

# STANDARD BIDDING DOCUMENTS

## OUTSOURCING FOR WASTE MANAGEMENT (ZONE II)

**Tender Ref. No. PT/Pro-6/Tender/2021-22/03**



**Phuentsholing Thromde  
Chhukha  
Royal Government of Bhutan**



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕུན་ཚོགས་གླིང་ཁྲོམ་གྲེ།  
ROYAL GOVERNMENT OF BHUTAN  
PHUENTSHOLING THROMDE  
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



PT/Pro-06/Tender/2021-22/03

Date: 02/10/2021

INVITATION FOR BIDS

The **Phuentsholing Thromde** now invites Seal Bids from eligible and qualified bidders for the **OUTSOURCING FOR WASTE MANAGEMENT (ZONE II)**.

Bids must be delivered to the address below at or before **October 12<sup>th</sup>, 2021 at 12 HRS PM BST**. Submission of the bid through email shall not be permitted. Late Bids will be rejected. The bidding documents are as per the Standard Bidding Documents.

**ATTENTION:** *The Bidder shall not be allowed to participate/bid for more than ONE ZONE (as portrayed in the zone map). In case, if the bidder bids/participate in more than one bid, the bid document shall be canceled.*

All Bids shall be accompanied by a Bid Security of Nu.30,000.00 (Ngultrum Thirty Thousand only). The address (es) referred to above is (are):

The Executive Secretary  
Phuentsholing Thromde  
Chhukha

Submitted by:

  
ཞིབ་རྒྱལ་མཁོ་སྤྱོད་འགོ་དཔོན།  
Asst. Procurement Officer  
Phuentsholing Thromde

## Instruction to Bidder

### Contract Title

#### A. **OUTSOURCING FOR WASTE MANAGEMENT (ZONE II)**

1. The 'Invitation for bid' is open to all eligible firms having valid trade licenses for cleaning/sanitation services issued by the competent authority.
2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and the contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address. In the event of any discrepancy between the original and the copies, the original shall prevail.

Your quotation in the required format should be addressed and submitted to:

**Executive Secretary**

**Phuentsholing Thromde.**

4. The deadline for receipt of your quotation(s) by the Agency at the indicated address is **October 12<sup>th</sup>, 2021 at 12 HRS PM BST.**
5. The bid shall be accompanied by a bid EMD of **Lumpsum amount of Nu. 30,000/- (Ngultrum Thirty Thousand Only)** in the form of cash warrant, demand draft, or unconditional Bank Guarantee valid till **90 days**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by electronic means (**are not**) acceptable.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions are an integral part of the Contract.
  - a. **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties, and other levies.
  - b. **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their

quoted prices. In evaluating the quotations, the Agency will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;

- (i) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- (ii) 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 Agency 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.
- (iii) If the contractor refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
- c. **AWARD:** the award will be made to the bidder who is offering the lowest evaluated price. The successful bidder will sign a contract as per the attached form of contract and terms and conditions.
- d. **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **60 days** from the deadline for receipt of quotation(s). A Bid valid for a shorter period shall be rejected by the Agency as non-responsive.

Prospective bidders requiring any further information or clarification of the Bidding documents may notify the Agency (Phuentsholing Thromde) in writing or by fax. The Agency will respond in writing to any request for information or clarification of the Bidding documents which it receives no later than [(2) days] prior to the deadline for the submission of Bids prescribed by the Agency. The Agency's response (including an explanation of the query) will be sent in writing or by fax to all prospective bidders who have received the Bidding documents.

The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

The Agency 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.

The bidder whose bid is accepted will be notified of the award of a contract by the Agency prior to the expiration of the quotation validity period.

**(BID FORM)**

Name of contract:

**1. OUTSOURCING FOR WASTE MANAGEMENT**

**To**

**The Executive Secretary**

**Phuentsholing Thromde**

Sir/Madam

1. Having examined the Conditions of Contract, Responsibilities, Fee structure, bidding amount and collection system the undersigned, offer to execute the work and remedy any defects or violations therein in conformity with the Conditions of Contract, specifications, Drawings, bill of quantities, maps, scope of work and agenda for the sum(s) of the Bid amount (Nu [A+B-C) = ..... in figure and in words Nu .....  
.....as specified in the appendix to Bid or such other sums as may be ascertained in accordance with the said condition.
2. We acknowledge that the Contract Data submitted forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the works upon the receipt of the Employer's notice to commence, and to carry out the task comprised in this document, consistent throughout the time stated in this Contract.
4. We agree to abide by this Bid for the period of \_60\_ days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.
5. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between the employer and the contractor.
6. We understand that the employer reserves the right to accept any bid and to reject any or all bids without assigning any reasons whatsoever for the action.

