



# ལྷོ། ། རྒྱལ་འཛོལ་རང་བཞིན་སྐྱུང་སྐྱོབ་ཚོགས་སྒྲིག་ལྷན། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in  
Conservation of the Kingdom's Environment

## **Terms of Reference (ToR) to supply souvenirs for sale at Black-necked Crane Education Center (BNCEC)**

**Job Title:** To supply souvenirs for sale at Black-necked Crane Education Center (BNCEC)

### **Background**

RSPN began in 1987 with counting and monitoring of Black-necked Cranes. In 1999-ICDP in Gangtey-Phobjikha valley was initiated as a full-fledged program integrating conservation into the development process. This program was started to understand the BNC's, its habitat conservation and to enhance livelihood of the local community through environment education and awareness and capacity development. Realizing that communities and their livelihood choices play an important role when it comes to managing natural resources and conserving the species, one of the important programs at RSPN is Environmental Education.

In order to make our intervention meaningful and let community people participate in our programs, we incentivize them with livelihood activities such as community-based ecotourism by building their capacity and providing constant guidance to develop tourism products. With the goal of enhancing visitors' experiences in the valley, RSPN developed the BNCEC in 2001 that serves as the hub of environmental education and conservation programs and a platform to generate funds for conservation through sale of souvenirs, collecting entrance fees, and helping the communities sell their arts and crafts.

As the center plays a critical role in educating the visitors on RSPN's conservation efforts in the valley, enhancing awareness and knowledge, not only regarding Black-necked crane ecology, but also locally sourced information on flora and fauna, and community values and dynamics within Gangtey-Phobji valley, in this regard, RSPN is looking for potential suppliers to supply varieties of souvenirs to generate funds for daily operational expenses, wetland cleaning and conduct education and awareness programs on BNC and its habitat and waste management.

### **Terms and conditions**

1. The purchaser shall not provide any BST exemptions certificate.
2. 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. # 3) shall be imposed.
3. The selected supplier(s) shall be required to deposit 10% of the total bid price as bid security along with the submission of bid in the form of demand draft/cash warrant/ electronic payment/ unconditional bank guarantee valid for 30 days in favor of the RSPN.
4. The security deposit/ bid security shall be refunded/ returned on upon award of the contract to the successful bidder.



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5. Bid security of the successful bidders shall be returned upon signing of the contract and deposit 10% performance security.
6. All bids shall be required to furnish bid security @ 10% of the quoted value in the form of demand draft or cash warrant in favor of the RSPN. 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. # 3. The bid security shall be returned to the successful bidder(s) on conformity with the above terms and conditions.
7. 2% tax (TDS) shall be deducted from the bill as per the Government tax regulations.
8. The tender committee reserves the right to reject one or all bids. The decision of the tender committee shall be final and binding.
9. The payment shall be made to the supplier only after the full delivery of the collaterals. No advance payment shall be made.
10. The qualified supplier shall be identified to supply the souvenirs for .....years to BNCEC as and when required.

## **List of souvenirs and its size and specifications**

Download from the website

## **Submission of documents and samples and conditions**

1. The tender should be submitted to the Chief, Administration and Finance Division, RSPN, Thimphu latest by November 9<sup>th</sup>, 2022 before 12.00 noon which will be opened on the same day .
2. Quotation number and date must be mentioned clearly on the bids, failing to do so will render the bids being rejected.
3. The supplier must submit sample souvenir items and the work will be awarded to those firm(s) whoever provides the best sample.
4. No work shall be awarded if the submitted samples of souvenir items are not as per the requirement and other specifications desired by RSPN.



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## **Expertise of suppliers**

The supplier should submit:

1. Copy of the valid trade license,
2. 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.

**Note: Kindly submit your rates and samples as per the ToR to RSPN Office, Thimphu  
on/before 12.00 noon, 31<sup>st</sup> Oct 2022**

For further information, kindly contact Chief, AFD at 02-326130