

Bid Document for

Supply of Vehicle Spare Parts and

Labour Charges for Maintenance of Vehicle for the Year 2025



Bhutan Livestock Development Corporation Limited

Requested by:

Bhutan Livestock Development Corporation Limited

Box: 2078, Namtog Lam, Khangkhulu, Thimphu, Bhutan

Telephone No: +975 02 -365524/365520

Website: <https://www.bhutanlivestock.bt/>



Tophu



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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
"Inspiring the growth of livestock entrepreneurs"



BLDCL/GEN-13/2025/086

March 11, 2025

Bhutan Livestock Development Corporation Limited

Bhutan Livestock Development Corporation Limited is pleased to invite National bidders for the **Supply of Vehicle Spare Parts and Labour Charges for Maintenance of Vehicle for the Year 2025**. Interested bidders may purchase a complete set of bidding documents in English from the **Procurement Unit**, located at **Namtog Lam, Khangkhulu, Thimphu**, during office working hours (Monday to Friday 9.00 AM-1:00 PM and 02:00 PM to 5:00 PM) starting from **March 11, 2025**. The cost of the document is Nu.500.00 (Ngultrum Five hundred only), which is non-refundable. Alternatively, the tender documents can also be downloaded from the official website: <https://www.bhutanlivestock.bt/>. Tender documents downloaded from the website must be accompanied by the payment of the tender fee and registered on the submission date. The Bid must be submitted or delivered to the address **"The Chief Executive Officer, Bhutan Livestock Development Corporation Limited, Namtog Lam, Khangkhulu, Thimphu"** at or before **11:00 AM (BST), on March 26, 2025**. Electronic bidding "shall not" be permitted. Late Bids will be rejected. Bids will be opened physically on the same day, **March 26, 2025, at 02:00 PM (BST)** in the presence of the bidder's representatives who chose to attend.

For any queries, please contact the Procurement Officer at 02-365520 during office hours (9.00 AM-1:00 PM and 1:00 PM 5:00 PM)

Management



[Handwritten signature]

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Website: <http://www.bhutanlivestock.bt>



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A. General Terms and Conditions:

1. The Bid must be submitted on or before **March 26, 2025, 11:00 AM (BST)** to the Bhutan Livestock Development Corporation Limited and the bids shall be opened on same day at **02:00 PM (BST)**
2. Any bid received after the deadline for submission of bids prescribed by the BLDCL, shall be declared as "late" and shall be returned unopened to the bidder.
3. The bidders shall submit a copy of
 - valid trade license
 - Tax clearance
 - other necessary documents along with the bids.
4. The Bidders shall submit the duly filled and completed Integrity Pact along with the bidding document. Bid shall be considered incomplete if the Integrity Pact is not submitted with the bidding documents.
5. The Bidder's rate must be quoted for delivery at Bhutan Livestock Development Corporation Limited, Namtog Lam, Khangkhulu, Thimphu, Bhutan. The rate quoted should be valid for a period of one (1) year from the date of award of work, and must be inclusive of freight, insurance, charges, levies and taxes.
6. The BLDCL reserves the right to increase or decrease the quantity of items tendered at the time of placing supply order, without any change in the price or other terms and conditions.
7. The BLDCL reserves the right to call quotations and receive the same in the form of email or fax, directly from the manufacturers in India and other countries and compare the rate with those offered by the local suppliers. If need be, BLDCL reserves the right to purchase the items directly from manufacturer without assigning any reason thereof.
8. If the successful bidder fails to supply the materials as specified in the supply order, BLDCL shall cancel the order for the quantity not supplied and source it from other firms for immediate requirement. However, the BLDCL shall recover for the difference between contract rate and actual price paid to the other firms as liquidated damages from the supplied bill amount.

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9. The bid shall be accompanied by a bid security of 2% for the quoted price in the form of Demand Draft, Cash Warrant or unconditional Bank Guarantee valid not less than 90 days from the date of bid submission drawn in favor of Bhutan Livestock Development Corporation, Thimphu, and the same shall be returned on finalization of the Bids. Any bid not accompanied by bid security shall be treated as non-responsive.

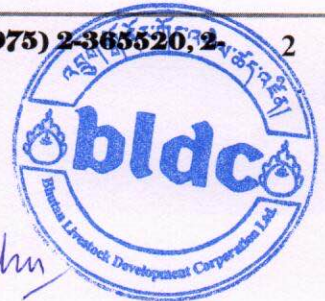
In case if a Bidder withdraws the bid during the period of bid validity the bid shall be forfeited or if the successful Bidder, to whom the notification of award for the supply is presented, refuses or neglects or fails to furnish the required performances Security, the bid security shall be forfeited.

