16 ampere socket outlet & switch including earthing the third pin,connections, painting, testing & commissioning etc. as required					
5.1	WP0145	Short Point	1	point		
5.2	WP0146	Medium Point	1	point		
5.3	WP0147	Long Point	20	point		
6	Wiring for points in excess length above long points with 1.1kV grade, PVC insulated copper conductor cable in PVC casing and capping including connections,painting, testing and commissioning etc. as required					
6.1	WP0186	2x1.5 sq.mm	10	m		
6.2	WP0187	2x4 sq.mm	30	m		
6.3	Supplying of Power Cables (1.1kV) 2- Core Copper-Unarmoured, PVC insulated & sheathed		30	m		
7	Electrical Fittings (Supply and Fixing) & Buzzer					
7.1	LS0209	Supplying & fixing of 12W LED Lamp with 3000/4000/6000K	4	each		
7.2	GB0525	Supply & fixing of SPN distribution board (DIN type) with metal door, 230 volt A.C complete with all accessories without MCB/isolator/RCCB out going or incoming etc. as required	2	each		
GRAND TOTAL (Nu.) D =						

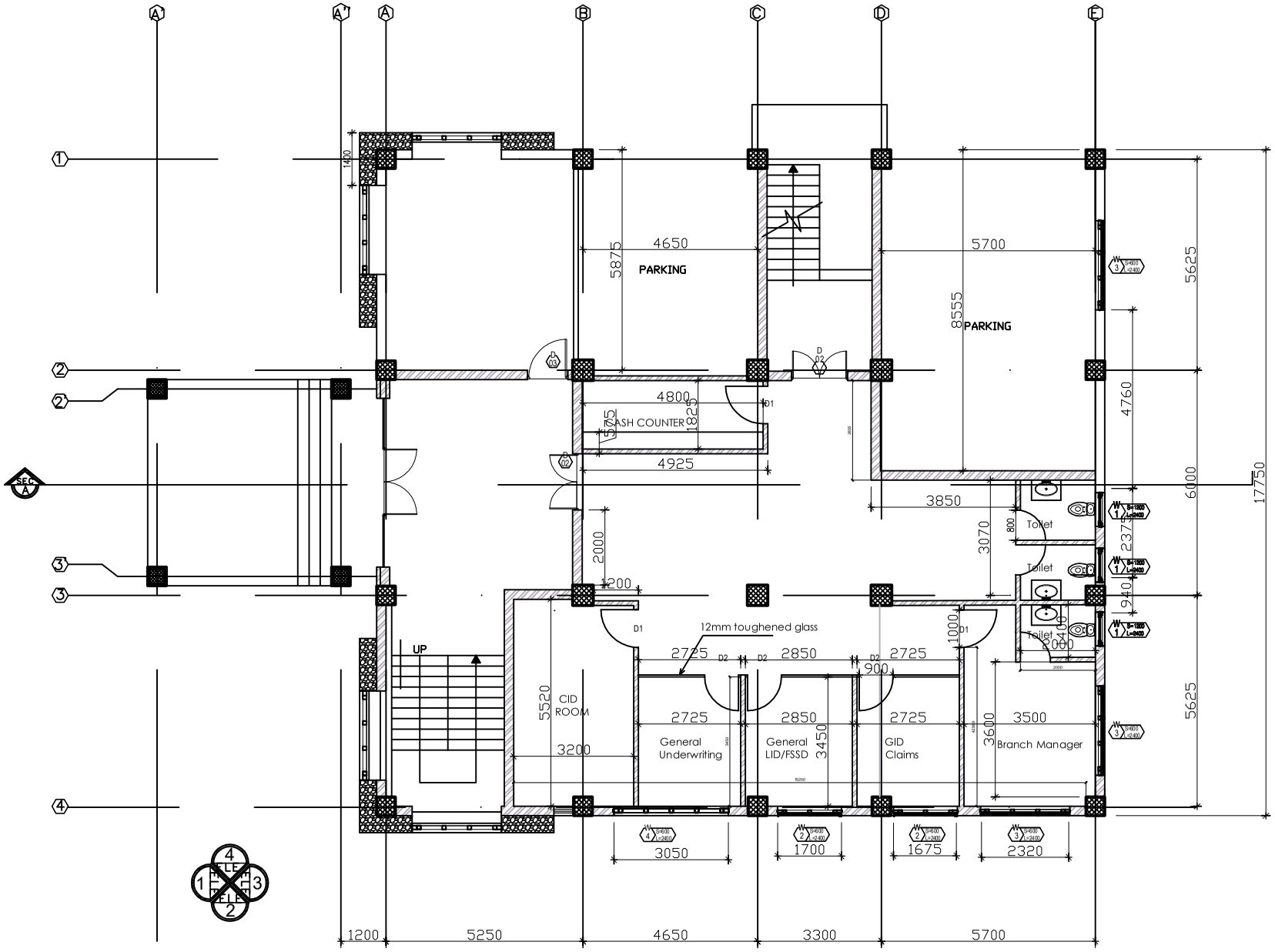
Name of work: Conversion of ground floor parking into office space at SJ, RICB		
Project Location: Samdrup Jongkhar		
Title: Abstract for A, B, C & D		
Sl.No	**Description**	**Total Amount in Figure (Nu)**
1	**CIVIL WORK;**	
1.1	CONVERSION OF GROUND FLOOR PARKING TO OFFICE SPACE (A)	
1.2	FIXING WIREMESH (JAMTHOG) AND BLACKTOPP AT ENTRANCE (B)	
1.3	FIXING OF STAIRCASE AND DOOR (C)	
2	**ELECTRICAL WORK;**	
2.1	**Electrical (D)**	
Grand Total Amount in Figure A, B, C & D (Nu.)		
Rebate, If Any for A, B, C & D (Nu.)		
After Rebate, Grand Total Amount in Figure A, B, C & D (Nu.)		

