



BIDDING DOCUMENT FOR SUPPLY OF COMPANY UNIFORM

2026



Contents

1. SCOPE OF SUPPLY 3

2. CLARIFICATION TO THE BIDDING DOCUMENT 3

3. DOCUMENTS COMPRISING BID 3

4. SUBMISSION OF BID 3

5. BID PRICE 4

6. BID VALIDITY 4

7. BID SECURITY 5

8. SUBMISSION DEADLINE 5

9. BID OPENING 5

10. EVALUATION OF BID 6

11. PURCHASER'S RIGHT TO ACCEPT ANY BID, AND REJECT ANY OR ALL BIDS 7

12. AWARD OF CONTRACT 7

13. FRAMEWORK CONTRACT 8

14. DELIVERY PERIOD 8

15. PERFORMANCE SECURITY 8

16. LIQUIDATED DAMAGE 8

17. VERIFICATION AND ACCEPTANCE 9

18. PAYMENT TERMS 9

19. WARRANTY PERIOD 9

20. TERMINATION 9

21. GOVERNING LAW 10

22. DISPUTE RESOLUTION 10

23. ANNEXURE 11

23.1 ANNEXURE (I): BID SUBMISSION FORM 11

23.2 ANNEXURE (II): PRICE SCHEDULE OF LOT 1 13

23.3 ANNEXURE - III: TECHNICAL SPECIFICATIONS 1

23.4 ANNEXURE (IV): DELIVERY SCHEDULE 3

23.5 ANNEXURE (V): INTEGRITY PACT 4



Supply and delivery of Uniforms

NIT No: DCCL/COM/PROC/05/2026/955

Date: 15th May 2026

Procurement Unit, Corporate Services Division, Dungsam Cement Corporation Limited. invites eligible International bidders and Domestic bidders to submit your bid for the supply and delivery of Uniforms as per the following Terms and Conditions

TERMS AND CONDITIONS

1. SCOPE OF SUPPLY

1.1 The bidder(s) must quote for all the items as per the Technical Specification (Annexure - III) and the Price Schedule (Annexure - II).

2. CLARIFICATION TO THE BIDDING DOCUMENT

2.1 Further information can be obtained in writing from the Manager, Procurement Unit, CSD, DCCL or by email at yenten.jamtsho@767.dccl.bt, +975 17942013, not later than 7 days from the date of bid submission

3. DOCUMENTS COMPRISING BID

3.1 The bid, accompanied by the following documents, must be submitted in hard copy.

- i. Bid Submission Form (Annexure - I)
- ii. Price Schedule (Annexure - II)
- iii. Bid Security
- iv. Valid Trade license
- v. Tax clearance
- vi. Delivery Schedule (Annexure - IV)
- vii. Integrity Pact Statement (Annexure - V)
- viii. Any other relevant documents

4. SUBMISSION OF BID

4.1 Bidders must submit their bids in hard copy.



4.2 The Bidder shall submit the Bid Submission Form using the Form in Annexure - I: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

4.3 A bid in which the Bid Submission Form is duly signed and sealed by the bidder.

4.4 Bidders must inspect the samples of each item prior to submitting their bids. For any clarification regarding the samples, please visit the Procurement Unit, CSD, DCCL during office hours. The sample for reference is attached as Annexure below.

4.5 Bidders must submit samples of the items on/before the date of the Bid Opening. Failure to submit a sample for an item shall result in the rejection of the Bid for the item.

5. BID PRICE

5.1 All prices shall be quoted in Ngultrum (BTN) and shall be inclusive of all applicable taxes.

5.2 Evaluation will be done for: **Item Wise**. Alternative prices shall not be accepted.

Sl.No	Lot Title	Mode of Evaluation
1	Uniform	Item Wise

5.3 The bidder(s) may quote for one or more items. Price bids will be evaluated on an item-wise basis, and the contract shall be awarded to the firm offering the lowest evaluated cost for each individual item.

