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Dungsam Cement Corporation Limited

(Royal Government of Bhutan Undertaking)

Nganglam: Pemagatshel



DCCL/Com/Proc/2025/07/64

13.01.2025

To,

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Subject: Limited Enquiry

Dear Sir,

M/s. Dungsam Cement Corporation Limited (DCCL), Nganglam, kindly requests you to provide a quotation for outsourcing skilled manpower for packing and loading operations at the Cement Mill, in accordance with the terms of reference outlined below:

SL. #	Description of Work	UoM	Rate Per MT (Nu)
1	Packing and Loading of Cement (50 kg Bags): This includes stamping of polypropylene (PP) bags, providing stamping materials, and maintaining overall cleanliness at the site.	MT	

Terms and conditions:

1. Submission of bid

- The sealed and signed offer should reach the Managing Director/CEO of M/s. Dungsam Cement Corporation Limited no later than 18th January 2025, by 11:00 hours. The bids will be opened on the same day at 11:30 hours (BST). Any offers received after the deadline will not be accepted and will be considered invalid.
- The quotation should include photocopies of valid trade license, tax clearance, and other relevant certificates.

2. Bid Security

Bids must be accompanied by a Bid Security of Nu. 50,000.00 (Fifty Thousand) only, submitted in the form of a Demand Draft, Cash Warrant, or Bank Guarantee issued by any reputed bank or financial institution in India or Bhutan. The Bid Security must remain valid for a period of 90 days. Bids not accompanied by a valid Bid Security, or those with

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Dragon Cement - Strength of the Thunder Dragon

(LODAY ZANGPO)
Head

Procurement & Material Management Division
Dungsam Cement Corporation Ltd
Nganglam



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insufficient value or validity, shall be rejected by DCCL. Such bids will be returned to the bidders unopened.

a. Forfeiture of Bid Security

- a) If a bidder withdraws its bid during the period of bid validity,
- b) If a successful bidder does not accept the arithmetical correction of its bid price.

3. Bid Validity

The bid validity remains valid for a period of two months from the date of bid opening. Once the order is placed, no price revisions will be considered.

4. Scope of Work

- i. Packing and loading of cement bags (50 kg each) into trucks, covering up to 982,000 MT, with an average daily dispatch of 1,500 MT (30,000 bags) and a maximum of 4,130 MT (82,600 bags).
- ii. Stamping of PP bags (printing on the bags should be completed at least a week or a month in advance) before packing and loading.
- iii. Verify the weight of the bags as per DCCL requirements and perform drop tests.
- iv. Cleaning the truck loading platform, surrounding areas, and bucket elevator pits.
- v. Cleaning Packer and surrounding areas (RA floor, VSS floor & Radial belts platform).
- vi. Collect spillage materials/cement from aforementioned areas and feed them into the recirculation system.
- vii. Rejected the half-filled bags on the platform (loading & packer floor) and feeding to the recirculation system.
- viii. Reconciliation of burst bags on daily basis and shift empty bags from the bag godown to the packing machine.
- ix. Open and close the tailboard and tarpaulin of trucks.

5. Working Conditions

The contractor shall ensure a safe working environment and provide all necessary safety equipment (dust masks, safety shoes, gloves, helmets, umbrellas, raincoats, goggles, etc.). The contractor must comply with the Labour and Employment Act 2007, Occupational Health and Safety Regulations 2006, EA Act 2000 and its Regulations 2002, the National Environment Protection Act 2007, and all other applicable laws and regulations. Any penalties imposed by regulatory authorities due to non-compliance will be the contractor's responsibility.

6. Equipment Damage Due to Negligence

The contractor is responsible for the safe operation of equipment. Any damage caused by the negligence of the labourers will result in repair costs being recovered from the contractor.

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7. Loading Sequence

Trucks will be loaded on a first-come, first-served basis. Any deviation from this sequence will result in the immediate removal of the labourers involved by the Shift In-charge, who will also notify the contractor.

8. Unauthorized Dispatch

If any extra bags are loaded onto trucks without DCCL's consent, the contractor will be penalized by being charged double the cost of the unauthorized bags.

9. Bag Reconciliation

The contractor is responsible for daily reconciliation of the bags issued, dispatched, and damaged, and must submit the records to DCCL for verification.

10. Damages Due to Negligence

The contractor must ensure that cement bags are not damaged due to the negligence of packers and loaders.

11. Manpower Deployment

The contractor shall coordinate closely with the employer for daily manpower deployment. The contractor shall ensure adequate manpower for packing, loading, stamping of PP bags, and housekeeping. Belt attendants must be available in all shifts to ensure smooth operations.

Contractor representative must be present at the site at all times to ensure packing, loading, and stamping of cement bags meet DCCL's requirements.

If the contractor is non-national, they are responsible for fulfilling all regulatory formalities in both Bhutan and India.

Bhutanese contractors employing non-national workers are also responsible for fulfilling these formalities.