INSURANCE CORPORATION OF BHUTAN LIMITED
RICB
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SECTION 9.
DRAWINGS

Notes on Drawings
Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder. The Drawings shall be dated, numbered and show the revision number.

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GROUND FLOOR PLAN

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

(Binod Kr. Pradhan)

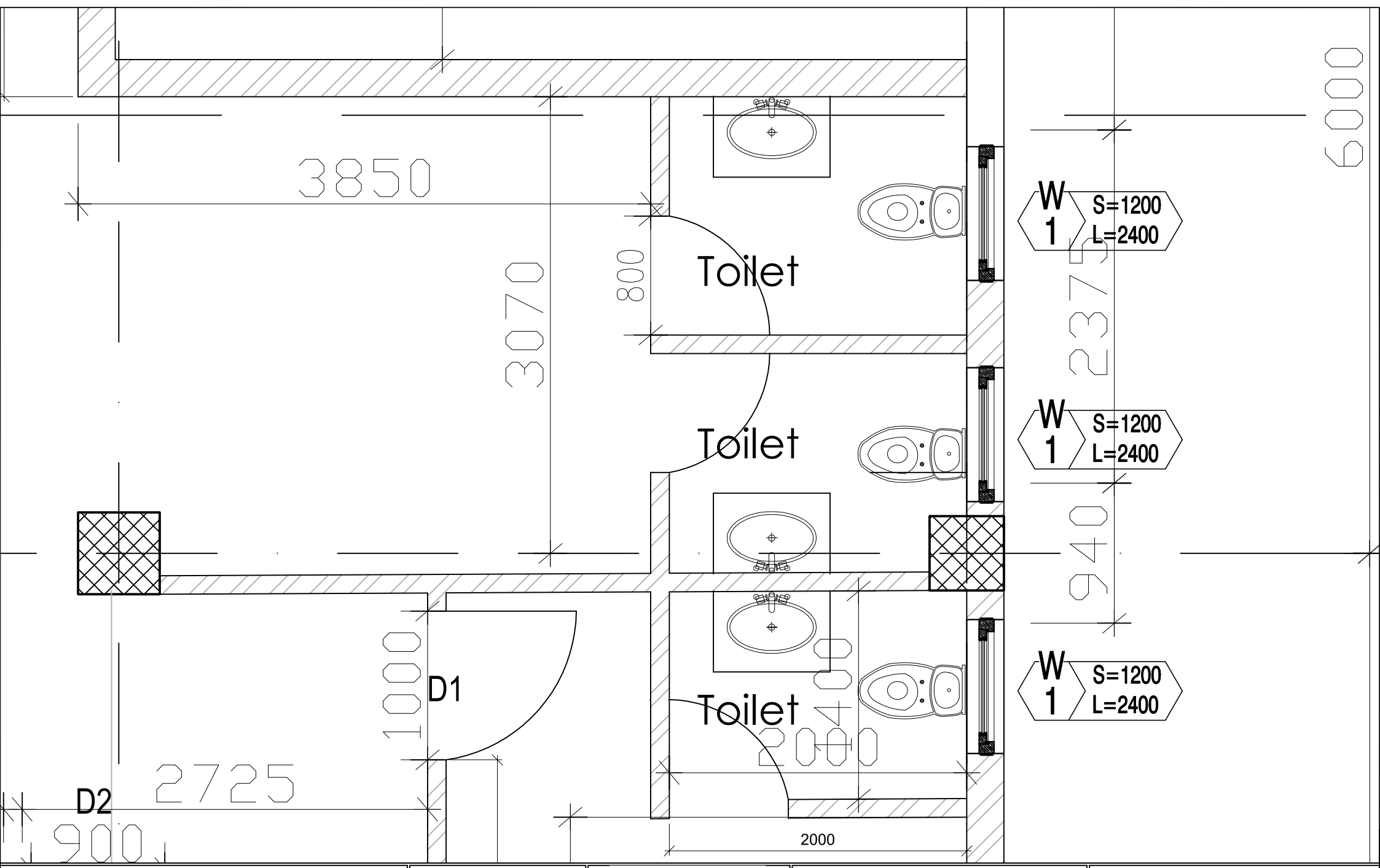
TITLE :- GROUND FLOOR PLAN

SCALE :- (NTS)

DWG No. :- ARCH/01

NOTES :-

1. All dimensions in mm.
2. Follow written dimensions only.



CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

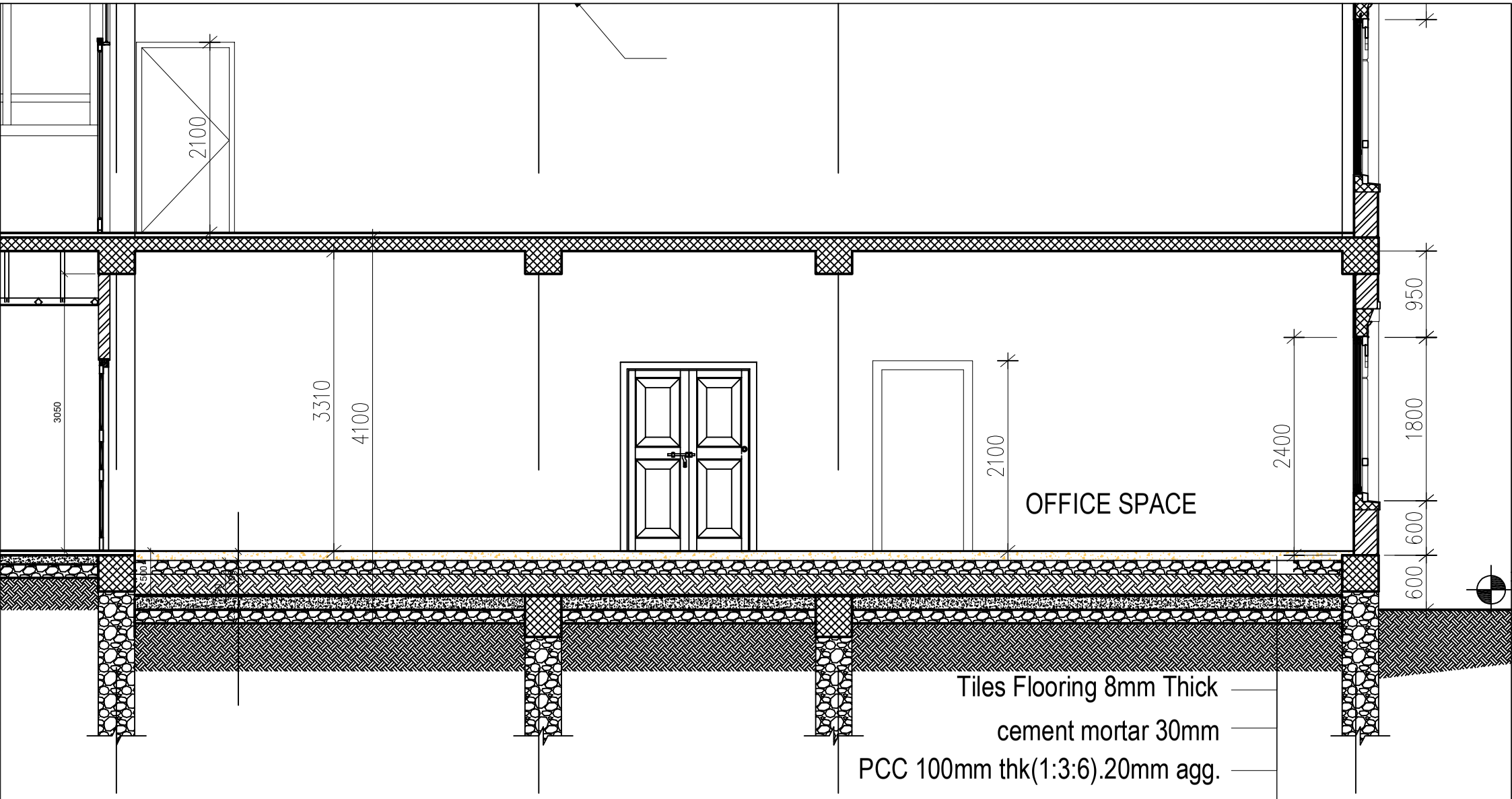
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/02

