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BHUTAN BROADCASTING SERVICE CORPORATION

BBS/Adm-7/2025/ 3134

25th September 2025

Subject: Request for Proposal for Repair of Elevator

Dear Sir/Madam,

The Bhutan Broadcasting Service Corporation Limited (BBSC) invites sealed proposals from **experienced elevator service providers** for the **inspection, diagnosis, and repair of an elevator** installed at our premises located at the BBS Main Office, Thimphu.

1. Scope of Work:

The selected service provider will be responsible for:

- Conducting a thorough assessment of the current elevator condition
- Providing a detailed report of required repairs
- Supplying necessary parts and equipment
- Carrying out the repair work in compliance with safety and regulatory standards
- Conducting post-repair testing and certification

Elevator Details:

- Make/Model: [OTIS company]
- Capacity: [8 persons]
- Installation Year: [2008]

2. Quotation Requirements:

- Price should be quoted in Ngultrum (Nu.), inclusive of all taxes and duties.
- Separate rates for preventive maintenance and spare parts.
- Quotation validity: Minimum 60 days from submission deadline.
- Payment terms: [after completion of work]

3. Vendor Eligibility:

- Valid trade license and tax clearance for repairing and maintenance services.
- At least [2] years' experience in similar work.
- Contact details of at least two references from previous clients.

BHUTAN BROADCASTING SERVICE CORPORATION Ltd., CHUBACHU, THIMPHU: BHUTAN

Phone: +975-2-322600, 323071

Fax: +975-2-323073 E-mail: procurementbbs.bt@gmail.com

[Handwritten signature]



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BHUTAN BROADCASTING SERVICE CORPORATION

4. Submission Details:

- Deadline: [1st October, 2025]
- Submission time: on/before [10:30 AM]
- Bid opening: [11:00 AM, same day), Wednesday]
- Submission to: Procurement Section, BBSCL, Thimphu
- Contact Person: [Procurement officer, 975-322600, Procurementbbs.bt@gmail.com]

5. Terms & Conditions:

- ✓ The service provider shall be liable for any damage caused due to negligence or improper workmanship.
- ✓ A warranty period of [12 months] shall apply to both parts and labor from the date of repair completion.
- ✓ The bidders shall submit the Bid security of Nu. 5,000/- in the form of Demand draft/cash warrant/bankers cheque/ Bank guarantee issued by financial Institutions located in Bhutan.,

Kindly submit your best quotation within the stipulated deadline.

Thanking You
Yours sincerely

Administrative Officer
Corporate Services Department

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