



འབྲུག་བཟང་ལགལ་ཚོགས་སྡེ།
TOURISM COUNCIL OF BHUTAN



Terms of Reference for supply of souvenirs

1. The purchaser shall not provide IDEC/BST exemptions certificate as per the government rules.
2. Copy of the valid trade license, latest tax clearance certificate should be submitted along with the tender for verification to check the eligibility of the supplier. Failing to submit the above documents will render the bids being rejected.
3. The selected supplier(s) must deliver the full quantity of the order within one month from the date of order. In the event of late delivery, penalty (cancellation of the order and forfeiting the performance security as mentioned below sl. # 4) shall be imposed.
4. The selected supplier(s) shall be required to deposit 7% of the total order value as performance security within 5 days from the date of order in the form of demand draft in favor of the Head, TPD, TCB. Failing to deposit the same within the time specified, the order shall be cancelled and the bid security mentioned at sl. # 5 shall be forfeited. The security deposit shall be refunded/ returned on successful completion of the supply of the product.
5. All bids shall be required to furnish bid security @ 2% of the quoted value in the form of demand draft or cash warrant in favor of the Head, TPD, TCB. Bids without security shall be directly rejected. Bids security of the unsuccessful bidders shall be returned after finalization of the tender. The bid security of the successful bidder(s) shall be forfeited if the successful bidder(s) fails to deposit the performance security as mentioned above sl. # 4. The bid security shall be returned to the successful bidder(s) on conformity with the above terms and conditions.
6. 2 % tax shall be deducted from your bills as per the RGoB rules and regulations.
7. The tender committee reserves the right to reject one or all bids. The decision of the tender committee shall be final and binding.
8. The payment shall be made to the supplier only after the full delivery of the collaterals. No advance payment shall be made.
9. The tender should be submitted addressed to the Head, Tourism Promotion Division, TCB, Thimphu latest by 9th January 2017 and shall be opened on the same day at 3:00 PM.
10. Quotation number and date must be mentioned clearly on the bids, failing to do so will render the bids being rejected.



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11. The supplier must submit sample souvenir items and the work will be awarded to those firm(s) whoever provides best sample.
12. No work shall be awarded if the submitted samples of souvenir items are not as per the requirement and other specifications desired by TCB.
13. Souvenir items desired by TCB is for promotional purpose only so it is encouraged to submit only smaller size souvenir items.

(Damcho Rinzin)
Head, Tourism Promotion Division