10. The Successful bidder must furnish 10% of the total quoted price as Performance Security Deposit only in the form of Demand Draft, Cash Warrant or Unconditional Bank Guarantee in favor of the Bhutan Livestock Development Corporation Limited, Thimphu before signing a contract with the Bhutan Livestock Development Corporation Limited. This Performance Security Deposit shall be retained for a period of One (1) year and it shall not accrue any interest during the performance of the contract. In case of failure to supply the materials as per the specification/sample, the contract shall be terminated by forfeiting the Performance Security Deposit and second lowest bidder will be asked to supply the goods at his quoted rate. Withdrawal/ suspension from supplying after winning the Bid will also result in forfeiture of the Performance Security deposit.
11. The Supply of material must be completed within 30 days from the date of issue of the Supply order; **failing to supply the goods within the stipulated time, a penalty of 0.1% per day shall be deducted from the bill amount to the maximum of 10% of the total bill value.**
12. No extension of supply date shall be entertained without the written consent from BLDCL to that effect.
13. At the given point of time, the BLDCL reserves the right to reject the inferior quality of the material and require replacing the defective/inferior quality materials at the Supplier cost. The rejected materials should be lifted by the supplier within a week's time. After expiry of the above time period, the BLDCL shall not be responsible for any damage or loss of the material from the premises of BLDCL.

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14. The BLDCL shall communicate the damages/shortages, if any. The Supplier shall be responsible to replace/rectify the damages/shortages within a reasonable period time to the full satisfaction of the BLDCL.
15. The Payment shall be made within one month by the BLDCL from the date of receipt of material if no damages/shortages occur.
16. The Bank charges for preparation of TT/RTGS transfer shall be borne by the supplier.
17. The BLDCL and the Supplier shall make every effort to resolve mutually any disagreement or disputes in connection with the contract/supply.
18. BLDCL will order as and when required or some items may not be ordered due to change in circumstances of the company.
19. **Sealing and Marking of Bids**

The bidders shall seal the original and copy of the bid in separate envelopes, duly marked as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The outer envelopes shall:

- a. Sealed tenders containing the bids shall be marked as Tender for **"SUPPLY OF VEHICLE SPARE PARTS AND LABOUR CHARGES FOR MAINTENANCE OF VEHICLE FOR THE YEAR 2025"** and submitted to the following address:
CHIEF EXECUTIVE OFFICER,
BHUTAN LIVESTOCK DEVELOPMENT CORPORATION LIMITED,
P.O.BOX. NO. 2078,
NAMTOG LAM, KHANGKHULU, THIMPHU, BHUTAN.
- b. The inner envelopes shall also indicate the name and address of the bidder.
- c. If the outer envelope is not sealed and marked as required, the procuring entity will assume no responsibility for misplacement of the bidders.

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Thimphu



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20. Evaluation and Award of the Bid

- a. Evaluation will be carried out by the Committee and will be awarded to the bidder offering as per the Specification and not limit to Lowest bid price.
- b. Successful bidder will execute agreement with BLDCL.

21. Dispute and Complaints

- a. Bhutan Livestock Development Corporation Limited shall not entertain any disputes with regard to the item once the tender process is completed and award is made.
- b. In the event of any disputes arising during the tender process with regards to procedures on the day of tender, the decision of BLDCL Limited Tender Committee shall be final and binding.
- c. Any disputes during the supply contract period, shall dealt as per the Procurement Manual of BLDCL and in accordance with the laws of the Kingdom of Bhutan.

22. Right to Accept, Reject and Withdraw

- a. BLDCL shall reserve the right to re-tender if the specification is not as per the BLDCL requirement.
- b. BLDCL reserves the right to accept or reject any and/or all bids in the best interest of BLDCL.
- c. This bid expressly limits acceptance to the terms and conditions stated herein. Any additional and/or different terms proposed by the bidder are objected to and hereby rejected.
- d. In case of any dispute or problem with regard to the tender, the decision of the committee will be final and binding.

23. Authority to Debar or Suspend

Reasons for debarment or suspension from participation in future sealed bids include, but are not limited to the following reasons:

- a. Failure to deliver for the item or all items awarded.
- b. Deliberate failure without good cause to perform in accordance with specifications or within the time limit provided.

