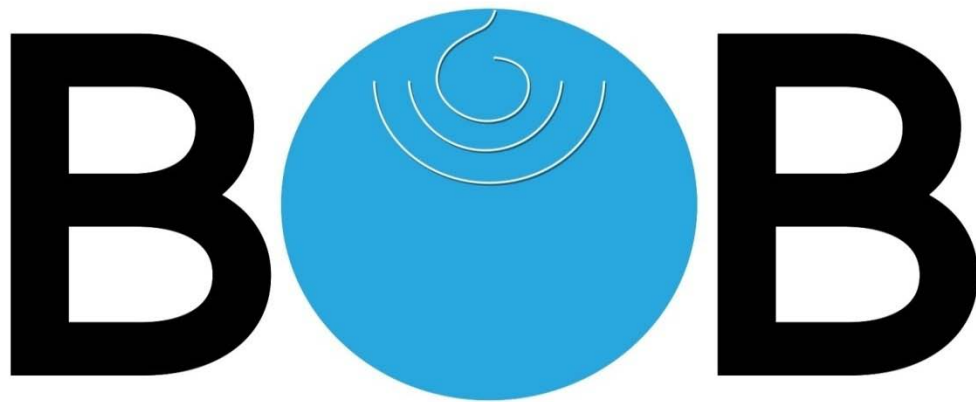


EXPRESSION OF INTEREST

Eoi Number	<i>TCO/BoBL-HQ/Eoi - ID/2017/07</i>
Project Name	<i>Thimphu Corporate Office Construction</i>
Procuring Agency	<i>Bank of Bhutan Limited</i>
Title of Work	<i>Interior Finishing works</i>
Last Date of Submission	<i>29/11/2017</i>

འབྲུག་གི་དངུལ་ཁང་།



BANK OF BHUTAN

INVITATION OF EXPRESSION OF INTEREST (Eoi) FOR CONSTRUCTION OF BoBL CORPORATE OFFICE.

BoBL would like to invite Expression of Interest (Eoi) from eligible bidders for the following work package;

1. Incorporated National companies namely **Class 'L'** Construction firms (hereinafter called contractor) registered with CDB for the execution of the Interior finishing works consisting of ***General Interior Works, Hard flooring & Wall finishes and Modular Grid Ceiling, Installation of façade glazing glass, Installation of UPVC window shutters only*** for corporate office building at Norzin Lam, Thimphu.

To solicit prospective Company/Firms' feedback, on Technical specifications/Terms & Condition of the EOI, a pre-EOI meeting with all the prospective Company/Firms is scheduled on 21/11/17 at 10.30 AM. The bidders are also encouraged to conduct a site visit on this date. The venue of the meeting is specified in the document.

The details of scope of the work are as provided in the ***Terms of Reference (ToR)***. The Expression of Interest should include documents like **Legal status, Technical Ability, Financial Capacity, Past Experience, and Works in Hand detail** of the firm etc. On the basis of the information obtained through this Eoi, BoBL will shortlist contractors who will be further invited to submit the detailed technical and financial bid.

This is only an invitation for EOI and the BoBL reserves the right to accept or reject any/all of the submission of the bidder's Eoi and the submission of Eoi does not obligate BoBL to shortlist any/all of the bidders.

Information including terms of reference will be available on www.bob.bt from 14/11/2017 to 29/11/2017. The last time and date for the submission of the above Eoi's is 1:00 PM on 29/11/2017. And all future corrigendum/amendments etc related to these Eoi's, if any, will be also notified only on the BANK OF BHUTAN LIMITED website www.bob.bt and no separate advertisement will be released for the same. Prospective Company/Firms are therefore advised to regularly visit the BANK OF BHUTAN LIMITED website for any such updates until the final dates of submission.

For any clarifications and issues related to these Eoi's, you may contact:

Mr. Peter Han, Project Manager, TCO Project ,BoBL, City Office, NWAB Building, Thimphu, Bhutan at han@bob.bt any time during office hours till 25/11/2017.

Management, Bank of Bhutan Limited, BHUTAN

TERMS OF REFERENCE (TOR)

A. Introduction.

- A.1. The Bank of Bhutan Limited (BoBL) was incorporated by Royal Charter, 1968 and is now incorporated under the Companies Act of Kingdom of Bhutan 2000. It is one of leading revenue earnings under the DHI companies and is the oldest and largest bank in Bhutan in terms of earnings from the revenue.
 - A.1.1. The Construction of the Corporate Office building (G + 5 storied with double basement) structure is designed as an iconic structure in the core city of Thimphu with the latest and contemporary technology, double glazed glass, energy efficient with HVAC facilities etc. The skeletal structure construction is in progress and will be completed by mid year, 2018. The building will house the banking offices as well as the corporate office of the Bank.
 - A.1.2. BoBL would like to invite registered contractors for the interior finishing works, the details of which are covered under the scope. The work has to be completed within **11 months** from the date of award of the work. Interested contractors are therefore encouraged to come up with their realistic work schedule to fit within this timeline of 11 months of completion. Other associated specialized works like (MEP,BMS, HVAC, Security System, lifts System and etc.) of the building are separate packages and will be executed by different contractors. You should plan/schedule your work plan to share the work place with the above work contractor accordingly after the work is awarded.
 - A.1.3. BoBL reserves the right to accept or reject any proposal, and to annul the bidding process and reject any/all proposals at any time prior to contract award, without thereby incurring any liability to the consultants or assigning any reasons thereof.

