

ROYAL SOCIETY FOR PROTECTION OF NATURE



ANNUNAL VEHICLE MAINTENANCE (2026)

Thimphu: Bhutan

1. General Terms & Conditions of Contract

In the General Terms & Conditions for the maintenance of vehicle and accessories items to this Society, separate annexure annexed will be strictly adhered to a long-with general terms & conditions, interpreted as below:

- i. The rates quoted should be C.I.F. Thimphu.
- ii. The rates quoted shall be valid for a period of 365 days from the date of contract award.
- iii. The bidders shall submit a copy of Tax Clearance certificate and License.
- iv. The bidder should enclose bid security of Nu. 5,000.00 (Ngultrum Five Thousand) only that shall be returned after opening of Sealed Bid. The bid security shall in the form of cash warrant, Bank Guarantee and Cheque in favor of Executive Director, RSPN.
- v. The successful bidder shall be required to furnish security deposits Nu. 5,000.00 (Ngultrum Five Thousand) only, that shall be returned upon successful and satisfactory completion of the contract period.
- vi. The successful bidder shall supply the vehicle accessories items for the fiscal year 2026.
- vii. The successful bidder shall bring into standstill upon written notice if the items are duplicate, not supplying in time and unavailability of items requirement, if replicating for three consecutive periods.
- viii. The payment shall be disbursed in favor of the bidder's name not to individual.

2. Scope of Supply

- i. Supply of vehicle accessories shall be on the basis of as and when required by the Society.
- ii. Vehicle accessories to be supplied shall be as per the approved samples/specifications, failing of the same shall be returned at your cost.
- iii. The purchaser shall not accept any request what so ever, if the supply is not made within the specified period in full quantity as per the samples/specifications provided by the Society.
- iv. The price of the items should be same as per the quoted rates till the end of contract period.

3. Payment to Supplier

- i. Payment shall be made within 3-7 days from the date of receipt of bill.
- ii. No advance payment shall be made before 7 days from the bill date.

4. Other Terms & Conditions

- i. A fine of 2 % of the contract shall be charged for every day of delay for the delivery after the agreed period.
- ii. A fine of 2 % shall be charged for the items not as per the specifications/ samples and for every day of delay after the agreed replacement period.
- iii. The last date for submission of the tender is **25th November, 2025 before 12 noon** and shall be opened on the same day at 3:00 PM at RSPN Conference Hall, Thimphu.

Expression of Interest/Application Procedure: Eligible firms interested in commissioning this assignment are invited to submit a formal application addressed to the Executive Director of RSPN. The sealed envelope containing the applications should be clearly labeled: “**Annual Vehicle Maintenance**” Applications, along with any supporting documents, must be submitted in hard copy to the Administration and Finance Division (AFD) of RSPN.

For further clarification, please contact @ 02 326130 /02322056.

PRICE SCHEDULE FORM

(Toyota Hi- bus) bearing Registration Number BP-1-D7464				
sl#	Particulars	Qty	Rates	Remarks
1	Mobile filter	1 no		
2	Fuel filter	1 no		
3	Brake pade, front	1 set		
4	Brake shoe, rear	1 set		
5	Air filter	1 no		
6	Wheel bearing, front	1 no		
7	Wheel bearing, rear	1 no		
8	Cross bearing	1 no		
9	Coolent, Toyota	1L		
10	Coolent, Indian	1 L		
11	Grease, Toyota	1 kg		
12	Grease, Indian	1 kg		
13	Brake oil dot 3	1 no		
14	Power steering oil	1 no		
15	Engine oil (RX)	1 L		
16	Wiper blade	1 set		
17	Battery	1 no		
	Labour Charge			
1	Engine oil change with filter			
2	Fuel filter new change			
3	Front both side brake pade new change			
4	Rear both side brake pade new change			
5	Front both side wheel bearing new change			
6	Rear both side wheel bearing new change			
7	Air filter new change			
8	Cross bearing new change			
9	Power steering new change			
10	Coolent change			