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Lot 1: Supply of Vehicle Spare Parts for the Year 2025

Sl. No	Name of Items	Unit	Toyota Fortuner	DCM (Eicher)	Toyota Frezeer Van	Isuzu Hi-Lander	SML Refrigerated Truck	Mahindra Bolero	Eco Van
			Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)
1.	Air Filter	No							
2.	Fuel Filter	No							
3.	Mobile Filter	1 pcs							
4.	Brake Pad	1 pcs							
5.	Brake shoe	1 pcs							
6.	Pressure plate	1 pcs							
7.	Clutch plate	1 pcs							
8.	Clutch release bearing	1 pcs							
9.	Bearing front wheel inner	1 pcs							
10.	Bearing front wheel outer	1 pcs							
11.	Bearing rear axle	1 pcs							
12.	Cam shaft oil seal	1 pcs							
13.	Steering Damper	1 pcs							
14.	Rain Guard	1 pcs							
15.	Fan belt	1 pcs							
16.	Glass front indicator RH	1 pcs							

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T. Tshen



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37.	Crown Pinion	1 pcs											
38.	Tail Pinion	1 pcs											
39.	Tools set	No											
40.	Oil seal tail pinion	1 pcs											
41.	Shock absorber bush each	1 pcs											
42.	Shock absorber front each	1 pcs											
43.	Shock absorber rear each	1 pcs											
44.	Spring bush rear	1 pcs											
45.	Spring bush Front	1 pcs											
46.	Wheel bolt front	1 pcs											
47.	Thermostat valve	1 pcs											
48.	Timing belt	1 pcs											
49.	Wheel bolt rear	1 pcs											
50.	Glow plug	1 pcs											
51.	Radiator cap	1 pcs											
52.	Bolt stud for front axle	1 pcs											
53.	Spacer rear axle bearing	1 pcs											
54.	Front wheel check nut	1 pcs											
55.	Bearing center support	1 pcs											
56.	Wiper assembly	1 pcs											

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57.	Wiper blade	1 pcs																	
58.	Wiper arm	1 pcs																	
59.	Front wheel check nut lock	1 pcs																	
60.	Cylinder kit clutch master	1 pcs																	
61.	Cylinder kit clutch release	1 pcs																	
62.	Cylinder kit clutch disc brake	1 pcs																	
63.	Cylinder kit clutch accumulator	1 pcs																	
64.	Injector nozzel	1 pcs																	
65.	Brake oil Dot '3'	1 pcs																	
66.	KM cable	1 pcs																	
67.	Battery	1 pcs																	
68.	Stabler bush	1 pcs																	
69.	Coolent	1 pcs																	
70.	Power steering oil	1 pcs																	
71.	Distilled Water	1 pcs																	
72.	Flashing oil	1 pcs																	
73.	Carbon self	1 pcs																	
74.	Dash board polish	1 pcs																	
75.	Body polish	1 pcs																	
76.	Mobile	1 pcs																	

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77.	Gear oil	1 pcs									
78.	Grease	1 pcs									
79.	Main leave spring	1 pcs									
80.	2nd leave spring	1 pcs									
81.	3rd leave spring	1 pcs									
82.	4th leave spring	1 pcs									
83.	Fan belt	1 pcs									
84.	Power steering belt	1 pcs									
85.	Water pump	1 pcs									
86.	Fog light	1 pcs									
87.	Horn	1 pcs									
88.	Fush	1 pcs									
89.	FID-service kit	1 pcs									
90.	Wind Shield glass	1 pcs									
91.	Window glass	1 pcs									
92.	Door pad	1 pcs									
93.	Door Lock	1 pcs									
94.	Wheel nut bold	1 pcs									
95.	Seat cover	1 pcs									
96.	C.B. Joint Boot	1 pcs									

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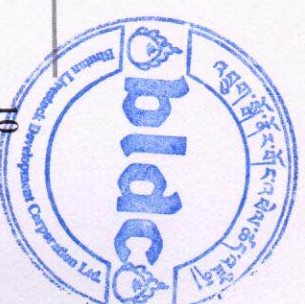


97.	Kerosine	1 pcs							
98.	Washer (big)	1 pcs							
99.	Washer(small)	1 pcs							
100.	Mud guard	1 pcs							
101.	Brake Junction	1 pcs							
102.	Brake disk	1 pcs							
103.	Brake disk Assy.	1 pcs							
104.	Brake calaver	1 pcs							
105.	Looking Mirror Inner	1 pcs							
106.	Looking Mirror Outter	1 pcs							
107.	Foot mat	1 pcs							
108.	Dash Board Lock	1 pcs							
109.	Car stereo with FM	1 pcs							
110.	Car stereo with FM/CD/MP3	1 pcs							

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Lot 2: Labour Charges for Maintenance of Vehicle for the Year 2025