All packers and loader operators must have relevant work experience in a similar field.

12. Attendance Records

The contractor must maintain daily attendance and worker records, signed by both the contractor and DCCL's authorized personnel. No leave may be granted without prior consent from DCCL. The contractor must ensure a minimum of 42 workers at all times, making alternative arrangements during puja/festival/government holidays if necessary.

13. Insurance

The contractor is responsible for providing adequate insurance coverage for workers as per applicable laws. DCCL will not provide compensation for any accidents during the course of work.

14. Minimum Manpower Requirement

Sl. No	Description	Manpower Requirement
1	Supervisor	2
2	Packers	9
3	Loaders	23
4	Belt Attendant	2
5	Stamping	4
6	Housekeeping	8
	Grand Total	48

Note: The above-mentioned manpower requirements are for 3 shifts (A, B & C)

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15. Cleanliness

The contractor must maintain cleanliness of the loading platforms, surrounding areas, bucket elevator pits, and Packer platform (from RA floor till packer radial belt floor) to the satisfaction of the employer at all times. Failure to do so will result in the employer engaging housekeeping services and deducting the cost from the contractor's bill or terminating the contract.

16. Weight Correction

The contractor shall unload and reload trucks returned by the DCCL weighbridge for overloading or underloading at no extra cost.

17. Employee Fitness and Conduct

The contractor must ensure that no employee reports for duty under the influence of intoxicants, alcohol, or is physically unfit to work or of unsound mind.

18. Employee Welfare

The contractor is responsible for providing first aid, medical treatment, conveyance, board, and lodging for its employees.

19. Employee Disputes

Any disputes arising from the contractor's employees shall be the sole responsibility of the contractor.

20. Bag Shortfall

Any Bag Shortfall mismatch or shortfall of bags during reconciliation shall be deducted from the contractor's bill to cover the cost of missing bags.

21. Packing Plant Shutdown and Liability

In case of a packing plant shutdown, DCCL shall not be liable for any idle hours, and no compensation will be provided.

22. Employee Performance and Accountability

Non-performing employees will be reported to the contractor for appropriate action.

23. Contract Duration

The contract duration shall be one year, with no provision for an extension.

24. Liquidated Damage

If the contractor fails to perform the work satisfactorily and the work is deemed unsatisfactory, liquidated damages shall be imposed at a rate of 0.3% per day of the order value, with a maximum of 10%.

25. Taxes and Duties

The quoted rate shall include all applicable taxes and duties in India and Bhutan. 3% TDS (if applicable) will be deducted from the bill as per the Income Tax Act of the Kingdom of Bhutan. A TDS certificate will be provided in accordance with the Income Tax Act of the Kingdom of Bhutan.

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26. Payment Terms

Payment will be processed within the first week of the following month, subject to the bills being duly verified by DCCL.

27. Responsibility for Idle Charges

In the event of no work at the site due to plant issues or breakdowns, DCCL shall not be held liable for any idle charges. The contractor shall bear the costs arising from such situations, as agreed upon through mutual understanding.

28. Termination of Contract

In the event that your firm fails to execute the work in accordance with DCCL's requirements or if the performance is deemed unsatisfactory, the contract shall be terminated. As a consequence, your firm will be debarred from participating in DCCL tenders for a period of up to three years.

28.1 Termination of Contract

DCCL reserves the right to terminate the contract (or Contract if applicable) in whole or in part at any time for its convenience, by providing written notice, under the following circumstances:

- If the Contractor fails to adhere to any other Terms and Conditions specified within the work order.
- If the contractor fails to complete the work by the specified deadline within the given period.
- Breach of any terms and conditions as mentioned above.

29. Performance Security

The contractor shall submit a lump sum performance security of Nu. 500,000.00 in the form of a cash warrant, demand draft, or bank guarantee in favour of the MD, DCCL. The validity period of the performance security shall be one year from the date of signing the contract.

30. Force Majeure

Shall mean if at any time during the execution of this contract, the performance is hindered or delayed directly or indirectly beyond the parties' control, or not foreseen by parties, including but not restricted to force majeure condition of Strike, lockout, civil commotion, war, Act of God (such as hurricane, flooding, earthquake, etc.)

The party affected by such force Majeure condition shall forthwith notify in writing to the other party of the nature and extent thereof and shall make best efforts to mitigate such condition. The performance under this contract shall be suspended for the period during which the force Majeure condition continues.

If the force majeure conditions continue for a period of more than 30 days, the parties shall consult each other regarding the continuation of this contract or early termination of this contract with a view to arriving at an acceptable solution to avoid any or further damage/loss.

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31. Dispute and Adjudication

Disputes arising from the implementation of the provisions of the contract shall be settled through negotiation. In the event, negotiation fails; the case shall be referred to the Royal Court of Justice, Nganglam, Bhutan.

Authorized Signatory

(LODAY ZANGPO)

Head

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