6. BID VALIDITY

6.1 The bid shall be valid for 30 days from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive



7. BID SECURITY

7.1 The Bid shall be accompanied by a Bid Security of BTN 20,000/- in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the CEO, Dungsam Cement Corporation Limited, Nganglam, Pemagatshel issued by the Financial Institution enforceable in any Banks in Bhutan:

- a. The Bid security shall be valid up to **30 days** from the date of submission of the bid.
- b. The original Bid Security shall be submitted to the Procurement Unit, CSD, DCCL on/before the date of submission of the Bid.
- c. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
- d. If the Bidder(s) opts to Bank Transfer the Bid Security, it may be deposited to the DCCL's BOB Account No. 103074363, and submit the transaction details along with other documents during bid submission.

7.2 The bid security shall be forfeited in the following cases:

- a. If the Bidder withdraws the bid after the Bid opening during the period of Bid validity.
- b. If the Bidder does not accept the correction of the Bid price;
- c. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security

8. SUBMISSION DEADLINE

8.1 The deadline for receipt of your bid(s) by the Purchaser is **June 3, 2026 at 15:00 hours**.

9. BID OPENING

9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **June 3, 2026 at 15:30 hours in the DCCL Conference Hall**. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.



10. EVALUATION OF BID

10.1 Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bid the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

10.2 Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless, in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

10.3 To assist in the evaluation and comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

10.4 Quality and Cost-Based Selection (QCBS) method would be used for the evaluation. QCBS uses a competitive process among short-listed suppliers that takes into account the quality and the cost of the items in the selection of a successful supplier. The weightage of evaluation for **Cost: Quality** is **60:40**. Following are the criteria for the evaluation of the Quality aspect of the Bids:

a. Compliance with Design Specifications (10 points)

SN	Criteria	Score
1	Accuracy Of Design Elements	4
2	Conformance to Size and Dimension Specification	4
3	Material Selection	2

The Evaluation Committee shall assess compliance to design specifications based on the sample submitted. The sample need not be an exact match. The samples can be of previous supply or similar material.

b. Fabric quality and Durability (10 points)

SN	Criteria	Score
1	Material Composition	4
2	Fabric weight and Thickness	4
3	Color Fastness	2



The Evaluation Committee shall assess the fabric quality and durability based on the sample submitted. The sample need not be an exact match. The samples can be of previous supply or similar material.

c. Supplier Experience and Track Record (10 points)

SN	Criteria	Score
1	More than 5 Supplies	6
2	3-4 Supplies	3
3	1-2 Supplies	1

The Evaluation Committee shall assess the supplier experience and track record based on the Performance Certificates/Purchase Orders/Evidences of past supplies furnished by the Bidders.

d. Delivery Timeline (10 points)

SN	Criteria	Score
1	Within 30 Days from the date of signing the contract	10
2	Within 30-45 Days from the date of signing the contract	6
3	Within 45-60 Day Days from the date of signing the contract	3

The Bidders should submit a realistic Delivery Schedule. The Bidder must fill out the Delivery Schedule, attached as Annexure - IV, and submit it along with the Bid.

11. PURCHASER'S RIGHT TO ACCEPT ANY BID, AND REJECT ANY OR ALL BIDS

11.1The 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

12. AWARD OF CONTRACT

12.1The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue a Notification of Award/ Purchase Order to the successful Bidder.



Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

13. FRAMEWORK CONTRACT

13.1 In addition, a Framework Contract will be executed, and a binding agreement shall be formed. The Bidder will be hereby committed to furnish the specified Goods as per the Contract terms at pre-established rates/prices, upon the Purchaser's request, within the mutually agreed-upon timeframe.

14. DELIVERY PERIOD

14.1 The supply of the Goods and related services shall be completed within **60 days** from the date of the placing the order.

14.2 Additional quantities may be ordered, irrespective of the original quantity, subject to a variation not exceeding twenty-five percent (25%) of the original contract quantity.

