



Request for Proposal

For

IT Consumables for 2010

TENDER NO: 53-BOB/IT/CONSUMABLES/749

[FEBRUARY 17, 2010]

Bank of Bhutan

SALIENT FEATURES OF THE BID

SI #	Item	Remarks
1.	Tender No. & Date	[53-BOB/IT/CONSUMABLES/749 & February 17, 2010]
2.	Item Descriptions	[IT Consumables for 2010]
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 February 18 – February 25, 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 25, 2010 (latest by 1530 hrs) Head IT, HO, BOBL, Phuentsholing February 25, 2010 at 1600 hrs BOBL, Head Office, Phuentsholing
4.	Bid Validity Period	1 year after the date of tender opening.
5	Bid Security (EMD)	[Nu. 5000/- Lump sum] Bid Security should be valid for 30 days beyond Bid Validity Period (i.e., One Year)

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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 **IT Consumables for the year 2010.**

2. Scope of Work

The Bidder shall supply the said items (Annexure I) to the client in the stipulated time frame at the clients’ said place on BOBL’s requirement (**The supplier will be notified by supply order**). All the prices quoted should be CIF Phuentsholing **Inclusive** of all duties and taxes.

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 Trade 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 February 17 – February 25, 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.

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6. Submission of Bids

The bidder shall submit the bid in a sealed envelope clearly marked as '**IT Consumables for year 2010**' 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 25, 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 February 25, 2010 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) Nu. 5000/- (Five Thousand) only 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.

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- v. The successful bidder shall be required to furnish Nu. 10,000/- (Ten Thousand) only as Security Money within 10 days from the award of the contract 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 products 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 one year 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 bid at any time prior to signing of contract for any reason and without any penalty.

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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 7 (Seven) 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 supply the consumable items within **SEVEN** days from the date of supply order, 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 amount in the supply order. Once the maximum is reached, the Client may consider termination of the Contract.

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Annexure I (Price Schedule)

Sl.No.	Item	Manufacturer/ Brand	Unit	Price
COMPUTER CONSUMABLES				
BLANK CDs/DVDs & FLOPPIES				
1	2HD Floppy Disk 1.44 MB			
2	CD – R (120 MB) 48X			
3	CD-R 80min/700MB 48X			
4	CD- RW 750 MB (10X - 12 X)			
5	CD-R 80min/700MB 52x Disc 100pc Spindle			
6	DVD+R 4.7GB 16X			
7	DVD+R 4.7GB 16X 100pc Spindle			
8	DVD-RW(4.7GB)			
9	DVD+R 8.5GB DL Disk			
10	DVD+R 8.5GB 2.4X DL			
INK CARTRIDGE FOR DESKJET PRINTER				
11	Canon BJ Cartridge BC-02 Black			
12	Canon BJ Cartridge BC-02 Colour			
13	HP Deskjet 3920, 3940, D2360(21-Black)			
14	HP Deskjet 3920,3940,D2360 (22-Color)			
TONER CARTRIDGE FOR LASER PRINTER				
15	HP LaserJet - 12A (3050/1020/1022/MF1319)			
16	HP LaserJet - 88A (P1007)			
17	HP Laserjet -16A (5200DTN)			
18	HP Laserjet - 51A (P3005n)			
19	Canon LBP 2900 Cartridge (EP 303)			
20	Canon Cartridge 103/303/703			
21	HP LaserJet - 36A (p1505)			
COMPUTER PERIPHERALS				
DATA STORAGE MEDIA				
22	Pen Drive 1GB			
23	Pen Drive 2GB			
24	Pen Drive 4GB			
25	Pen Drive 8GB			
26	Pen Drive 16GB			
27	Portable Hard Disk(120GB)			
28	Portable Hard Disk(160 GB)			
29	Portable Hard Disk(320 GB)			
30	80GB IDE Drive for Desktop			
31	160GB IDE Drive for Desktop			
32	3200GB IDE Drive for Desktop			
33	80GB SATA Drive for Desktop			
34	160GB SATA Drive for Desktop			

