

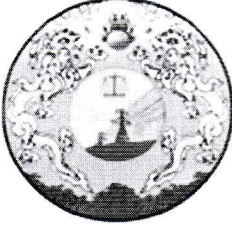


Royal Government of Bhutan
Electricity Regulatory Authority (ERA), Thimphu

Bidding Document for the Supply of Office Goods



ERA/ADM/TENDER/2024-2025/369; dated 16th January 2025

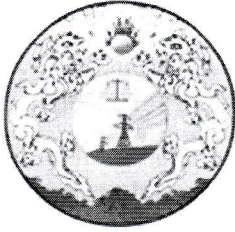


SECTION 1: INSTRUCTION TO BIDDEER

Kindly arrange to provide a rate for the supply of the following office goods attached as Annexure I for the Electricity Regulatory Authority (ERA), subject to the following Instructions to Bidders (ITB):

1. The Bidder(s) may quote for any or all items as per **Annexure I**. Each item shall be evaluated and the contract awarded separately to the firm(s) offering the best-evaluated price for each item.
2. The Bidder shall submit the Bid Form (Annexure I) in original (not photocopied).
3. The bidder shall submit the bid form in hard copy only.
4. The quotation including all documents should be submitted within a sealed envelope.
5. The quotation addressed to the **Chief, Administration & Accounts Division** should be submitted no later than **6th February 2025 on or before 1:00 PM** at ERA Secretariat Office, Langjophka, Thimphu.
6. The quotation(s) will be opened on **the 6th February 2025** in the presence of Bidders or their representatives who choose to attend at **ERA conference hall at 2:30 PM**.
7. The bidder shall submit Nu. 24,000/- (Twenty-Four Thousand only) as bid security along with the bid form.
8. All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is the ERA Secretariat Office, Langjophakha, Thimphu.
9. The award will be made to the Bidder who is offering the lowest evaluated price that meets the specifications. The successful Bidder shall sign a contract as per **Annexure III**.
10. The quotation(s) shall be valid for 1 (one) year from the day of signing of the contract.
11. The ERA is not bound to accept the lowest Bid and reserves the right to accept or reject any or all the Bids.
12. The Bidder whose Bid is accepted will be notified of the award of a contract by the ERA before the expiration of the quotation validity period.
13. The Successful Bidder shall submit the commercial warranty/guarantee of the awarded/supplied goods.
14. The following documents are required to be submitted as part of the Quotation:





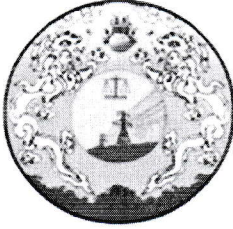
དབུ་ཕྱོགས་འབྲུག་གཞི་རྒྱུ་
རྒྱལ་ཡོགས་དང་ཚང་འཛིན་མོན་ལྷན་ལྷན་ཁག་
སློག་མེ་མཚམས་འཛིན་དབང་འཛིན།

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- a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
 - b) A valid Trade License;
 - c) A valid Tax Clearance Certificate; and
 - d) Bid Security.
 - e) Any other requirements specified in this document.
15. The quotation should be submitted as per the instruction to the bidder and in accordance with the Terms and Conditions SECTION II.
 16. If no bidder submits any complaint within the standstill period of 5 (five) days, the bidder whose bid is accepted will be notified of the award of the contract prior to the expiration of the quotation validity period.
 17. Any instruction to the bidder, not captured herein, shall be dealt as per the Procurement Rules and Regulations, Royal Government of Bhutan.
 18. The Successful Bidder shall follow the conditions laid in SECTION 2 (Terms and Conditions for the Supply of Goods).
 19. For any clarification or information contact at 02-329951 during office hour.





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 རྒྱལ་ཡུགས་དང་རང་བཞིན་ལོན་སྤྱོད་ལྷན་ཁག་།
 རྒྱལ་མི་མཚམས་འཛིན་དབང་འཛིན།

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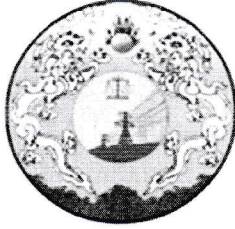
ANNEXURE I: BID FORM (Scheduled of item and price quotation)

