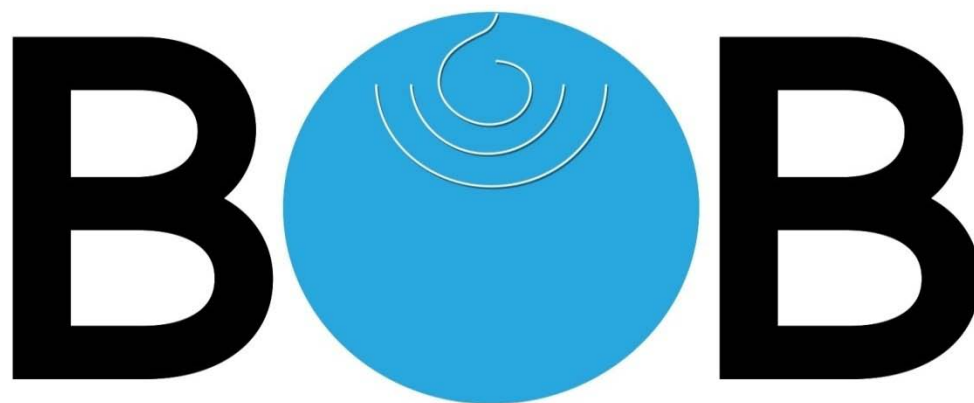


EXPRESSION OF INTEREST

Eoi Number	<i>TCO/BoBL-HQ/EOI- MEP/2017/08</i>
Project Name	<i>Thimphu Corporate Office Construction</i>
Procuring Agency	<i>Bank of Bhutan Limited</i>
Title of Work	<i>Supply, Installation , Testing & Commissioning (SITC) of Smart Building Infrastructure Solutions.</i>
Last Date of Submission	<i>29/11/2017</i>

འབྲུག་གི་དངུལ་ཁང་།



BANK OF BHUTAN



ཕྱི་རྒྱལ་གྱི་དངུལ་ཁང་ཚོང་འཛིན།

*Banker to the
Nation since
1968*

BANK OF BHUTAN LIMITED
Your own bank

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;

2. Registered bidders National, International or Joint Venture firms for the work ; Supply ,Installation, Testing & Commissioning (SITC) of Smart Building Infrastructure Solutions consisting of **MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Meeting Rooms Management System, Tier III Data Centre Management System, Cue Management System & Integration Building Management System** for the Corporate Office Building Construction.

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

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EOI DATA SHEET

Document No	TCO/BoBL-HQ/EOI- MEP/2017/08
Name of the Work	S/I/T/C of Smart Building Infrastructure Solutions consisting of MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Meeting Rooms Management System, Tier III Data Centre Management System, Cue Management System & Integration Building Management System
Brief Scope of Work	S/I/T/C of Smart Building Infrastructure Solutions consisting of of MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Meeting Rooms Management System, Tier III Data Centre Management System, Cue Management System & Integration Building Management System for BANK OF BHUTAN LIMITED Thimphu Corporate Office, Thimphu Bhutan.
Period of Completion	12 Months after the award of the work
Pre-Eoi meeting	21/11/17 at 10:30 AM at Conference hall, City office, NWAB Building, Norzin Lam, Thimphu.
Name and Address for the submission of EOI and Clarification purpose	Project Manager TCO Project, Bank of Bhutan Limited Thimphu Email: han@bob.bt Contact: 17170185
Last date & time of submission of EOI applications hard copy in original including as per Notice inviting EOI shall be submitted.	29/11/17 before 1:00 PM
Date ,Time & venue for Eoi opening.	Conference Hall ,BoBL Head Office, Babesa At 2:00 PM on 29/11/2017 in presence of all the interested bidders.

