



Request for Proposal

For

**Media Converter and PGP Command Line
(Version 9.5)**

TENDER NO: 52-BOB/IT/CIB/720

[January 23, 2010]

Bank of Bhutan

SALIENT FEATURES OF THE BID

| SI # | Item | Remarks |
|------|---|--|
| 1. | Tender No. & Date | [52-BOB/IT/CIB/720 & January 23,2010] |
| 2. | Item Descriptions | [Media Convertor and PGP Command Line Ver. 9.5] |
| 3. | Bid Details: a) Sale of Bid Document b) Cost of Bid document c) Place of Sale d) Last Date of Bid submission e) Place of Bid submission f) Opening Date & Time g) Place of Opening | [From January 23 – February 24, 2010] Nu.200.00 (Any bidder who has not registered or has not paid the cost of bidding document prior to sale closing date will not be permitted to submit their bid document) Head IT Office, BOBL, HO, Phuentsholing February 24, 2010 (latest by 1530 hrs) Head IT, HO, BOBL, Phuentsholing February 24, 2010 at 1600 hrs BOBL, Head Office, Phuentsholing |
| 4. | Bid Validity Period | 90 days after the date of tender opening. |
| 5 | Bid Security (EMD) | [2% of Bid Value] Bid Security should be valid for 30 days beyond Bid Validity Period (i.e., 120 days) |

Bank of Bhutan

CHECK LIST FOR BID SUBMISSION

| SL No | PARTICULARS | Requirement | Submitted* |
|-------|--|-------------|------------|
| 1 | Signed & Stamped Bid Form | Yes | |
| 2 | Valid Trade License | Yes | |
| 3 | Tax Clearance Certificate | Yes | |
| 4 | Earnest Money Deposit | Yes | |
| 5 | Copies of latest audited Income Statements | Yes | |
| 6 | Dealership Certificate | Yes | |
| 7 | Initial on each page of Tender Document | Yes | |

Tender Document

1. Introduction

The Bank of Bhutan Limited, Phuentsholing (hereinafter referred to as “Client”) is a Public Sector undertaking registered under the Companies Act of the Kingdom of Bhutan 2000 with its Registered Office at Samdrup Lam, Phuentsholing, Bhutan. The Bank operates through its 26 branches spread across the Kingdom.

The Bank of Bhutan Limited invites sealed bids from the authorized IT firms for **Media Convertor and PGP Command Line Ver. 9.5.**

2. Scope of Work

The Bidder shall supply and install the said items (Annexure I) to the client in the stipulated time frame at the clients’ said place. All the prices quoted should be CIF Phuentsholing **Inclusive** of all duties and taxes. The rates offered by manufacturers/ Dealers/ Distributors based outside Bhutan should be exclusive of taxes applicable in Bhutan. However, the Import Duty & BST will be applied at the time of bid evaluation in case of bids offered by the manufacturer/distributors/dealer.

3. Eligible Bidders

The Invitation for bids is open to all the authorized IT firms holding a valid Trade License issued by Ministry of Economic Affairs, RGoB. Bids which are unaccompanied by such license will be rejected outright. The bidder shall furnish the following documentary evidence;

- i. Valid license
- ii. Tax Clearance Certificate
- iii. A record of similar task carried out in the country in the last 1-2 years

4. Sale of Bid Document

From January 23 – February 24, 2010, during Office hours

5. Cost of Bid Document

The cost of Bid Document is Nu. 200.00 (Ngultrum Two Hundred only), Non-Refundable and the bidder shall bear all costs associated with the preparation and delivery of its bid. The Client shall in no case be responsible or liable for these costs.

Bank of Bhutan

6. Submission of Bids

The bidder shall submit the bid in a sealed envelope clearly marked as 'Bid for Media Convertor and PGP Command Line Ver. 9.5' addressed to:

**Head (IT),
Bank of Bhutan
Head Office
Phuentsholing Bhutan**

7. Last Date of Bid Submission

The original Bid must be received by the Client at the address specified in Sub-Clause 6 not later than **"1530 hours on February 24, 2010"**. Any Bid received by the Client after the deadline for submission of Bids, will be declared "Late" and returned unopened to the bidder.

8. Opening of Bid by Client

The Client will open Bids, in presence of bidders' representatives who choose to attend at 1600 hours on 25 December 2009 and at the following location.