15. PERFORMANCE SECURITY

15.1 The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in the name of the *CEO, DCCL, Nganglam, Pemagatshel* issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of the warranty period and will be returned after the end of the warranty period.

15.2 The Performance Security shall be forfeited if the successful Bidder fails to adhere to the obligations during the contract period

16. LIQUIDATED DAMAGE

16.1 If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.3%** per day for each day of delay to a maximum of 10% of the quoted price.



17. VERIFICATION AND ACCEPTANCE

17.1 DCCL shall carry out detailed verification and acceptance of the required items, and in case of fault, mismatching of specification or any other issues found, DCCL reserves the right to reject any or all of the items without assigning any reason. It will be at the DCCL's discretion to take the final decision if such a situation pertains.

18. PAYMENT TERMS

18.1 The payment shall be made within 30 days upon verification and acceptance by DCCL, based on the receipt of the bill/invoice from the firm.

18.2 At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan. The Purchaser shall furnish the necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

19. WARRANTY PERIOD

19.1 The Supplier shall provide the warranty for a period of **1 year** from the date of delivery of the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

19.2 Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

20. TERMINATION

20.1 The Purchaser may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience.

20.2 If the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract or exceeds the maximum number of Liquidated Damages; and



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18.2 At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan. The Purchaser shall furnish the necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

19. WARRANTY PERIOD

19.1 The Supplier shall provide the warranty for a period of **1 year** from the date of delivery of the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

19.2 Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

20. TERMINATION

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20.2 If the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract or exceeds the maximum number of Liquidated Damages; and



23. ANNEXURE

23.1 ANNEXURE (1): BID SUBMISSION FORM

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date :[insert date of Bid submission]

Tender No.:[insert number]

To :[insert complete name of the Purchaser]

We, the undersigned, declare that:

- a. We have examined and have no reservations about the Bidding Documents, including Addenda number: _____ [insert the number and date of issue of each addendum];
- b. We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: _____ [insert a brief description of the Goods and Related Services];
- c. The total price of our Bid, excluding any discounts offered is: _____ [insert the Bid Price in words and figures, indicating the various amounts and their respective currencies];
- d. The discounts offered and the methodologies for their application are:

Discounts. If our Bid is accepted, the following discounts shall apply: _____ [Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]
Methodology of Application of the Discounts. The discounts shall be applied using the following methodology: _____ [Specify in detail the methodology that shall be used to apply the discounts];
- e. Our Bid shall be valid for a period of _____ [insert number] from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- f. If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;
- g. We have no conflict of interest;



- h. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- i. We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.
- j. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- k. We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- l. We accept the Vendor Performance Management System.
- m. We have thoroughly inspected the samples of the items we have Bid for.

Signed: _____ [insert signature of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing the Bid Submission Form]

Name: _____ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on day of _____ [insert date of signing]



23.2 ANNEXURE (II): PRICE SCHEDULE OF LOT 1

Item No.	Description of Goods	Tentative Quantity	Unit	Size	Unit Price	Total Amount
1	Summer half sleeve T-shirt & Two Pants Set <i>[fully stitched with embedded DCCL Logo]</i>	430	Nos	Standard size (XS, S, M, L, XL, XXL, XXXL, XXXXL, XXXXXL.....)		
2	Half sleeve T-shirt & Pants Set- Security Guard <i>[fully stitched with embedded DCCL Logo]</i>	30	Nos	XXXL= 1 XXL=3 XL=5 L=5 M=10 Standard size=6		
Total Amount						

Total Amount in words:

Signature of the Supplier:

Name of the Supplier:

Date:



23.3 ANNEXURE - III: TECHNICAL SPECIFICATIONS

Item no.1 Summer half sleeve T-shirt & Two Pants Set

Technical Specifications

Fabric: 100% cotton/ or 80% Cotton and 20% Polyester

Features: Breathable & sweat-absorbing

Safety: Reflective tape in grey color

Design: Loose fit with ventilation

Colour: Grey Colour



14

[Handwritten signature]