Pre Qualification Evaluation Process	
Part 1	Verification of all the required documents and give technical score as per the EOI terms and conditions
Part 2	Presentation by the Stage 1 qualified/selected Company/Firm and give technical score as per EOI terms and conditions for the Company/Firm
Conflict of Interest:	<p>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:</p> <p>A.1.1. they have at least one controlling partner in common; or</p> <p>A.1.2. 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</p> <p>A.1.3. 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.</p>
Fraud and Corruption.	<p>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)</p>

Introduction

Established by a Royal Charter in May 1968, Bank of Bhutan (Bank of Bhutan Limited) is the oldest bank in the country. It also acted as the Central Bank of Bhutan till the Royal Monetary Authority of Bhutan was set up in 1982. Registered under the Companies Act of the Kingdom of Bhutan 2000, as a public sector commercial bank, it was the country's only banking institution until 1997.

Today, Bank of Bhutan Limited has the distinction of being the largest commercial bank in Bhutan, making its presence felt in every Dzongkhag, and Major Township through a network of 47 branch offices. With the adoption of Core Banking Solution in 2009, banking operations were automated. This saw the emergence of ATMs, Internet Banking, POS and Mobile & Company Banking Services as alternate channels to deliver banking services.

As on 31st December, 2016 the paid-up capital was Nu. 3,000 million and shares were held by Druk Holding & Investments (DHI) and the State Bank of India in the ratio of 80:20 respectively. In 2007, DHI took control over the country's public sector companies, including Bank of Bhutan, which until then was under the Ministry of Finance.

Bank of Bhutan Limited provides a wide range of financial products and services, such as deposits, loans, trade finance and money market as well as facilitating financial transactions of customers. As a primary member of VISA and MasterCard, its services include acquiring and issuing of Credit and Debit cards. It also offers e-payment gateway services. To enhance customer convenience and to serve the under-banked and unbanked population, Bank of Bhutan Limited launched "Mobile & Company Banking" services (mBank of Bhutan Limited) on May 15th, 2015, which enables customer using a smart phone to access the bank from anywhere and at any time. By leveraging the Mobile Banking platform, Bank of Bhutan Limited is also embarking on Company Banking, to take its services to the rural unbanked population.

BANK OF BHUTAN LIMITED is now looking for S/I/T/C of **Smart Building Infrastructure Solutions** for **BANK OF BHUTAN LIMITED's** new up-coming Head Quarter at Thimphu, Bhutan and invites sealed Expression of Interests (EOI) from reputed, eligible and experienced Firms' offering **Smart Building Infrastructure Solutions** consisting of MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Meeting Rooms Management System, Tier III Data Centre Management System, Cue Management System & Integration Building Management System for **BANK OF BHUTAN LIMITED** Thimphu Corporate Office, Thimphu Bhutan.

The interested Company/Firm are expected to do a preliminary survey and assessment of present and future operational requirements of **BANK OF BHUTAN LIMITED's** building and understand its requirements before submitting their response. Interested Company/Firms may visit **BANK OF BHUTAN LIMITED** construction site during office hours with prior

approval and information to have a firsthand knowledge prior to submission of the response. Interested Company/Firm will not be given any additional time for undertaking such visits.

The background, objectives and Scope of Work (SoW) to be accomplished by the Company/Firm are provided in the subsequent sections of this document. The Company/Firms may take note of the following:

- i. The EOI can be national, international or JV firms consisting of one Local Bidder in case of JV firm.
- ii. To be considered for Award of Work process, Company/Firm should submit their EOIs in accordance with the requirements contained in this document.
- iii. BANK OF BHUTAN LIMITED reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time up to the receipt of bids.
- iv. This document is non-transferable.
- v. BANK OF BHUTAN LIMITED reserves the right, without assigning any reasons, to abort the whole process.