Item No.	Description & Details (minimum specifications of goods to be supplied)	Quantity/ units/Nos	Amount in figures (Nu.)
1.	HD camera: Nikon (Z 50 with two lenses, compact mirrorless stills/video camera with wide-angle and telephoto zoom lenses, Nikon USA model), NIKKOR Z 24-120mm f/4 S	1 (One)	
2.	Thermal Camera: Fluke TiS20, LCD touch screen, infrared 120X90 (10800 pixels)	1 (one)	
3.	Power Quality Analyzer: Power quality analyzer PQ3198, Class A	1 (one)	
Total Amount in Nu. (in words)			
Delivery Period			
Warranty Period			

Signature & Seal of Supplier	
Name of Supplier	
Date	
Contact details	Mobile No:
	Email Address:

(The supplier may attach copies of relevant brochures/catalogs for the goods to be supplied, which will give sufficient information to carry out an effective evaluation)



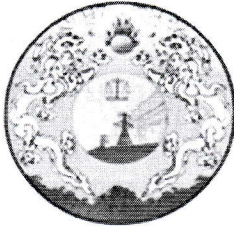


དབུ་ལྗང་འབྲུག་གཞིང་ཁུངས་།
རྒྱལ་ཡོགས་དང་རང་བཞིན་ཐོན་སྐྱེད་ལྷན་ཁག།
གྲོག་མི་མཚམས་འཛིན་དབང་འཛིན།
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8. The Procuring Agency reserves the right to procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realizes the difference amount between the quoted price & market price from the security deposit.





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ANNEXURE II: Performance Security

Date:

Tender No. and title:

Bank's Branch or Office:

Beneficiary: The Electricity Regulatory Authority (ERA)

PERFORMANCE GUARANTEE No. :

We have been informed that(name of Supplier) (hereinafter called "the Supplier") has entered into Contract No. dated..... with you, for the supply of..... (hereinafter called "the Contract").

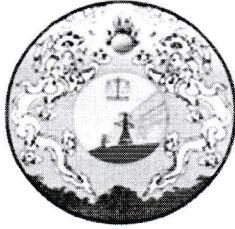
Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding..... (amount in figures and words) upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the..... day of.....month.....year, and any demand for payment under it must be received by us at this office on or before that date. We agree to an extension of this Guarantee for a period as required by the procuring agency in response to the procuring agency's written request for such an extension, such request is to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]





དབལ་ཡུན་འབྲུག་གཞིང་ཁབ་
ཚུས་ཤུགས་དང་རང་བཞིན་མིན་ཕྱིད་ལྷན་ཁག་
གྲོག་མི་མཚམས་འཛིན་དབང་འཛིན།
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ANNEXURE III: Contract Agreement

THIS CONTRACT AGREEMENT made the.....day ofmonth..... year,
BETWEEN

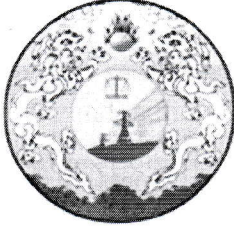
- (1) The Electricity Regulatory Authority (ERA), (hereinafter called “the Procuring Agency”) and
- (2)(name of Supplier, “hereinafter called “the Supplier”) and having its principal place of business at.....(address of Supplier).

WHEREAS the Procuring agency invited Bids for certain Goods and ancillary services, vide tender No.....and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of.....
(Contract Price in words and figures, expressed in the Contract currency/ies) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Procuring agency and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - a) This Contract Agreement;
 - b) Terms and Conditions;
 - c) Technical Requirements (Schedule of Supply and Technical Specifications);
 - d) The Supplier’s Bid and original Price Schedules;
 - e) The Procuring Agency’s Notification of Award of Contract;
 - f) The form of Performance Security;
 - g) Any other document(s) forming part of the Contract.
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.





དབང་ལུགས་འབྲུག་གཞི་རྒྱུ་
 རྒྱལ་ཤུགས་དང་རང་བཞིན་གླིང་ལྗོངས་ལྷན་ཁག
 གྲོག་མི་མཚན་མས་འཛིན་དབང་འཛིན་

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4. In consideration of the payments to be made by the Procuring agency to the Supplier as herein mentioned, the Supplier hereby covenants with the Procuring agency to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Procuring agency Signed:
 In the capacity of *(title or other appropriate designation)*

In the presence of *(signature, identification of official witness)*

For and on behalf of the Supplier

Signed: *(signature of authorized representative(s) of the Supplier)*
 In the capacity of *(title or other appropriate designation)*

In the presence of *(signature, identification of official witness)*