B. Objective.

- B.1. The objective of this EoI is to pre-qualify suitable, reputed, capable and experienced contractors for BoBL corporate office construction in Thimphu. Only top **5 bidders** will be shortlisted from this EoI for the next round of procurement (RFP).
- B.2. The shortlisted/qualified bidders will be asked to submit their technical and financial bid for the interior finishing works in the next round of invitation of bids.
- B.3. The pre-qualification criteria include basic information and other minimal requirements of the firm.

- B.4. On the basis of the information obtained through this EOI, BoBL will shortlist and pre-qualify the contractors who will be further invited to submit the detailed technical and financial bid in the next round of procurement.
- B.5. The evaluation of the contractors for the next round of procurement will be based on a separate set of evaluation criteria **ALONG WITH A DETAILED PRESENTATION** mentioned in the final bidding document and not linked to this pre-qualification Eol.
- B.6. During the next and final round of submission of technical and financial proposal from the shortlisted bidders, the bidders may submit with their technical and financial Bids updating their original pre-qualification applications or, alternatively, confirm in their Bids that the originally submitted pre-qualification information remains essentially correct as at the date of bid submission.

C. Scope of work

- C.1. The work includes the **General Interior Works, Hard flooring & Wall finishes and Modular Grid Ceiling, Installation of façade glazing glass, Installation of UPVC window shutters only**. The detail of work will be specified in the Bill of Quantities (BoQ) in the next round of procurement.

D. Documents and information to be submitted. *(These are the minimal requirement for short listing of bidders only. Additional information if required will be asked to submit during the next round of bidding)*

- D.1. **Legal status:** Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder; Documents like
 - i. Valid CDB certificate,
 - ii. Company Incorporation Certificate,
 - iii. Tax clearance certificate and
 - iv. Valid Trade license.

Towards the intent of this Eol in short listing the contractor for the work, the contractors are required to submit the legal status of its own firm.

- D.2. **Litigation:** Information regarding any litigation, current or during the last five (5) years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts; and awards to be submitted.(As per form –I). As per this submission the Client will decide if the bidder shall be permitted for further evaluation for this EoI process.
- D.3. **Conflict of Interest:** All Bidders found to have conflict of interest will be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- D.3.1. they have at least one controlling partner in common; or
 - D.3.2. a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of the Bid or in any other way provided consulting services in any aspect of the preparatory stages leading up to the issue of these EoI; or
 - D.3.3. a Bidder participates in more than one Bid in this EoI. Participation by a Bidder in more than one Bid shall result in the disqualification of all Bids in which such Bidder is involved.
- D.4. **Fraud and Corruption.** Bidders are to observe the highest standards of ethics during the procurement and execution of this contract. Any ‘corrupt practice’ , ‘fraudulent practice’, ‘collusive practice’ and ‘coercive practice’ comes to the knowledge of the procuring agency (Bank) , the Bank will forward the case to the relevant RGoB agencies, including but not limited to the Anticorruption Commission (ACC) of Bhutan, for necessary action besides being disqualified from this bidding process. The bidder has to submit a signed **Integrity pact statement** along with this bid. (Form –VI A)

Note: Bidders not fulfilling any one or more of the above preliminary criteria will be disqualified and hence not be considered for further evaluation and short listing.

- D.5. **Technical Ability:** Availability of construction equipments and man power capacity. The purpose of this EoI is to shortlist the contractors and the Bank is interested to know the overall technical capacity of the interested contractors. This is further sub divided as follows;
- D.5.1. **Equipment:** The Bidders are required to submit all the engineering equipment owned by the firm and equipments to execute this contract. The equipment should be owned and should be supported with relevant documents such as ownership certifications.(As per the form-II)

- D.5.2. **Manpower:** The Bidders are required to submit all the technical manpower (technical ability) available with the firm and segregate a team of dedicated manpower for this contract package. The bidder will have to submit original signed copies of CV's, past technical experiences and relevant qualification for this contract package along with citizenship ID card. A person having a valid contract license cannot be an employee of any bidder. The man power should be supported by latest verified payroll register copy.(As per the form-III).
- D.6. **Financial capacity:** Evidence of adequacy of working capital for this Contract work with copies of the audited balance sheets for the last three (3) years.
- D.6.1. A certified statement of the previous three (3) years' overall turnover and segregate the turnover in respect of construction works only.
- D.6.2. Access to line(s) of credit to Nu 50 Million.
- D.6.3. Credibility of the firm (CIB report print out)
- D.6. **Similar Past Experience:** A list of all similar works carried out over the last three (3) years, together with satisfactory completion certificates. The certificates should indicate the value, dates and site of works. Outstanding performance certificate if any for completed works from the client should also be submitted. (As per the form –IV)
- D. 7 **Works in Hand detail.** A list of all on-going works shall be submitted. The list should indicate the value, dates, site of works and percentage of completion.(As per the form - V)

E. *Evaluation Weightage*

For the purpose of shortlisting the contractors, following weights will be used during the evaluation of the EoI.

