



**Request for Proposal
For
Branch Office Networking**

TENDER NO: 52-BOB/IT/NETWORKING IN GENERAL/628

[29 November, 2009]

SALIENT FEATURES OF THE BID

Sl #	Item	Remark
1.	Tender No. & Date	[52-BOB/IT/NETWORKIG IN GENERAL/638 & 29 November, 2009]
2.	Item Descriptions	[Branch Office Networking]
3.	Bid Details:	
	a) Sale of Bid Document	[From 29 November – 25 December 2009
	b) Cost of Bid document	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)
	c) Place of Sale	Head IT Office, BOBL, HO, Phuentsholing
	d) Last Date of Bid submission	25 December 2009 (latest by 1530 hrs)
	e) Place of Bid submission	Head IT, HO, BOBL, Phuentsholing
	f) Opening Date & Time	25 December 2009 at 1600 hrs
	g) Place of Opening	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)

CHECK LIST FOR BID SUBMISSION

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

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 structured Network Cabling in its Branch Office.

2. Scope of Work

The Bidder shall set up the networking in the following branch Offices:

- i. Deothang Branch
- ii. Nanglam Branch
- iii. Lhuentse Branch
- iv. Pema Gatshel
- v. TashiYangtse Branch
- vi. Trashigang Branch
- vii. Trongsa Branch
- viii. Bumthang Branch
- ix. Gedu Branch
- x. Tsimasham Branch
- xi. Haa Branch
- xii. Zhemgang Branch
- xiii. Damphu Branch
- xiv. Dagana Branch
- xv. Punakha Branch

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 Affair, 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 29th November 2009 to 25th December 2009, 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.

6. Submission of Bids

The bidder shall submit the bid in a sealed envelope clearly marked as 'Bid for Branch Office Network' 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 25 December 2009"**. 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 set up the Network 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 infavour 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 bidder withdraw their bids for any reason at the time of opening of bids.
- 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.

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.

Technical Specifications

Sl. No	Branch Name	Networking			Electrical Power Points with standard Casing Capping	Date of Completion
		I/O port	9U Rack (wall Mounting)	Structured LAN Cabling *		
1	Deothang	4	1	YES	4	30 th January 2010
2	Nanglam	6	1	YES	6	
3	Lhuentse	5	1	YES	5	
4	P/Gatshel	4	1	YES	4	
5	T/Yangtse	7	1	YES	7	
6	Tashigang	14	1	YES	14	
7	Trongsa	8	1	YES	8	
8	Bumthang	10	1	YES	10	2 nd March 2010
9	Gedu	10	1	YES	10	
10	Tsimasham	11	1	YES	11	
11	Haa	9	1	YES	9	
12	Zhemgang	7	1	YES	7	
13	Damphu	7	1	YES	7	
14	Dagana	8	1	YES	8	
15	Punakha	6	1	YES	6	

*Structured Cabling should include the followings:

- i. CAT 6 Cable (Tyco AMP/D-Link/Finolex)
- ii. Standard Cable tagging (Tagging with cello tape shall not be accepted)
- iii. RJ-45 Connectors (D-Link/Tyco AMP)
- iv. Standard Casing Capping (AMP)
- v. Patch Cord
- vi. Patch Panel
- vii. All Rack Mounting kit (Screws etc.)

** Please indicate the Labor Charges in your Bid Document per site.

In each branch the provision for at least 3 extra computers shall be provided (Network & Electrical Power Socket)