



ཕྱི་དོན་ཡོངས་ཁྲབ་ཡིག་ཚང་།

OFFICE OF THE ATTORNEY GENERAL



OAG/Adm-pro/ 2375

5th April 2016

The Manager,

M/s.....

Paro.

Sub: Invitation for Limited enquiry Quotation

Sir/Madam,

The Office of the Attorney General would like to inform you that the office is organizing 3 days training on "Developing Dimension of Laws" to all the lawyers from 4th – 6th May 2016 at Paro. In this regards, the office would like to invite sealed quotation for the above cited training as per the specification given below:

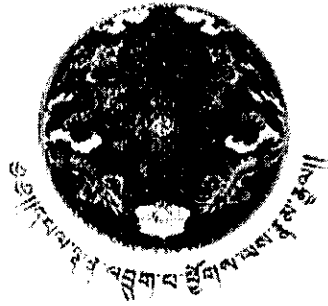
Sl. No.	Specifications	Qty.	Rate (Nu.)
1	Breakfast (continental)	Per head	
2	Lunch (standard)	Per head	
3	Dinner (Standard)	Per head	
4	Tea & Snacks (morning)	Per head	
5	Tea & Snacks (evening)	Per head	
6	Conference hall (100 participants capacity) with sound system, wi-fi facility and projector	Per day	
7	Mineral water (small bottle)	Per bottle	
8	Standard room (Double)	Per night	

The last date for submission of the spot quotations will be on or before 20th April 2016 at 11 AM and will be opened on the same day at 3.00 PM in the Conference hall of the Office.

Thanking you.

Yours Sincerely,

(Tashi DAW)
ADM



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Terms and Conditions:

1. Complete set of the Binding Document shall be available from the Office of the Attorney General or office web site.
2. Tender submission will be closed on **20th April 2016 at 11AM** after which no bids will be accepted and shall be opened by the Tender Committee on the same date at 3PM. Participating Bidders can attend the Opening of the bids on the date and time indicated above.
3. All bids must be accompanied by valid **trade license** issued by the Ministry of Trade and Industry and tax clearance certificate issued by Ministry of Finance. The bid must be submitted in original as well as duplicate copy.
4. Any bids received after the deadline for submission of the bids prescribed by the purchaser shall be declared "late and rejected" and the same shall be returned unopened to the bidder.
5. All the rates are to be quoted in Ngultrum.
6. No bid may be withdraw in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the purchaser in the bid form.
7. The tender needs not necessarily go to the lowest bidder, but to the lowest evaluated Bidder.
8. Sealed cover containing the Bid Offer must be marked:

"Bids for Catering"

And shall be addressed to:

**The Attorney General
Office of the Attorney General
Thimphu**



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OFFICE OF THE ATTORNEY GENERAL



9. Full payment shall be made upon completion of training after deducting 2% (TDS) for BIT
10. The Tender Committee of the Office reserves the right to reject any or all bids without assigning any reason thereof.
11. Any clarification on the above terms and Conditions may be sought from the Tender Committee of the Office of the Attorney General on any working days before the quotation is submitted.
12. The submission of quotation by the bidders shall be deemed that they read and understood the terms and conditions and have agreed to be abided by them, and thereafter no complaints shall be entertained.

For Office of the Attorney General

Handwritten signature