Need for IBMS and Datacenter

As one can understand that the Banking is a mission Critical Application and would demand a mission Critical Infrastructure to operate from, hence the Infrastructure setup has to be such that the entire building's infrastructure can be managed/monitored through IBMS (**Integrated Building Management System**) so as to create a Smart Building, first of its kind in Bhutan. On the other hand Data Centre infrastructure to be developed in the new upcoming head-quarter Building of BANK OF BHUTAN LIMITED is one of the MOST IMPORTANT INFRASTRUCTURE piece in this building for us. The IBMS implementation thus will reduce the overall operation cost and enhance the Safety & Operations Capability to a substantial level. Having IBMS experience is a must for the Company/Firm which will be given an extra weightage during the evaluation.

The Selection Process and Pre-Qualification Requirements

The selection process of the Company/Firm to provide the S/I/T/C of **Smart Building Infrastructure Solutions** consisting of MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Tier III Data Centre Management System, Cue Management System & Integration

Building Management System to BANK OF BHUTAN LIMITED will comprise of the following steps:

Pre-EOI Meeting:

A pre-EOI meeting with all the prospective Company/Firms is scheduled to be held on **21/11/17 at 10:30AM**. The venue of the meeting will be [Conference Hall, City Office NWAB Building, NorzinLam,Thimphu](#). Interested Company/Firm are invited to attend the same with a written statement of their query. The queries should reach a day before the pre-bid meeting to the Project Manager, TCO.

Notification of amendments

As-a-result of the pre-EOI meeting, if the EOI document requires any modification, suitable amendment to the EOI document will be issued and the same will form part of the EOI document. Corrigendum/amendments etc., if any, will be notified only on the BOB web site and no separate advertisement will be released for the same. Prospective Company/Firms are therefore advised to regularly visit the BOB web site for any such updates.

Receipt and Opening of Sealed EOIs

The responses from potential Company/Firm who are interested to submit their proposal will be received in sealed envelopes at the designated place, on a designated date and time as specified in this document. The sealed EOIs will be opened in front of all the prospective Company/Firm on a designated date and time by the tender opening committee of BOBL. Late/delayed EOI proposal will not be opened and will be returned to the Company/Firm.

Evaluation of EOIs:

A two parts screening process will be adopted for evaluation of the EOI received from the bidders as given below :-

First Part Screening Process :-

The bid submitted by the potential bidders as part of the response to this EOI will be evaluated against the pre-qualification conditions specified in the EOI. Based on this evaluation, the potential bidders who meet the qualifying criteria will be short listed for further consideration by the Tender Evaluation Committee. The prequalification conditions have been formulated to assess the competence and capability of the potential bidding firms to meet the requirements of BANK OF BHUTAN LIMITED for providing the required services.

Second Part Screening Process :-

The bidders who qualify the first stage screening process will be invited for presentation in

front of the Tender Evaluation Committee of BANK OF BHUTAN LIMITED. Further, site visit to their offices and place of their site references, as claimed by the bidders, may be carried out by the Tender Evaluation Committee, if required. All the cost incurred towards organizing such site visits will have to be borne by the prospective bidders irrespective of the outcome of the bidding process. International site visits shall be kept out of this purview.

As a result of the above screening process, the name of the bidders who are recommended by the Tender Evaluation Committee will be declared as qualified bidders and only such bidders will become eligible to participate in the further tendering process (RFP Stage). The list of such qualified bidders will be published on BANK OF BHUTAN LIMITED website.

Request for Proposal (RFP):

A detailed Request for Proposal (RFP) with information on the specific requirements of BOBL will be circulated to the qualified Company/Firms. Only the qualified Company/Firms will be invited formally by BOB to respond to Request for Proposal (RFP) and submit the techno-commercial proposal as per the specifications to be elaborated in the RFP.

Evaluation of the Proposals:

The responses from bidders, who submit their technical and commercial proposals against the requirements of BANK OF BHUTAN LIMITED as specified in the RFP, will be evaluated and the best value bid will be decided. The best value bid would be a combination of T1 & L1 process. The selection of T1 would be done during the EOI process and L1 shall be determined through the RFP process only.

A Bidders must meet following minimum qualification criterion in order to qualify to bid. The Consortium is allowed in this bid. There can maximum two consortium partners beside the local Bhutanese Partner.