Sl #	Name of Items	Toyota Fortuner	DCM (Eicher)	Isuzu Single Cabin	Toyota Frezeer Van	Isuzu Hi-Lander	SML Refrigerated Truck	Mahindra Bolero	Eco Van
		Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)	Rate (Nu.)
1.	SUSPENSION SYSTEM								
1.1	Complete Spring bush changing								
1.2	Spring bush changing per set of spring								
1.3	Spring rechambering per set of spring								
1.4	Spring leaf changing each spring								
1.5	Coil spring changing								
1.6	Shock absorber changing each								
1.7	Shock absorber bush changing								
1.8	Stabilizer bush changing each								
1.9	Shackle plate/pin changing each								
2.	BRAKE SYSTEM								
2.1	Brake adjusting each wheel								
2.2	Brake servicing each wheel								
2.3	Brake pad changing front bolt wheel								
2.4	Brake shoe changing rear wheel								
2.5	Brake shoe changing front wheel								
2.6	W.C. kit changing each front wheel								
2.7	W.C. kit changing each rear wheel								
2.8	Font brake caliper kit changing								
2.9	Master cylender kit changing								
2.1	Master cylender assy. changing								
2.1	Brake disc removing and re-fitting								





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4.1	Front hub oil seal changing each																		
4.2	Rear hub oil seal changing each																		
4.2	Wheel bolt changing each																		
4.2	Front wheel bearing changing																		
4.2	Hub greasing each wheel																		
4.2	Hub greasing Full																		
4.2	Propeller shaft cross bearing changing each																		
4.2	Rear differential axel																		
4.2	Front wheel axel																		
4.2	Cross bearing																		
4.2	C.V. Joint boot																		
5.	STEERING SYSTEM																		
5.1	Tie rod end changing each & wheel aligning																		
5.2	Power steering overhauling																		
5.3	Manuel steering system																		
5.4	Wheel aligning																		
5.5	Steering yolk changing																		
5.6	Steering bearing upper changing																		
5.7	Steering bearing lower changing																		
6.	FUEL SYSTEM																		
6.1	Fuel filter changing																		
6.2	fuel filter servicing																		
6.3	Fuel filter cap changing																		
6.4	Fuel tank removing, servicing & refitting																		
6.5	F.I.P removing and re-fitting																		
6.6	Injector nozzel removing and refitting																		

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6.7	Injector nozzle servicing & Pre setting																		
6.8	Callibration of fuel injection pump																		
7.	ELECTRICAL SYSTEM																		
7.1	Self starter removing & re-fitting																		
7.2	Self starter repairing																		
7.3	Alternator removing and re-fitting																		
7.4	Alternator repairing																		
7.5	Fog light new fitting																		
7.6	Head light bulb changing each																		
7.7	Head light new changing																		
7.8	Indicator bulb changing each																		
7.9	Back light glass changing each																		
7.1	Back light new changing																		
7.1	Indicator glass changing each																		
7.1	Indicator assy. Changing each																		
7.1	Roof lamp bulb changing																		
7.1	Meter board																		
8.	COOLING SYSTEM																		
8.1	Radiator removing & re-fitting																		
8.2	Thermostat valve																		
8.3	Temperature switch																		
8.4	Radiator cap																		
8.5	Fan belt																		
8.6	Fan changing																		
8.7	Water pump																		
8.8	Coolant /changing																		
8.9	Radiator servicing/repair																		

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INTEGRITY PACT

1. General:

Whereas **Mr. Dophu Dukpa, Chief Executive Officer** representing the **Bhutan Livestock Development Corporation Limited**, 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 at the time of purchase of bidding documents and submitted along with the tender document.

2. Objectives:

Whereas, the Procuring agency and the Bidder agree to enter into this agreement, hereafter 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 process¹and contract administration²with a view to:

- 2.1 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
- 2.2 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:

The Procuring agency Commits itself to the following: -

- 4.1 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.
- 4.2 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.

¹Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

² Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub- contracting and contract handing/ taking over



4.3 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.

4.4 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 administration particular commits himself/ herself to the following: -

5.1 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.

5.2 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.

5.3 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.

6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, 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 as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.

6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt as per the rules and laws of the land in vogue

7. Monitoring and Administration:

7.1 The respective procuring agency shall be responsible for the administration and monitoring of the IP as per the relevant laws.

7.2 The bidder shall have the right to appeal 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.

The parties hereby sign this Integrity Pact at (place)_____ on (date)_____

Affix
Legal
Stamp

Affix
Legal
Stamp

PROCURING AGENCY

BIDDER/REPRESENTATIVE

CID

CID:

Witness

Witness:

Name

Name:

CID

CID:



Handwritten signature