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



SECTION A

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

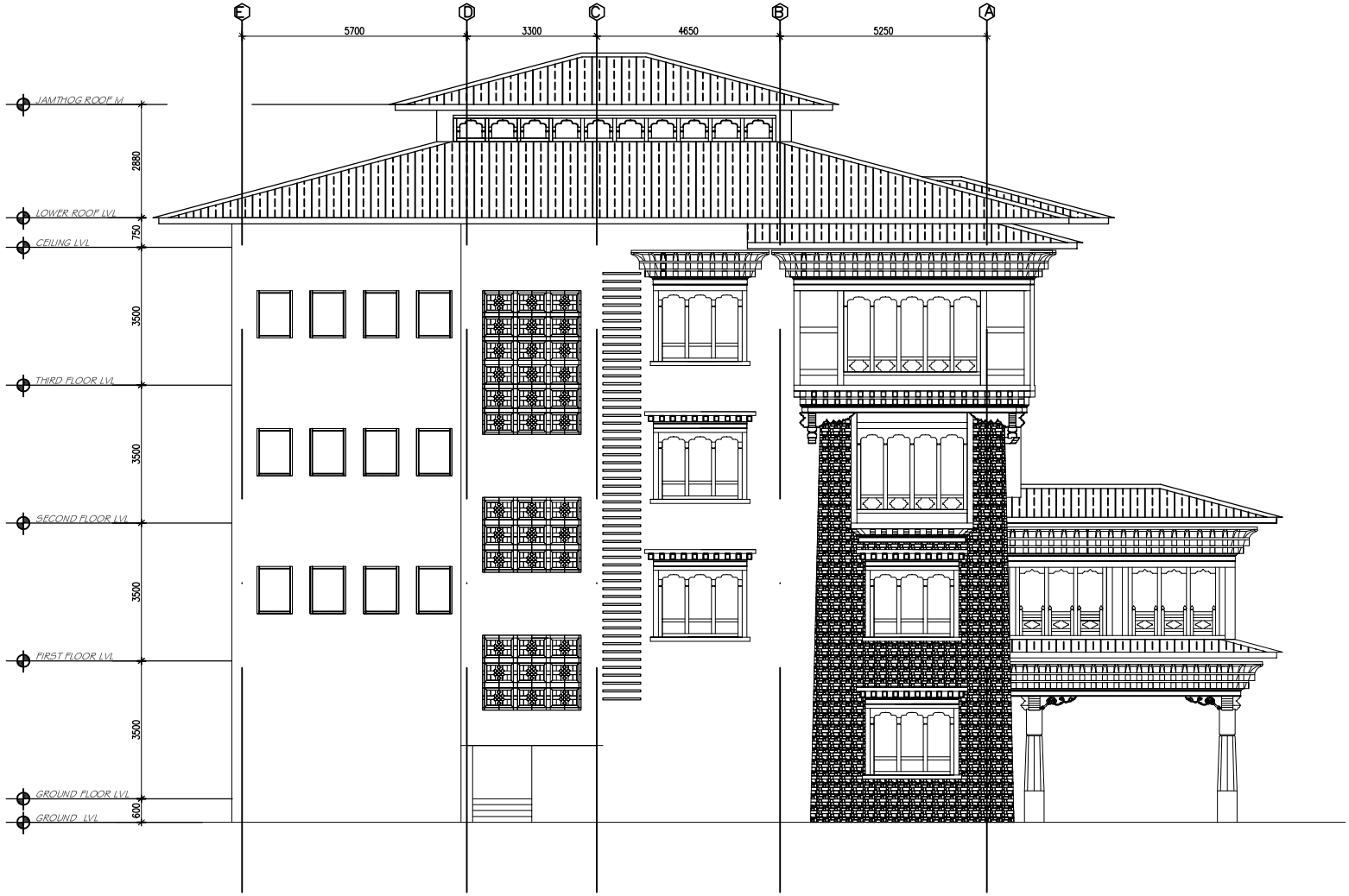
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/03