Pre-Qualification Criteria:

SI	Criteria	Supporting Documentati on on Local Partner	Remarks Local Bidder	Supporting Documentati on Of ANY ONE JVPartners	Remarks
	The Local Company/ Firm AND it's JV partner should be established company for more than 5 years.	Copy of Valid Trade License	Must Requirement, without which the EOI will be rejected	Copy of Valid Trade License/Certi ficate of Incorporatio n	Must Requirement, without which the EOI will be rejected
		Copy of Latest Tax Clearance Certificate	Must Requirement, without which the EOI will be rejected	Copy of Latest Tax Clearance Certificate or equivalent	Must Requirement, without which the EOI will be rejected
	The Local Company/ Firm or it's JV partner should have last three completed financial years.	Self-certified copies of the balance sheet and profit & loss statement for the last 3 completed financial years.	Must Requirement, without which the EOI will be rejected	Audited copies of the balance sheet and profit & loss statement for the last 3 completed financial years.	Must Requirement, without which the EOI will be rejected
	The Local Company/Fir m AND its JV partner should have last three audited financial years.	Self-Certified giving details of Net-worth & for last 3 financial years last 3 years	Must Requirement, without which the EOI will be rejected	CA Certificate giving details of Net-worth & for last 3 audited financial years	Must Requirement, without which the EOI will be rejected

	The Local Company/Firm AND its JV Partner shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Self-declaration by authorized signatory of the Company/Firm, certifying the requirement .	Must Requirement, without which the EOI will be rejected	Self-declaration by authorized signatory of the Company/Firm, certifying the requirement.	Must Requirement, without which the EOI will be rejected
	The Local Company/Firm OR its JV partner must be ISO 9001:2008 or ISO 14001:2004 certified.	Copy of the ISO Certificate		Copy of the ISO Certificate	Must Requirement, without which the EOI will be rejected
	The Project Manager proposed from Company/Firm must have a minimum 10 years of experience in executing & managing such projects.	Resume and work experience certificate of the proposed Project Manager		Resume and work experience certificate of the proposed Project Manager	Must Requirement, without which the EOI will be rejected

Work Experience

The bidder must have the following work experience and document required to substantiate the claim should be provided in response to this EOI.

<p>During the last five financial years and till last date of bid submission, the Local Bidder OR it's JV partner must have executed at least one single Project as per following Qualification Criterion.</p> <p>2. SITC of Electrical work of – 400 Kw. Or more Work should comprise of LT Panel, Capacitor Panel, Synchronization Panel, UPS Panels, HVAC, PAC Panels & DBs & Light & Point Wiring etc.</p> <p>3. SITC of DG Sets – 2* 250KVA Or more DG Should be Integrated with BMS / IBMS</p> <p>4. SITC of UPS Sets - 2* 170KVA, 2 * 20 KVA Or more</p> <p>6. SITC of Cooling Solution of - 80 Tr. Or more</p> <p>7. SITC of DC Server Farm Area of – 600 Sq. ft. or more The DC should comprise of VESDA, FDS, PAS, ACS, CCTV Surveillance, Novec based Suppression System, WLD, RRS.</p> <p>8. SITC of Fire Alarm System, Public Address System, Access Control System, CCTV Surveillance System for an Area of - 10920 Sq. ft. or more on each floor minimum of three floors</p> <p>9. SITC of BMS / IBMS for all the above-mentioned Solutions.</p> <p>Project should include activities like Site Preparation, Supply, Installation, Testing, Commissioning of all the above-mentioned solutions & Services. The above reference projects should be completed projects and should be under the operations and</p>	<p>Copy of Purchase Order or completion certificate along with brief profile of the project with the details of the project along with the name, designation and contact details of the nodal office from the customer.</p>
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<p>maintenance phase for at least six months on the date of tender submission.</p> <p>BoBL will also consider the Company/Firm that can produce two separate order references of not less than 90% of the mentioned capacities OR three separate order references of not less than 80% of the mentioned capacities. Bidder OR it's consortium partner must have executed all service within one project and that is a must.</p>	
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Objective, Scope of Work and Process Specification

The objective behind implementation of the proposed **Smart Building Infrastructure Solutions** shall be to create an infrastructure which is energy efficient and easily manageable and is operated with pre-defined SOPs (as defined by the authorized OEM. It should be executed in a way that it offers scalability over a period. We have considered redundancy, scalability and maintainability in our design and it should be implemented as it is on ground.