DATED THIS .....DAY OF .....2021.....

SIGNATURE

.....  
.....

IN THE CAPACITY OF PROPRIETOR / MANAGER DULY

AUTHORIZED TO SIGN BIDS FOR AND ON BEHALF OF

M/s.....

(In block capitals or typed)

Address of the

Contractor:.....

.....

Contact

Number:.....

.....

.....

Name of witness and signature

.....

.....

.....

Contract address

.....

.....

.....

Occupation : .....

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

**The original and copy (ices) of quotation submitted by the contractor shall comprise the following:**

- a. A duly completed and signed Bid Form
- b. A valid Cleaning Trade License.
- c. A valid Tax Clearance Certificate;
- d. The required bid security.
- e. Duly filled Bills of Quantity.
- f. Any other requirements specified in this document

### **Terms of Payment**

1. Payment of the Invoice shall be arranged by the Agency, within thirty (30) days upon submission of original Invoice and TPN number.
2. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
3. Bill should be verified on the first week of every subsequent month.
4. Monthly bill should be submitted along with monitoring sheet signed by officials from solid waste section.
5. In the event of inflation rate for National Work Force, the Revised Rate should be paid, provided the bid amount will remain unchanged.

### **General Condition of Contract**

The Conditions hereinafter may only be varied with the written agreement of the Agency and no terms and conditions put forward at any time by the Contractor (service Provider) shall form any part of the Contract.

1. The Contractor shall be required to submit a performance security of 10% of the quoted price (10% of the quoted amount of entire contract duration, i.e for 36 months) in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the

contract. Performance security shall be valid 30 days beyond the end of the contract period.

2. The successful bidder must set-up office at Throm area soon after the award of Contract to facilitate proper coordination with Thromde and other relevant Stakeholder.

3. The Agency may, by written notice, terminate the Contract in whole or in part at any time for its convenience:

a. If the Contractor fails to perform any other Terms and conditions specified in the bidding Document.

b. if the Contractor fails to perform any other obligation(s),

c. if the Contractor, in the judgment of the Agency, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks,

d. if the Contractor does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Agency specifying the nature of the default(s), the following penalty shall be imposed:

- **1st Offence: Written Warning**
- **2nd Offence: A fine equivalent to 50% of the monthly quoted amount with Final Notice**
- **3rd Offence: Termination of Contract (for repeated offences)**