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



SIDE ELEVATION 1

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

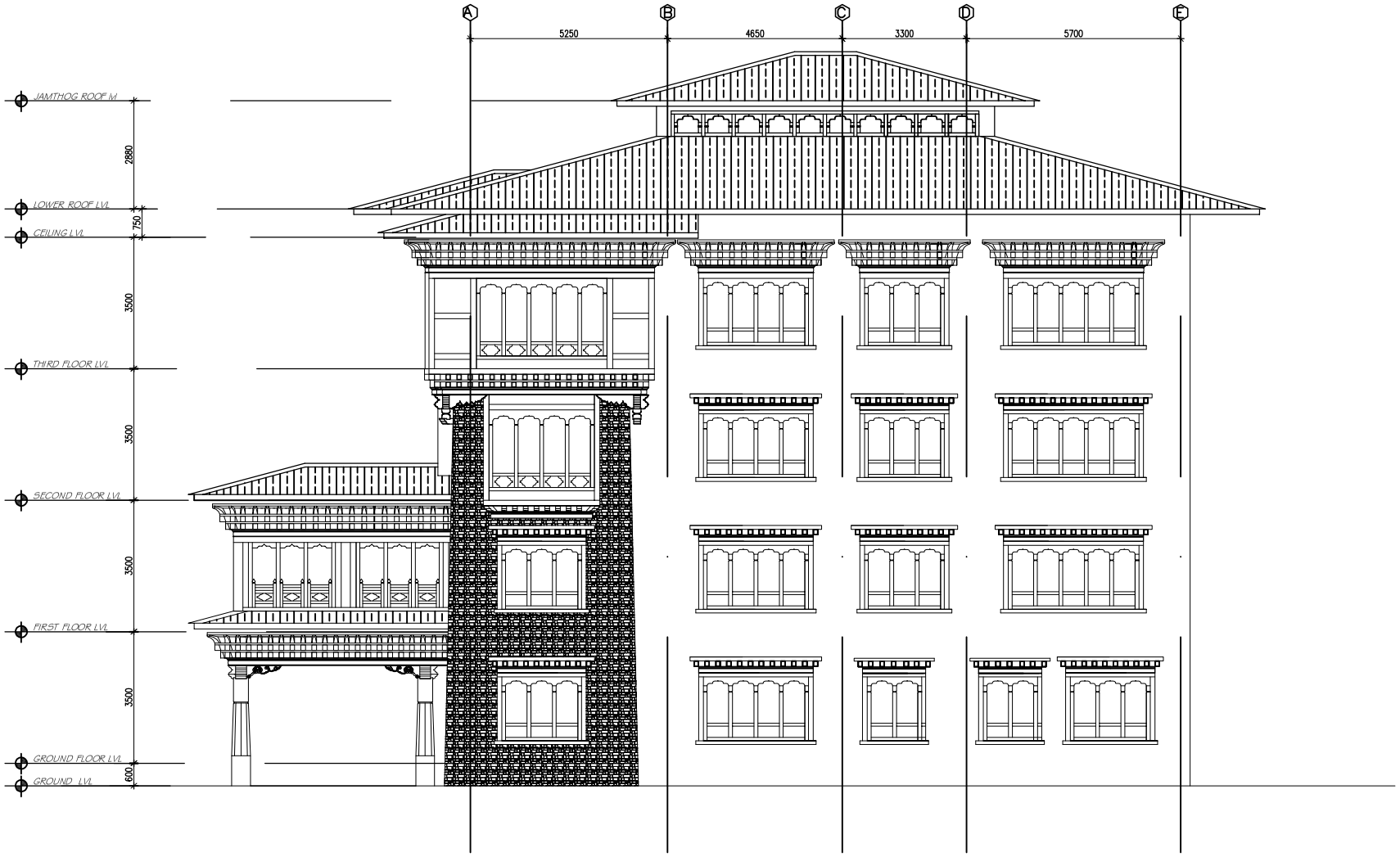
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/04