The delivery expectations are only indicative in nature and BOBL reserves the right to add, modify or delete any of the scope/equipment/requirement which are identified at a later stage. Also, suggestion for inclusion, modification or deletion of any process as specified here under may also be submitted by the prospective bidders as per their experience and expertise so as to make the process specification more generic and comprehensive.

All the prospective bidders are requested to kindly study and analyze the specification carefully before submitting their bids. The **broad scope of the project** envisages the following:

1. SITC of Complete Electrical Infra - Everything including Transformer, CSS, HT Meter, LT Panel onwards to make it a fully functional building, including the DG set.
2. SITC of Complete HVAC Infra including the Electrical Infra required to make it functional.
3. SITC of Complete Safety & Security Solutions for the entire building including FAS, PAS, ACS, IP Surveillance System, Specific FSS based on the area selected, hand held fire extinguisher, Boom Barriers etc. as would be mentioned in the detailed RFP.
4. SITC of Complete Audio Video Conferencing System including the Structural Cables

- required to make it functional.
5. SITC of Complete Meeting Rooms Management System including the Structural Cables required to make it functional.
 6. SITC of Complete Bank Token System including the Structural Cables required to make it functional.
 7. SITC of Complete Integrated Building Infrastructure Management System (IBMS) offering monitoring & Management Capability of the above Infra components.
 8. SITC of Complete Data Centre Solution including FAS, PAS, ACS, IP Surveillance System, VESDA, Gas based FSS, RRS, WLD System, Hand held fire extinguishers.
 9. SITC of Cue Management System.

The solution should be customized according to the functional requirements of BOBL and should be able to cater to the needs of BOBL Building. The Infrastructure should have a provision for little future expansion also, if need be

Procedure for submission of EOI

- a. The bidders are advised to study this document carefully before submitting their EOI. It shall be deemed that the EOI has been submitted by the bidder after a careful examination and full understanding of its implications.
- b. The EOI should be submitted in an envelope super-scribed "EOI for Selection of Company/Firm for S/I/T/C of Smart Building Infrastructure for BOBL Head-Quarter in Thimphu, Bhutan". This envelope should contain all the relevant Documents. Using the relevant Forms given in this document, Bidders are required to submit the following details along with relevant documentary proofs in claim of their eligibility and evaluation:

S. No.	Criteria	Detail	Supporting document required	Compliance (Yes/ No) along with page numbers of supporting document
1.	Company/ Firm's profile	Information about the Company/Firm	Form no. 5	
2.	Financial Strength	Company/Firm should have positive net worth in each of the past three financial years	Form no. 6 { Certificate from Statutory authority declaring turnover and net worth}	
3.	Manpower strength	The Project Manager should have at least 10 years of overall experience and at least 2-3 years in Smart Building Infrastructure Designing and implementation	Form no. 7 {Certificate from HR Head}	
5.	Certification	The Company/Firm should be ISO 9001:2008 or ISO 14001:2004 certified.	Copies of the certificates signed and stamped by the authorized signatory of the Company/Firm to be attached.	