Item no.2 Half sleeve T-shirt & Pants Set- Security Guard

Technical Specifications

Fabric: 100% cotton/ or 80% Cotton and 20% Polyester

Features: Breathable & sweat-absorbing

Safety: Reflective tape in grey color

Design: Loose fit with ventilation

Colour: Grey Colour



23.5 ANNEXURE (V): INTEGRITY PACT

1. General

Whereas the Mr. Loday Zangpo, offtg. General Manager representing DCCL hereinafter, referred to as the DCCL one part, and (Mr..... representing the

(*name of person representing Bidder*) on the other part (hereafter referred to as the bidder)

here by execute this agreement as follows:

2. Objectives

Now, therefore, the DCCL and the bidder agree to enter into this pre-contract agreement, here in after referred to as integrity pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/ unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into, with a view to:

- I. Enable the DCCL to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the supply of goods and services; and
- II. Enable 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 and the DCCL will commit to prevent corruption, in any form by their officials by following transparent procedures.

3. Commitments of the DCCL

The DCCL commits itself to the following:

- I. The DCCL hereby under takes that no official of the DCCL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward favour 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, bid evaluation, contracting or implementation process related to the Contract.
- II. The DCCL further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that particular bidder during the tendering stage, and will further treat all Bidders alike.
- III. All the officials of the DCCL shall report to the Chief Executive Officer, DCCL, any attempted/completed violation of clauses 3(i) and 3(ii).



IV. Following report on violation of clauses 3(i) and 3(ii) by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the DCCL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the DCCL the proceedings under the contract would not be stalled.

4. Commitments of Bidders

The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following:

- I. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, commission, fees, brokerage, any materials or immaterial benefit to any official of the DCCL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
- II. The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, commission, fees, brokerage, any material or immaterial benefit to any official of the DCCL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other contract with the Company for showing or forbearing to show favour or disfavor to any person in relation to the Contract or any other contract with the Company.
- III. The Bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- IV. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the DCCL of their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- V. The bidder shall not enter into any monetary dealings or transaction, directly, with any tender committee member, and if he does so, the DCCL shall be entitled forthwith to rescind the Contract and all other contracts with the bidder.

5. Sanctions for Violation

The breach of any aforesaid provisions or providing false information by DCCLs, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.



The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether with or without the knowledge of the Bidder), or the commission of any offence by the Bidder, or any one, employed by him, or acting on his behalf, shall be dealt with as per the provisions of the Penal Code of Bhutan, 2004, and the Anti – Corruption Act, 2006.

In the event of a breach, the DCCL shall also take all or any one of the following actions, wherever required:

- I. Immediately call off the pre-contract negotiations without giving any compensation to the Bidder. However, the proceedings with the other Bidder(s) would continue.
- II. Immediately cancel the contract, if already awarded/signed, without giving any compensation to the Bidder.
- III. Forfeit the Earnest Money/security deposited with the DCCL.
- IV. Recover all sums already paid to the Bidder.
- V. Encash the advance bank guarantee and performance bond /warranty bond, if furnished by the bidder, in order to recover the payments, already made by the DCCL, along with interest.
- VI. Cancel all or any other Contracts with the Bidder.
- VII. Debar the Bidder from entering into any bid from the Company as per the Debarment Rule.

6. Examination of Books of Accounts

In case of any allegation of violation of any provisions of this integrity pact or payment of commission, the DCCL/authorized persons or relevant agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents and shall extend all possible help for the purpose of such examination.

7. Monitoring and Arbitration

The Company shall be responsible for monitoring and arbitration of IP as per the procurement rules.

8. Legal Actions

The actions stipulated in this integrity pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceeding as.



9. Validity

- I. The validity of this integrity pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the DCCL and the Bidder.

- II. Should one or any provision of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it. Further, the information provided in this agreement is true and correct to the best of our knowledge and belief.

The parties here by sign this Integrity pact.

DCCL

BIDDER (AFFIX LEGAL STAMP)

WITNESS:

WITNESS:

1.....

1.....