E.1.1. Technical Ability(50)

E.1.1.1. Equipment(20)

E.1.1.2. Manpower(30)

E.1.2. Financial Capacity(40)

E.1.2.1. Annual Turnover for the last 3 years(20)

E.1.2.2. Access to line of credit(20)

E.1.3. Similar works past experience (past three years) (30)

E.1.4. Works in Hand - (*negative 20*)

E.1.4.1. Number of works in hand(-10)

E.1.4.2. Amount of works incomplete (-10)

F. Further information

- F.1. References submitted by the bidders in this EoI will be authenticated with the concerned departments/agencies. Physical verification if required will be carried out.
- F.2. Additional information's if required will also be separately requested by this office from all the government/corporation/autonomous procuring agencies for the purpose of this EoI.

G. Pre-EoI Meeting

- G.1. No pre-EoI meeting will be held for this work package as mentioned in the NIT. But if an interested bidder wants to visit the site, they may do so on the mentioned date of Pre-EoI meeting i.e on 21/11/2017.
- G.2. If any questions or clarifications with regard to this EOI process it must be made in writing or email at:

han@bob.bt, Project Manager, TCO project Office, or

karma@bob.bt , Executive Engineer, TCO project Office, Telephone: 00975 02 327764

H. Amendment

- H.1. BoBL reserves the right to amend this EoI anytime and such amendments shall become an integral part of this bidding document. Amendments if any will be uploaded on the BoBL website www.bob.bt until the expiry of the last submission date.

I. Final decision making authority

- I.1. BoBL Management reserves the right to accept or reject any application and/or to annul the selection process and reject any/all applications at any time without assigning any reason or incurring any liability to the applicants.
- I.2. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process.

J. EoI Submission/Opening deadline and Address.

The EoI should be submitted latest by 1:00 PM, 29/11/2017. The address for submission is:

**Project Manager, TCO Project office, Bank of Bhutan Limited, City office, NWAB Building,
Norzin Lam, THIMPHU.**

It shall be opened at the

Conference Hall , BoBL Head Office, Babesa

At 3:00 PM on 29/11/2017 in presence of all the interested bidders.

Form - I

DETAILS OF LITIGATIONS.

Sl. No	Name of parties	Reason of Dispute	Disputed Amount	Final Award
1				
2				
3				
4				
5				
n				

Access to Technical Equipment.

SI No	Equipment	Owned (No)	Total(No)
1			
2			
3			
4			
5			
6			
7			
8			
9			
n			

Form-III

DETAILS OF KEY TECHNICAL PERSONNEL.

SI No	Personnel	Name of the personnel	Number	Qualification	Number of years of experience
1					
2					
3					
4					
5					
n...					

Form - IV

DETAILS OF WORK EXECUTED IN LAST THREE YEARS.

Sl. No	Name of Work	Start Date	Completion Date	Value of Work (Nu.)	Name of Procuring agency.
1					
2					
3					
4					
5					
n					

Form -V

DETIALS OF WORK IN HAND.

Sl. No	Name of Work	Start Date	Completion Date	Value of Work (Nu.)	Amount of work completed	Name of Procuring agency.
1						
2						
3						
4						
5						
n						

INTEGRITY PACT

1 General:

Whereas **Project Manager** representing the (*Bank of Bhutan Limited*), Royal Government of Bhutan, hereinafter referred to as the "**Employer**" on one part, and (.....*Name of bidder or his/her authorized representative, with power of attorney*) representing M/s. (.....*Name of firm*), hereinafter referred to as the "**Bidder**" on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document.

2 Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**¹ and **contract administration**², with a view to:

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer Commits itself to the following:-

- 4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
- 4.2 The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.
- 4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.

¹Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

²Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.



- 4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :-

- 5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

- 6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
- 6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

- 7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.



We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at(place) _____ on(date) _____



Affix
Legal
Stamp

EMPLOYER

BIDDER/REPRESENTATIVE

~~EMD~~ CID:

2	4	8	9								
---	---	---	---	--	--	--	--	--	--	--	--

CID :

--	--	--	--	--	--	--	--	--	--	--	--

Witness:

Witness: _____

Name:

Karma

Name:

CID :

1	0	8	0	7	0	0	0	1	2	7	
---	---	---	---	---	---	---	---	---	---	---	--

CID :

--	--	--	--	--	--	--	--	--	--	--	--