(Toyota Hilux) bearing Registration Number BP-1-C7795				
sl#	Particulars	Qty	Rates	Remarks
1	Mobile filter	1 no		
2	Fuel filter	1 no		
3	Brake pade, front	1 set		
4	Brake shoe, rear	1 set		
5	Air filter	1 no		
6	Wheel bearing, front	1 no		
7	Wheel bearing, rear	1 no		
8	Cross bearing	1 no		
9	Coolant, Toyota	1 L		
10	Grease, Toyota	1 kg		
11	Grease, Indian	1 kg		
12	Brake oil dot 3	1 no		
13	Power steering oil	1 no		
14	Engine oil (RX)	1 L		
15	Wiper blade	1 set		
16	Battery	1 no		
	Labour Charge			
1	Engine oil change with filter			
2	Fuel filter new change			
3	Front both side brake pade new change			
4	Rear both side brake pade new change			
5	Front both side wheel bearing new change			
6	Rear both side wheel bearing new change			
7	Air filter new change			
8	Cross bearing new change			
9	Power steering new change			
10	Coolent change			

(Mitsubishi Pajero) bearing Registration Number BP-1-D6013				
sl#	Particulars	Qty	Rates	Remarks
1	Mobile filter	1 no		
2	Fuel filter	1 no		
3	Brake pade, front	1 set		
4	Brake shoe, rear	1 set		
5	Air filter	1 no		
6	Wheel bearing, front	1 no		
7	Wheel bearing, rear	1 no		
8	Cross bearing	1 no		
9	Coolant, Toyota	1 L		
10	Coolant, Indian	1 L		
11	Grease, Toyota	1 kg		
12	Grease, Indian	1 kg		
13	Brake oil dot 3	1 no		
14	Power steering oil	1 no		
15	Engine oil (RX)	1 L		
16	Wiper blade	1 set		
17	Battery	1 no		
	Labour Charge			
1	Engine oil change with filter			
2	Fuel filter new change			
3	Front both side brake pade new change			
4	Rear both side brake pade new change			
5	Front both side wheel bearing new change			
6	Rear both side wheel bearing new change			
7	Air filter new change			
8	Cross bearing new change			
9	Power steering new change			
10	Coolent change			

(Mobilio) bearing Registration Number BP-1-C8713				
sl#	Particulars	Qty	Rates	Remarks
1	Mobile filter	1 no		
2	Fuel filter	1 no		
3	Brake pade, front	1 set		
4	Brake shoe, rear	1 set		
5	Air filter	1 no		
6	Wheel bearing, front	1 no		
7	Wheel bearing, rear	1 no		
8	Cross bearing	1 no		
9	Coolant, Toyota	1 L		
10	Coolant, Indian	1 L		
11	Grease, Toyota	1 kg		
12	Grease, Indian	1 kg		
13	Brake oil dot 3	1 no		
14	Power steering oil	1 no		
15	Engine oil (RX)	1 L		
16	Wiper blade	1 set		
17	Battery	1 no		
	Labour Charge			
1	Engine oil change with filter			
2	Fuel filter new change			
3	Front both side brake pade new change			
4	Rear both side brake pade new change			
5	Front both side wheel bearing new change			
6	Rear both side wheel bearing new change			
7	Air filter new change			
8	Cross bearing new change			
9	Power steering new change			
10	Coolent change			

(Toyota Hilux) bearing Registration Number BP-1-E7548 and BP-1-D6961				
sl#	Particulars	Qty	Rates	Remarks
1	Mobile filter	1 no		
2	Fuel filter	1 no		
3	Brake pade, front	1 set		
4	Brake shoe, rear	1 set		
5	Air filter	1 no		
6	Wheel bearing, front	1 no		
7	Wheel bearing, rear	1 no		
8	Cross bearing	1 no		
9	Coolent, Toyota	1 L		
10	Coolent, Indian	1L		
11	Grease, Toyota	1 kg		
12	Grease, Indian	1 kg		
13	Brake oil dot 3	1 no		
14	Power steering oil	1 no		
15	Engine oil (RX)	1 L		
16	Wiper blade	1 set		
17	Battery	1 no		
	Labour Charge			
1	Engine oil change with filter			
2	Fuel filter new change			
3	Front both side brake pade new change			
4	Rear both side brake pade new change			
5	Front both side wheel bearing new change			
6	Rear both side wheel bearing new change			
7	Air filter new change			
8	Cross bearing new change			
9	Power steering new change			
10	Coolent change			