**Conference Hall, Head Office
Bank of Bhutan
Phuentsholing Bhutan**

9. General Terms & Conditions

- i. The Bidder has to supply the equipments in accordance with the clause 2 as per the Client's instruction and to the Client satisfaction.
- ii. The Bid shall be submitted along with the Earnest Money Deposit (EMD) of 2% of the Bid value in the form of Demand Draft/Cash Warrant in favour of DMD, Bank of Bhutan Limited, Phuentsholing payable at Bank of Bhutan Ltd. Or Bhutan National Bank Ltd.
- iii. Bid submitted without the EMD shall be rejected outright. The EMD of unsuccessful bidders shall be returned after evaluation of bids.
- iv. The EMD of bidders shall be forfeited in case any of the bidders withdraw their bids for any reason at the time of opening of bids.

Bank of Bhutan

- v. The successful bidder shall be required to furnish 10% of the total quoted amount as Security Money within 10 days from the date of issue of Supply Order or else the Order shall be cancelled and the EMD forfeited.
- vi. The Security Deposit shall be refundable subject to the satisfactory completion of the contract.
- vii. Tax Deduction at Source (TDS) as applicable on the Total Bill value shall be deducted.
- viii. **The Bidder must sign on every page of the Tender documents as an acceptance of the prescribed Terms and Conditions.**
- ix. The Client shall not be bound to accept lowest quoted price and can accept or reject a Tender without assigning any reason thereof.
- x. The Client will award the Contract to the successful bidder whose Bid has been determined to be appropriate.
- xi. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.
- xii. The Client or its representative shall have the right to inspect and/or to test the installation/setup/Services to confirm their conformity to the Specifications. If found not satisfactory Client reserve right to reject the bidders.
- xiii. The Price Quoted by the bidder shall remain fixed and valid for 90 (NINETY) days from the date of bid opening and will not be subject to variation of any account.

10. Reservation of Right

The Client reserves the right to:

- i. Reject any or all Bids
- ii. Waive any informality in the Bids
- iii. Accept the Bid(s) that is or are in the best interest of Client
- iv. Accept other than the lowest price Bid
- v. Cancel the project at any time prior to signing of contract for any reason and without any penalty.
- vi. The Client reserves the right at the time of award of Contract to increase up to twenty (20%) or decrease by up to twenty per cent (20%) of the Quantity of work specified in the Technical Specifications, without any change in price or other terms and conditions.

Bank of Bhutan

11. Notice of Award

The Client will notify the successful bidder in writing by registered letter, email or by fax to be confirmed that its Bid has been accepted.

12. Signing of Contract

- i. Within 5 (Five) days from the date of issue of the notification of award of contract, the successful bidder shall execute the Contract Agreement at the Head Office, Bank of Bhutan, Phuentsholing, Bhutan.
- ii. The Chief Executive Officer, Bank of Bhutan, Phuentsholing, Bhutan shall be the authorized signatory to execute the contract with the selected bidder in accordance with the provisions of this Bid document, and any other specific instructions issued by the Tender Committee.

13. Liquidated Damage

If the successful bidder fails to complete the work within 60 (**SIXTY**) days from the date of signing of contract, the Client shall without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.1 % percent per day and up to maximum deduction of the 10 % percent of total contract amount. Once the maximum is reached, the Client may consider termination of the Contract.

Bank of Bhutan

Annexure I (Technical Specifications)

| Sl/No | Item Description | Qty |
|-------|---|-----|
| 1 | 100Base Tx to 100Base-Fx Single Mode Media Converter up to 15Km | 1 |
| 2 | 9u Single Mode SC-SC Duplex Fiber Patch Code, 3 mtr. | 1 |
| 3 | PGP Command Line 2 CPU, Single Keys, send & receive, perpetual License | 1 |
| 4 | PGP Command Line 2 CPU, unlimited Keys, send & receive, perpetual License | 1 |

** Please indicate the make/ manufacturer/ place of origin in your Bid Document.

Bank of Bhutan

Annexure II (Price Schedule)

| Sl/No | Item Description | Qty | Rate (Nu.) | Amount (Nu) |
|-------|---|-----|------------|-------------|
| 1 | 100Base Tx to 100Base-Fx Single Mode Media Converter | | | |
| 2 | 9u Single Mode SC-SC Duplex Fiber Patch Code, 3 mtr. | | | |
| 3 | PGP Command Line 2 CPU, Single Keys, send & receive, perpetual License | | | |
| 4 | PGP Command Line 2 CPU, unlimited Keys, send & receive, perpetual License | | | |