- c. The EOI and Presentation should also address the following points in brief:
- Methodology and approach for implementation of the various solution in terms of solution configuration, deliverables, formats for deliverables, The Project standards, the acceptance criteria for the deliverables, testing and commissioning etc.
 - Project Plan, structure and team – the project timelines, resource loading, and expertise deployed for the project.
 - Support and maintenance.
- d. The envelope shall indicate the name and address of the bidders to identify the EOI and to enable the EOI to be returned unopened in case it is declared 'late' or 'rejected'.
- e. The EOI may be sent by the bidders by Courier/Speed-post, with the envelope marked as above to the following address:

The Project Manager,

Bank of Bhutan Limited
Post Box No. – 102
Thimphu Bhutan

- f. EOIs received through Fax/E-mail or through open letter shall be rejected.
- g. Any EOI received late/after the deadline for submission of the bids shall be rejected and returned unopened to the bidder.

Clarification of the EOI:

To assist evaluation and comparison of the EOIs, the BOBL may at its discretion ask the bidder for clarification on the EOI. The clarification and response from bidder shall be in writing/email.

Cancelling the EOI:

BOBL reserves the right to cancel/reject the EOI and any or all the bids without assigning any reason whatsoever at any time/stage.

EOI Formats / Forms

Form-1: EOI Submission Form

(to be submitted on the letter head of the Company/Firm)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject: Submission of EOI for “Selection of Company for S/I/T/C of **Smart Building Infrastructure Solutions** consisting of MEP Infrastructure, IP CCTV System, Access Control System, Public Address System, Fire Alarm System, Bank Token System, Fire Fighting System, LAN Network Infrastructure, HVAC, Boom Barrier, Audio Video Conferencing System, Meeting Rooms Management System, Tier III Data Centre Management System, Cue Management System & Integration Building Management System for BANK OF BHUTAN LIMITED’s New Up Coming Head Quarter at Thimphu, Bhutan”.

Dear Sir/Madam,

We, the undersigned, offer to provide services to BANK OF BHUTAN LIMITED for S/I/T/C of **Smart Building Infrastructure Solutions** in response to your notice inviting EOI dated..... We are hereby submitting our EOI, which includes all the relevant Pre-Qualification Documents.

We hereby declare that all the information and statements made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification and rejection of the EOI.

We also understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized signature *(in full and initials)*

Name and designation of the signatory

Name of the Firm.....

Business address

Officeseal.....

Place.....

Date

.....

Form-2: Company/Firm's Authorization Certificate

(to be submitted on the letter head of Company/Firm)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Dear Sir/Madam,

<Company/Firm's Name>, <Designation> is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference (Tender No. & Date)

He is also authorized to attend meetings and submit technical and commercial information as may be required by you in the course of processing above saidtender.

Yours faithfully,

Authorized signature (*in full and initials*)

Name and designation of the signatory

.....

.....

Name of the Firm.....

Business address.....

Office seal.....

Place.....

Date.....

Form-3: Self Declaration

(to be submitted on the letter head of the Company/Firm)

Ref: Date

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Dear Sir/Madam,

In response to the EOI No. _____ dated _____, as
Owner/Partner/Director _____ I/We hereby declare that our
Company _____ is having unblemished past record and was not declared
ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

We understand that in case the above information is found incorrect, our EOI will be rejected. Yours faithfully,

Authorised signature (*in full and initials*)

Name and designation of the signatory

Name of the Firm

Business address.....

Officeseal.....

Place.....

Date

Form-4: Certificate of Conformity

(to be submitted on the letter head of the Company/Firm)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

CERTIFICATE

This is to certify that, the S/I/T/C services for **Smart Building Infrastructure Solutions** for BANK OF BHUTAN LIMITED's Thimphu Corporate Office in Thimphu which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the EOIdocument.

Yours faithfully,

Authorised signature (*in full and initials*)

Name and designation of the signatory

Name of the Firm.....

Business address.....

Officeseal.....

Place.....

