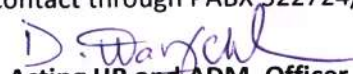


## Terms and Conditions

**The bidders should strictly abide by the general terms and conditions listed below:**

1. The bid is being floated with effect from 7<sup>th</sup> November 2017 and is valid for a period of 14 days.
2. Sealed quotations should be addressed to the Acting HRO cum ADM. Officer, Bhutan Council for School Examinations and Assessment, Babesa, Thimphu and should reach the BCSEA office on or before November 20<sup>th</sup> 2017 positively.
3. The sealed quotation will be opened in front of the tender committee of the BCSEA, on November 20, 2017 at 10:30 am.
4. Bidders are not permitted to attend the tender opening meeting.
5. The BCSEA tender committee will evaluate the rates and compare the bids.
6. The bidders should furnish the following documents along with the bid documents:  
Trade License Tax Clearance Certificate. Letter of Appreciation/Certificate for the similar job done in the past if any.
7. Bid security of Nu. 10,000/- (Ten thousand) in the form of demand draft or/cash warrant drawn in favour Acting HR and ADM. Officer, BCSEA, Thimphu should be submitted along with the bid document.
8. The successful bidder shall submit a performance security (WPS) amount equivalent to 10% of the total cost of the equipments drawn in favour of Acting HR/ADM officer, Babesa, Thimphu. The validity of the work performance security submitted must not be less than 6 months.
9. The bidder should quote the rates of the equipment as per the specifications attached. If the rates are missing for any items, the bid received shall be rejected.
10. The firms should quote rate as per the specifications attached inclusive of transportation cost up to BCSEA.
11. The winning bidder shall complete the supply as per the job order that will be issued by BCSEA.
12. In case of any deviation in material quality, short supply and late delivery, penalty shall be imposed as per the Government procurement norms.
13. The equipment should be delivered to the BCSEA office and handed over to the Acting HR/ADM. Officer, BCSEA. It will be inspected jointly by the supplier and the BCSEA representative at BCSEA office with proper handling and taking notes.
14. 2% TDS will be deducted from the total bill amount.
15. The bidders requiring any further information and clarification of the bidding documents can contact through PABX 322724/17747814 during office hours to the undersigned.

  
**Acting HR and ADM. Officer**  
**AFD: BCSEA**  
**7<sup>th</sup> October 2017**