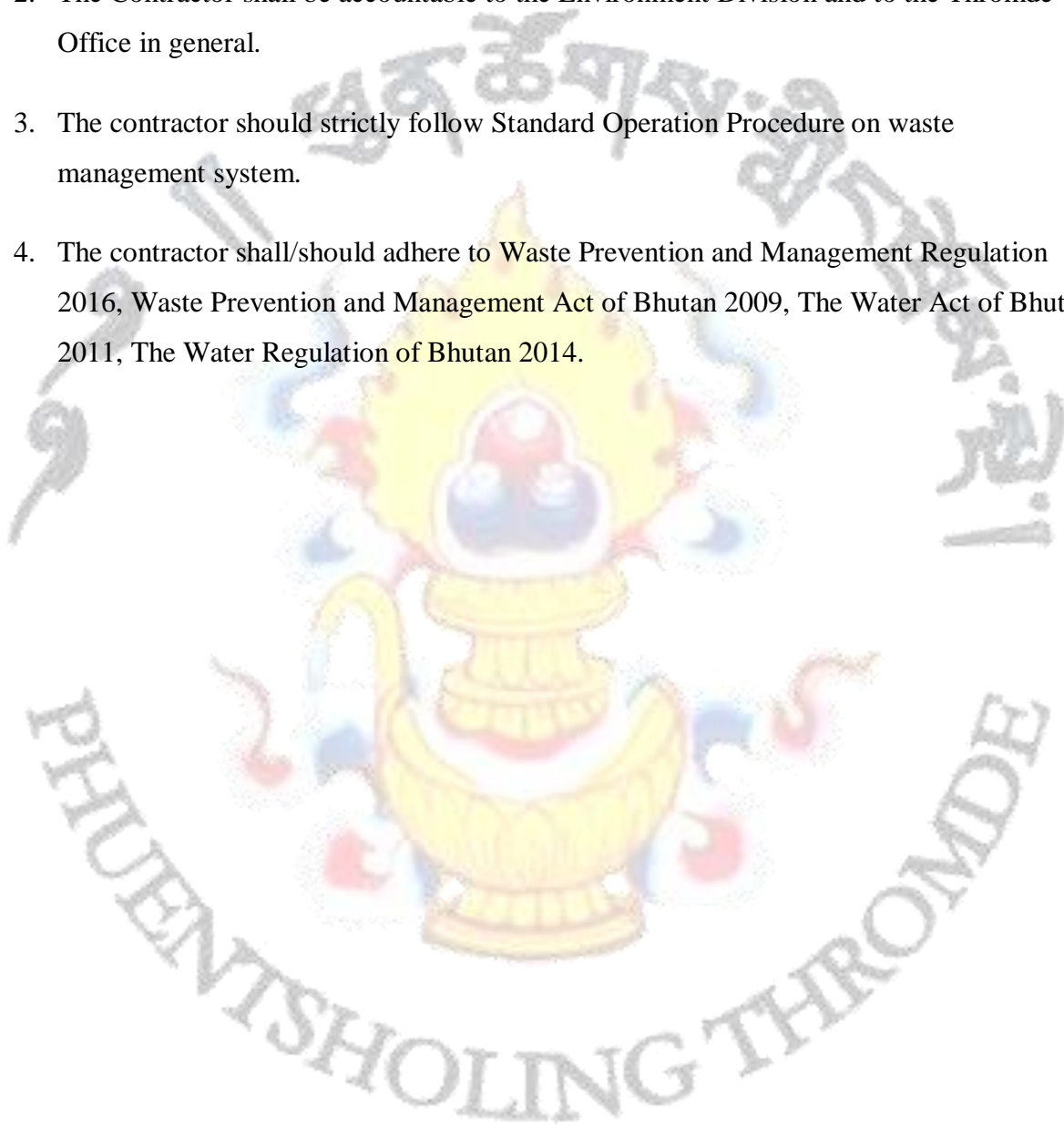
e. The contractor or agency, for genuine reasons, can surrender/terminate the operation with one month's notice in advance

- In the event of cancellation/termination of the contract, the contractor shall not be entitled to either the performance security or the amount already deposited with the Phuentsholing Thromde. Upon forfeiture of the above securities/amount, the client shall enter into a fresh agreement with the next bidder as per prevailing contract norms.
- The successful bidder must equip their workers with mandatory field dress, occupational safety gears within two months after the contract award. The field dress sample/design should be approved by the Thromde Management. Failure to do so, the successive monthly payment shall be withheld until the bidder provides aforementioned particulars.

- Allocation of new refuse/compactor vehicles amid the contract duration shall be in line with the existing hiring rules/regulations based on the vehicle model year or as per the vehicle allocation criteria set by the Thromde Committee.
- At the end of the contract term, the bidder should handover waste collection vehicles in running condition (with proper maintenance/documents) to the Thromde Committee. The Committee should physically inspect and takeover thereafter. Failure to do so on the firm's part, the maintenance shall be done from the performance security.
- The contract term/duration should be for three years (36 months), however it may be extendable based on the performance of the firm.
- There shall be no compensation payable to the contractor on account of any disasters, developments activities, increase in population, urban expansion etc, that might increase the area of Parks and green space in Phuentsholing Thromde during the contract period.
- **The Bidder shall not be allowed to participate/bid for more than ONE ZONE (as portrayed in the zone map). In case, if the bidder bids/participate in more than one bid, the bid document shall be cancelled.**
- Except for expired waste/items, Waste shall be collected from Residents, Institutions, Government Offices, Corporate Offices, Private Offices, NGOs, etc
- The waste collection shall be door to door collection, therefore all dumper bins placed at strategic junctions will be lifted.
- The parking space/area for waste collection vehicles should be provided by Thromde within Throm area on lease or negotiated rate.
- Automobile/Workshop waste shall be collected, segregated and disposed.
- Grass cutting, trimming, weeding, uprooting of vegetation etc from the beautification & landscaping structures/places should be the responsibility of beautification section.