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35	320GB SATA Drive for Desktop			
36	160GB IDE Drive for Laptop(2.5")			
37	160GB SATA Drive for Laptop (2.5")			
38	320GB SATA Drive for Laptop (2.5")			
MEMORY				
39	RAM(SD) -256 MB			
40	RAM(SD) -512 MB			
41	RAM(SD) -1 GB			
42	RAM(DDR-1) -256 MB			
43	RAM(DDR-1) -512 MB			
44	RAM(DDR-1) -1 GB			
45	RAM(DDR-1) -2 GB			
46	RAM(DDR-2) -256 MB			
47	RAM(DDR-2) -512 MB			
48	RAM(DDR-2) -1 GB			
49	RAM(DDR-2) -2 GB			
50	LAPTOP RAM (DDR-1) – 512 MB			
51	LAPTOP RAM (DDR-1) – 1 GB			
52	LAPTOP RAM (DDR-2) – 512 MB			
53	LAPTOP RAM (DDR-2) – 1 GB			
COMPUTER ACCESSORIES				
SCANNERS				
53	HP Scanjet G3010			
54	HP Scanjet G3110			
COMPUTER SPARES				
KEY BOARD / MOUSE / MONITORS				
55	Mouse Pad			
56	Mouse Optical(USB)			
57	Mouse Optical(PS/2)			
58	Key Board (with USB port)			
59	Key Board (Normal)PS/2			
60	15" CRT Colour Monitor			
61	15" LCD Colour Monitor			
62	17" LCD Colour Monitor			
63	15" Antiglare Screen			
64	17" Antiglare Screen			
OPTICAL DRIVES				
65	20 X DVD Writer Internal			
66	DVD Writer External			
67	CD Writer Internal			
68	CD Writer External			
MISCELLANEOUS / ELECTRICAL ITEMS				
69	USB Cable for Scanner/Printer			

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70	USB Converter (serial to USB)			
71	USB Cable for Portable HDD			
72	Serial cable (9 Pin Female Both end)			
73	KVM Switch Cables (VGA and PS2 on both ends)			
74	Power Cable			
75	Loop Back cable			
76	Computer Dust Blower			
77	Computer Covers (Plastic/cloth)			
78	4 Way Power Socket Universal with surge protector			
79	4 Way Power Socket – Universal Normal			
80	CONA Extension cord (Heavy Duty)			
81	SMPS ATX2 450 Watt 24 Pin			
82	Power Adapter for Laptop (Acer Extensa 4620)			
83	H/W toolkit (Branded)			
PRINTERS				
RIBBON/ CARTRIDGE FOR DOT MATRIX PRINTERS				
84	Printronix Printer Ribbon (per box)-Proline series 5			
85	Printronix Printer Ribbon (per box)-Proline p7-1000			
86	Printronix Printer Ribbon (per box)-			
87	Ribbon Cartridge LQ-2070			
88	Ribbon Cartridge LQ-2180			
89	Ribbon Cartridge LQ-2090			
90	Ribbon Cartridge LQ-300+			
91	Refill Pack for Printer LQ-2070			
92	Refill Pack for Printer LQ-2180			
93	Refill Pack for Printer LQ-2090			
94	Refill Pack for Printer LQ- 300+			
PRINTERS SPARES				
95	Printer Head LQ-2180			
96	Printer Head LQ-2070			
97	Printer Head LQ-2090			
98	Printer Head LQ-300+			
99	Printer Head Cable for LQ-2180			
100	Printer Head Cable for LQ-2070			
101	Printer Head Cable for LQ-2090			
102	Printer Head Cable for LQ-300+			
103	Printer cable for LQ- 2180/2070/300+			
NETWORKING EQUIPMENTS				
SWITCH				

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104	8 port switch(10/100)mbps			
105	16 port switch(10/100)mbps			
106	24 port switch(10/100)mbps			
107	48 port switch(10/100)mbps			
108	8 port switch(10/100/1000)mbps			
109	16 port switch(10/100/1000)mbps			
110	24 port switch(10/100/1000)mbps			
111	48 port switch(10/100/1000)mbps			
WIRELESS ACCESS POINTS / WIRELESS PCI ADAPTER / MODEM				
112	Wireless Access point 54/108			
113	PCI Wireless adapter			
114	Internal Modem			
CABLES/ PATCH PANNEL/ RJ 45 CONNECTORS				
115	Cat-6 UTP Cable (Box)			
116	Cat-6 Jack Panel 24 Port			
117	Cat-6 Jack Panel 16 Port			
118	Cat-6 Patch Cord 1Mtr.			
119	Cat-6 Patch Cord 2Mtr.			
120	Cat-6 Patch Cord 3Mtr.			
121	RJ-45 Connector			
WALL MOUNT RACK / I/O BOX				
122	Surface Mount Box			
123	Face Plates+ Information outlet with Data and Voice			
124	(Face Plates+ Information outlet) with Data			
125	6U Network Rack (wall mounted)			
126	9U Network Rack (wall mounted)			
127	12U Network Rack (wall mounted)			
128	24U Network Rack (wall mounted)			
NETWORK TOOL KIT				
129	Crimping tool			
130	Punching tool			
131	Network cable tester			

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