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



ELEVATION 2

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

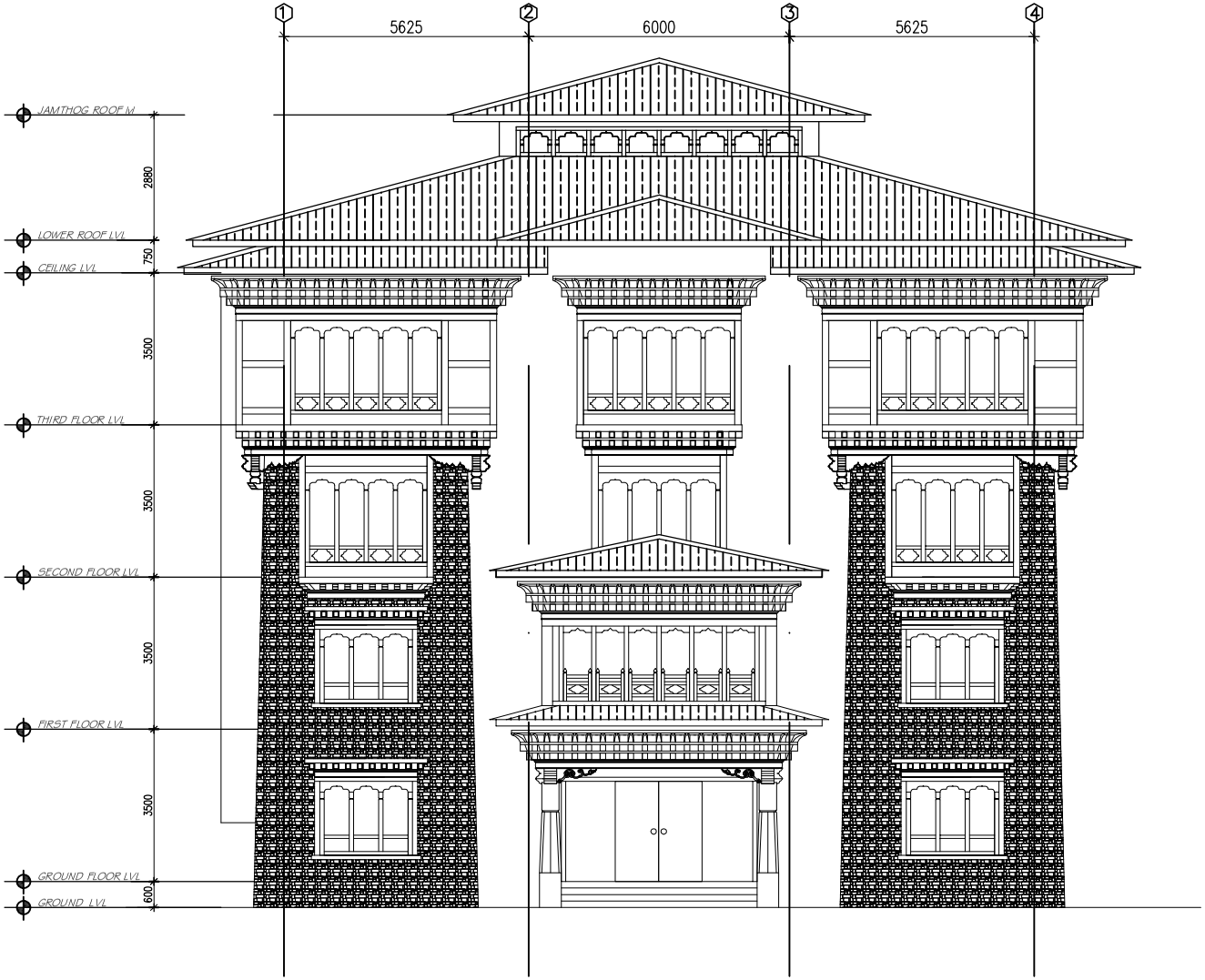
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/05