## **Roles and responsibility**

1. Environment Division (Solid Waste Section) of Phuentsholing Thromde, shall be responsible in implementation and monitoring.
2. The Contractor shall be accountable to the Environment Division and to the Thromde Office in general.
3. The contractor should strictly follow Standard Operation Procedure on waste management system.
4. The contractor shall/should adhere to Waste Prevention and Management Regulation 2016, Waste Prevention and Management Act of Bhutan 2009, The Water Act of Bhutan 2011, The Water Regulation of Bhutan 2014.



### Bill of Quantity

#### **A. OUTSOURCING OF WASTE MANAGEMENT (Collection & Disposal of Municipal Waste)**

Sl.No	Description &Details	Duration	Rate per month	Rate in words
1	Waste Segregation, Collection, Disposal, Street Sweeping, road sweeping and Cleaning of footpath. Grass cutting areas such as Road shoulder/side, footpath, storm water drain/drain sides, along road retaining walls. Management of stray animals' carcass and burial.	3 Years		
	<b>Sub-Total for "A"</b>			

\*\*\* Total Amount of "A" refers to Sl. No 1 (only)

**B. EXPENDITURE FOR SERVICE VEHICLES (MAINTENANCE & FUEL)**

Sl.No	Waste collection Vehicles (nos)	Vehicle Type	A. Maintenance charges per month/per vehicle (for 4 Vehicles including Drivers Payment)	B. Fuel charges per month for 4 Vehicles	Amount = A+B in Figure
1	4 (four)	1. BG-2-A0784 (2012) 2. BG-2-A0857 (2011) 3.BG-2-A0472 (2004) 4.BG-1-A0807 (2015)			
<b>Sub-Total (including all types of cost) for “B”</b>					

**C. LEASE RATE FOR CLEANING/SANITATION SERVICE VEHICLE**

Sl.No	Vehicle (nos)	Vehicle Type	Rate per month/per vehicle (for 4 nos vehicles)
1	Eight (4) nos of collection Vehicles	1. BG-2-A0784 (2012) 2. BG-2-A0857 (2011) 3.BG-2-A0472 (2004) 4.BG-1-A0807 (2015)	
<b>Sub-Total (including all types of cost) for “c”</b>			

#### D. FINAL PAYMENT

Sl. No	Description Details	Qty	Amount	Amount in Figure
A	OUTSOURCING OF WASTE MANAGEMENT	Monthly		
B	EXPENDITURE FOR SERVICE VEHICLES (MAINTENANCE, FUEL& Drivers Payment)	Monthly		
C	LEASE RATE FOR CLEANING/SANITATION SERVICE VEHICLE	Monthly		
D	<b>FINAL PAYMENT **A+B-C</b>			

**Note# Contract period shall be for 3 years**

**FINAL PAYMENT (Monthly) =**OUTSOURCING OF WASTE MANAGEMENT (A) +  
EXPENDITURE FOR SERVICE VEHICLES (MAINTENANCE & FUEL) (B) - LEASE RATE  
FOR CLEANING/SANITATION SERVICE VEHICLE (C) =

#### **Terms of Reference**

**OUTSOURCING OF WASTE MANAGEMENT (Collection and Disposal of Municipal Waste)**

##### **I. Areas to be covered:**

Areas are divided into Two Zones:

##### **Zone II**

It should start from the last NHDCL colony at Toorsa. till Doti Bridge (This should cover all areas like Kabraytar, Dhamdara, Pipaldara, kharay Phu, Toorsa Kidu Housing etc). It should also cover areas from Rinchending Check Post till Pasakha (excluding pasakha industrial area).

