

# CENTRE FOR BHUTAN STUDIES & GNH

## Terms and Conditions for supply of hotel rooms for Third International Conference on Vajrayāna Buddhism, 19-20 April 2019

1. In pursuant to the tender announcement via Kuensel, the interested bidders are invited to submit your priced bid for the supply of *Hotels 3 stars and above for accommodations located only in Thimphu*.
2. The quotation including all documents should be sealed in an envelope as required by PRP clause 5.1.7.2 and addressed to and delivered at the following address [Head, AFD, and Centre for Bhutan Studies & GNH]. Bids will not be accepted if the purchaser fails to submit the required documents.
3. The deadline for receipt of your quotation(s) is on 27th March 2019 before 11.00 am and will be opened on the same day at 11:30 am.
4. Quotation by fax or by electronic means (are not) acceptable.
5. The quotation should also be submitted as per the following conditions/specifications:
  - a) The hotel should have Bhutanese ambience (e.g. architectural features, designs, furnishings of the hotel).
  - b) The surrounding view should be good without any construction materials located near the hotel.
  - c) The hotel should be free of noise pollution. (e.g. no ongoing construction near the hotel).
  - d) The hotel should have adequate parking facilities near the entrance.
  - e) Consistent/same number of rooms have to be supplied by the hotels for the entire duration of the conference for the convenience of the conference participants.
  - f) The payment for the hotel rooms will be as per the actual number of guests for three nights. It will not be based on rooms reserved.
6. **PRICE:** 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, and



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nothing extra shall be paid. The final place of delivery is (Centre for Bhutan Studies & GNH).

7. EVALUATION OF QUOTATION: offers determined to be subsequently responsive to specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:
  - i. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
  - ii. If the supplier refuses to accept the correction, the quotation will be rejected and the bid security shall be forfeited.
8. AWARD OF PURCHASE ORDER: the award order will be made to the bidder who offers the lowest evaluated price that meets the specifications.
9. VALIDITY OF QUOTATION: your quotation(s) shall be valid until the end of 1 Financial Year 2018-19 from the dead line for receipt of quotation(s). The committee reserves the right to alter this validity period in situation of technical and other contingencies.
10. The quotation(s) will be opened in the presence of bidders of bidders of their representatives who choose to attend at the specified venue and time.
11. The purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever to maintain the quality of the goods and services provided.
12. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period.
13. The Purchaser may book hotels room from the open market or may procure from the next lowest evaluated bidder in case if the supplier fails to supply hotels rooms within the stipulated time mentioned in the work order or if the services delivery is found unsatisfactory.



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14. The purchaser may, by written notice, terminate the Purchase / Supply Order (or Contract if applicable) in whole or in part at any time for its convenience:

- a. If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
- b. If the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.

15. The **Supplier should sign** on all the pages of this terms and conditions.

16. Further information can be obtained from: [AFD, Tele No: 321007] during office hours.

17. All Government rules related to supply and services shall apply.

## **Documents required to be submitted as part of the Quotation.**

The original copies of quotation submitted by the supplier shall comprise the following:

- a) A duly completed and signed priced quotation
- b) A valid Trade License
- c) A valid Tax Clearance Certificate