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



ELEVATION 1

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

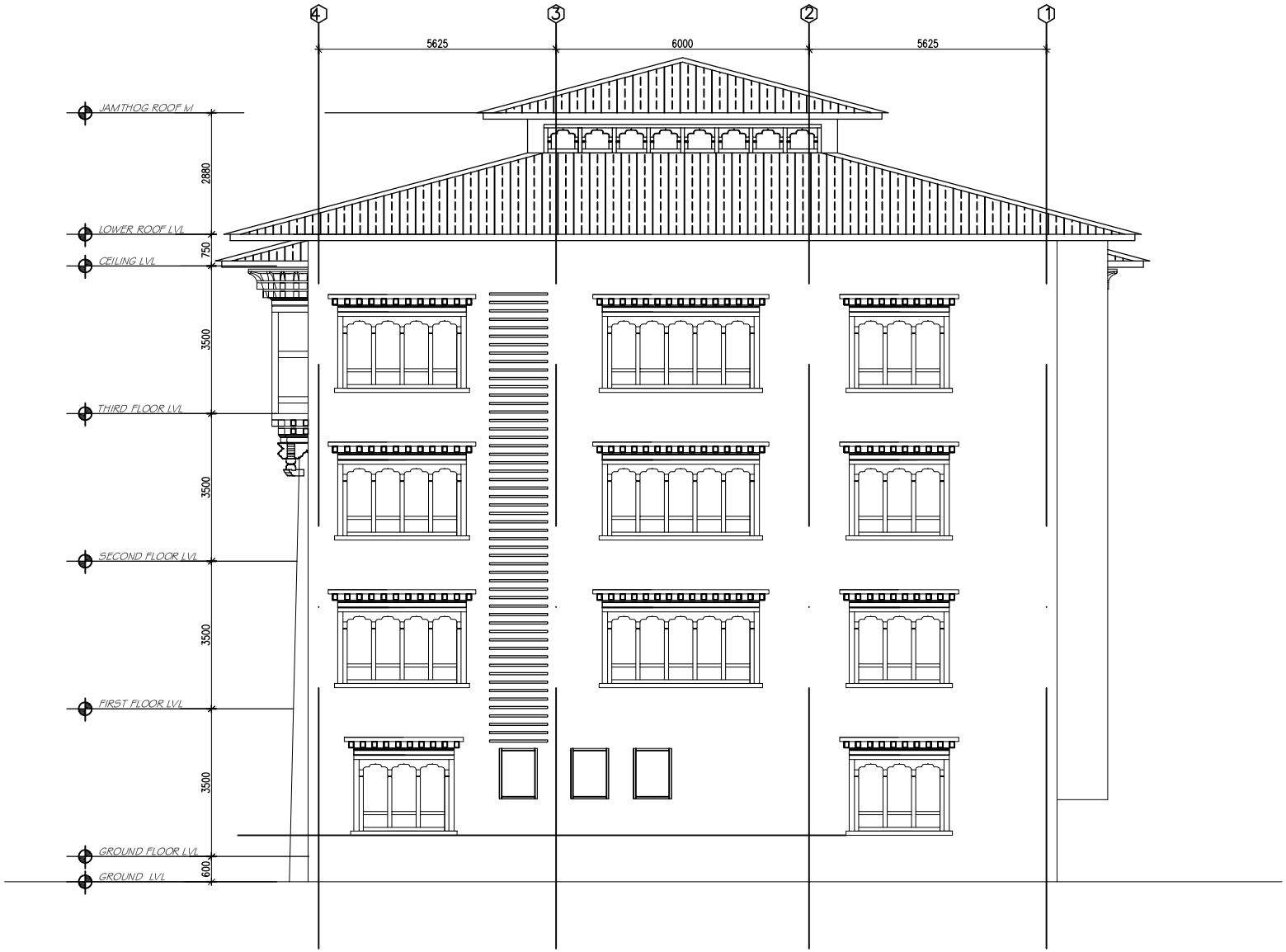
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/06

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



ELEVATION 4

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR

OWNER's SIGN. :-

(RICBL)