## II. Schedule for Collection:

The Successful Bidder shall strictly comply with the schedule as mentioned below;

Sl. No	Zone	Waste Collection Frequency	Type
1	Zone I	Daily	Dry (Daily)
			Wet (Daily)
2	Zone II	Daily	Dry (Daily) Wet (Daily)
		Thrice a week	Mondays, Wednesdays, Fridays (only for areas that fall between Rinchending check post till Pasakha) * No Segregation

*\*Note: Waste should be segregated in Areas as directed by the Employer*

## III. Vehicles Deployed for Collection:

- The vehicles for collection of waste shall be managed and deployed by the Employee and all the maintenance, repair charges (fuel, document renewal) shall be borne by the Employee including Driver's salary.
- The employer shall handover vehicles to the employee on lease and drivers shall be deployed by employee.
- The lease rate shall be valid till the completion of the contract period.
- The monthly lease rate of vehicles shall be deducted from the monthly running bill of the employee.
- In case if Outsourcing is tendered zone wise (two or more zones), vehicles shall be allocated as per allocation criteria set by the Employer (Phuentsholing Thromde).
- In case of any vehicle mishap or accidents (major/minor) the employee shall be held responsible.
- The successful bidder shall not deploy women/underage (below 18 years of age) as handy boys for the collection vehicles.
- The Successful Bidder shall be provided with space/area for parking waste collection vehicles, and to set up office. The office should be established within the area allotted by Thromde. No other activities/business establishment shall be allowed in the allotted area.

- ix. The waste collection vehicles should be monitored or inspected on quarterly basis (or as and when deemed) by a team comprising one from each division (including MTO).

#### **IV. Scope of Service and Performance Specification: (*Terms of Reference*)**

##### **I. Waste Collection (Recyclable waste);**

The Successful Bidder shall carry out door to door collection of waste from individual residence, public buildings, public places, commercial concerns, offices, restaurants, guest houses and hotels, etc. The waste shall include recyclable wastes, pet bottles, scraps, cartoon boxes, etc.

##### **II. Street Sweeping and Cleaning:**

Street sweeping and cleaning should cover following areas:

- a. All road width and road shoulders
- b. All road side retaining walls
- c. All footpath
- d. Storm water drains
- e. Side drains
- f. Open spaces
- g. Parks and Parking areas (subjected to public area not private plot/properties)
- h. Green spaces

##### **III. Grass Cutting:**

The Successful Bidder shall be responsible for cutting grasses in the following areas;

- a. Road shoulder and drains
- b. Road sides
- c. Footpath
- d. Uprooting of vegetation from roadside retaining walls

#### **IV. Management of Stray Animal Carcass**

The Successful Bidder shall be responsible for:

- a. Management, collection and disposal of animal carcass
- b. facilitation and transportation

#### **V. Medical Waste Collection:**

- I. A separate compactor truck shall be deployed by the Employer solely for collection of wastes.

#### **VI. Special Occasions, Festivals and Celebrations:**

The Successful Bidder shall be responsible for cleaning and collection of wastes during:

- a. Tshechu,
- b. Moelam Chenmo (if organized)
- c. National Events, cleaning campaigns
- d. Public Street shows organized by NGOs, Trade Fair, etc. (\*for this event, the organizer should pay to the cleaning firm. Rate should be negotiated amongst organizer, cleaning firm & Thromde)

#### **VII. Safety Gears:**

The Successful Bidder shall provide the following Personal Protective Equipment (safety gears) to employees as mandated by the Act and Regulations. A set of PPE should be issued to all employees.

- a. Safety Gloves
- b. Masks
- c. Safety Helmet
- d. Reflective jacket (for identification)
- e. Gum Boots/safety boot
- f. Uniform/field dress (approved by Thromde)

### 10. List of Required Human Resources:

The Successful Bidder shall fulfill the following required human resources for the service;

Sl.No	Role	Responsibility	HR to be engaged	Remarks
1	Manager	Overall Management	1	Academic qualification of Minimum class 12 pass
2	Supervisor	Supervision	1	Minimum Class VIII Pass Certificate
3	Waste Collector	Household Segregation & collection	10	2 each for every compactor truck (Qualification not required)
4	Street Sweepers& Road Side Drain/Storm Water Drain jungle clearing/grass cutting.	Cleaning including grass cutting, waste collection, cleaning Drain etc	20	-do-
<b>Total</b>			<b>32</b>	
<b>The Bidder must submit the following documents</b>				
Sl No	Position	Documents		
1	i. Manager/Supervisor	i. Academic Transcript ii. One CID Copy		
2	Rest of the Human Resource	i. Medical Certificate ii. One CID Copy		

\*\*\* The Successful Bidder shall employ Bhutanese Citizens only

\*\*\* Note: Employer refers to Phuentsholing Thromde and Successful Bidder refers to the Contractor/Firm

\*\*\* The Successful Bidder should deploy additional vehicles in case, if required for collection and disposal of municipal waste.