DRAWN BY:-

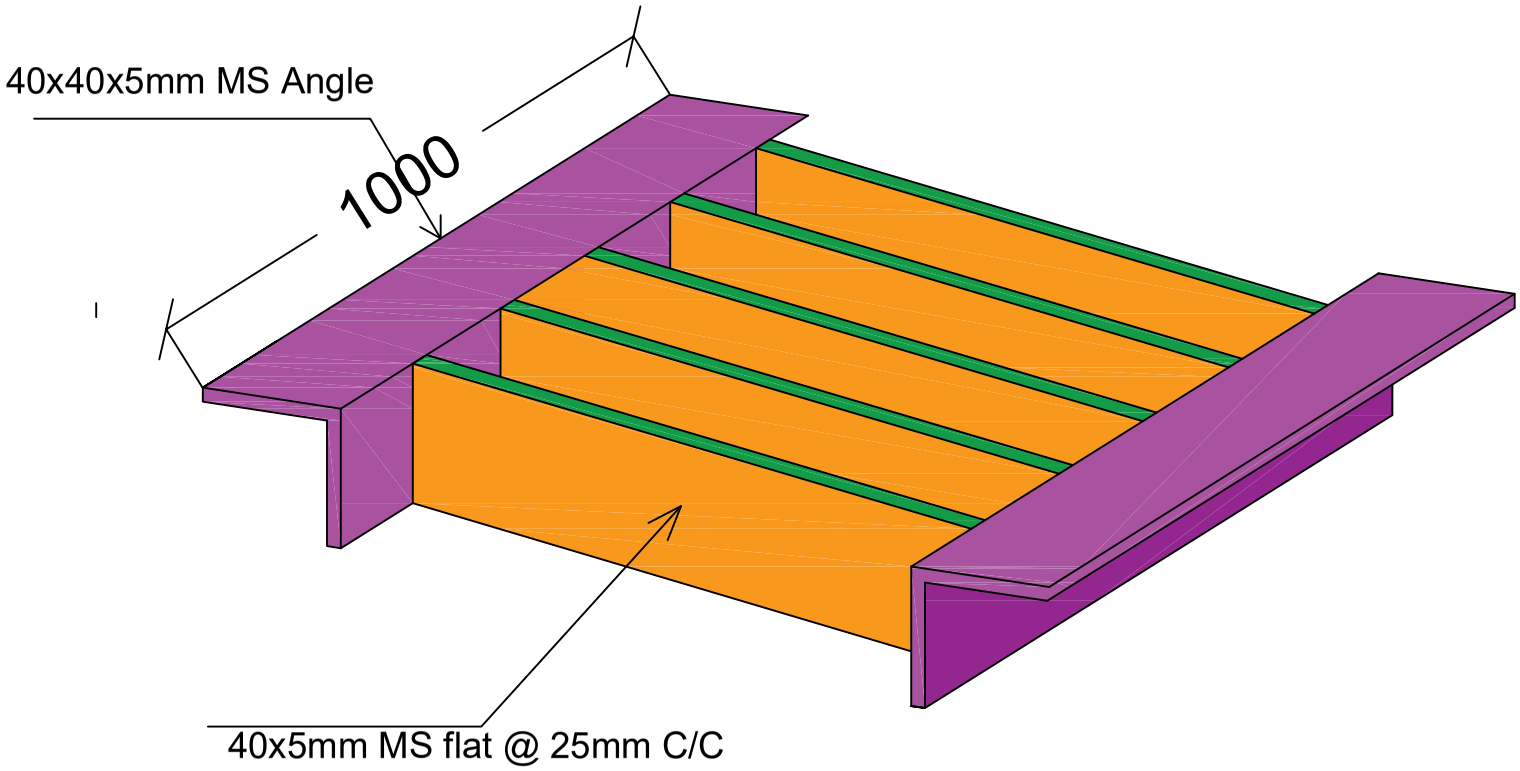
(Binod Kr. Pradhan)

TITLE :- AS STATED ABOVE

SCALE :- (NTS)

DWG No. :- ARCH/07

NOTES :-
1. All dimensions in mm.
2. Follow written dimensions only.



GRATING FOR DRAIN

CONVERSION OF PARKING TO OFFICE SPACE, RICBL OFFICE BUILDING SAMDRUP JONGKHAR	OWNER's SIGN. :- (RICBL)	DRAWN BY:- (Binod Kr. Pradhan)	TITLE :- AS STATED ABOVE SCALE :- (N.T.S) DWG No. :- (ARCH/08)	NOTES :- 1. All dimensions in mm. 2. Follow written dimensions only.