Date

Form-5: Company/Firm's Profile

Sl. No.	Particulars	Details
1.	Name of Company/Firm	
2.	Incorporated as (State Sole Proprietor, Partnership, Private Limited or Limited Firm)	
3.	Incorporation year	
4.	Full address	
5.	Name of the top executive with designation Telephone Mobile Email	
6.	TPN/Service tax number	
7.	Sales tax/ VAT No. / GST No.	
8.	CST No.	
9.	PAN No.	
Signature	:	
Name	:	
Designation	:	
SEAL	:	
Date	:	
Place	:	

Please attach necessary documents as per the above form.

Form-6: Financial Information

Please provide Contract Amount (CA) certified financial information of three last declared financial years.

Particulars	2014-15	2015-16	2016-17
Annual Turnover			
Net worth			

Note :-

-

Please attach copies of relevant financial statements and audited accounts for the last five declared financial year

Form 7: Manpower Details Project Manager

(On Company/Firm's letter head)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject: Number of Professionals

Respected Sir/Mam,

This is to certify that <<Company Name>> proposes the name of the Project Manager <<Name of the Project Manager>> and he has _____ years of experience in executing and managing large Smart Building Infrastructure Projects. As of the date today he is on my company payroll.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

NOTE: The Local & International JV partners separately should provide the details for their respective Project Manager & Supervisors on their respective letter heads.

Form-8: Data Center& IBMS Implementation Experience (General)

Sl. No	Items	Details
General Information		
1.	Customer Name	
2.	Name of the contact person and contact details for the client of the assignment	
Project Details		
3.	Project Title	
4.	Start Date: MM/YYYY End Date : MM/YYYY	
5.	Current Status (work in progress/completed)	
6.	Number of staff deployed in the assignment	
7.	Total Cost of the project	
8.	Period of contract	
9.	Total IT Load	
10.	Total Number of Racks	
12.	Any other information to be shared	
13	Documentary proof and details	
Please attach the proof - Work Orders, Certificates or Letter of Appointments etc. with the credential only		

Form- 9 : High Level Project Approach

Sl. No.	High Level Project Approach
1	Detailed Project approach must be tabulated here

Form-10: Detailed Project Approach

Sl. No.	Detailed Project Approach	Duration	No. resources	of On-site/Off- site
	All the activities to be carried out under each scope should be listed here in bullet points			

Form-11: Expectations of the firm from BANK OF BHUTAN LIMITED Team

Sl. No.	Expectations from BANK OF BHUTAN LIMITED
1	How can BANK OF BHUTAN LIMITED team aid in the project should be mentioned here

Form 12: Manpower Detail of Data Center Professionals

(On Company/Firm's letter head)

To

The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102

Subject:Details about the Data Centre Professionals

Respected Sir/Mam,

This is to certify that <<Company Name>> proposes the name of the Data Center Professional<<Name of the Project Manager and his_____ years of experience in executing and managing large Data Centre Projects. As of the data today he is on my company payroll. All his relevant DC certifications are attached herewith.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

Attach all Company / Professionals relevant DC certifications.

Form 13: JV Agreement Details

(On any of the JV Partners Company/Firm's letter head)

To

The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102

Subject: Number of Professionals

Respected Sir/Mam,

This is to notify you that << JV Partners Companies Names>> have formed a consortium to bid for your said Samrt Building Project.

The copy of the JV Agreement is attached herewith for your kind perusal and necessary action.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

Attach JV Agreement Copy.

Form 14: Details about the Local Partner OD/ Credit Facility Limits

(On any of the JV Partners Company/Firm's letter head)

To

The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102

Subject:Local Partner OD/ Credit Facility Limits

Respected Sir/Mam,

This is to notify you that << Local Company' Names>> have a OD / Credit Limit of << Amount>> with << Name of the Bank>>.

A Letter from the bank certifying the same is attached herewith for your kind perusal and necessary action.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

Attach JV Agreement Copy.

Attach OD/Credit Limit Confirmation Letter from the Bank.

Form 15: HVAC Related Certification for Company or Employee

(On Company/Firm's letter head)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject:HVAC Related Certification for Company or Employee

Respected Sir/Mam,

This is to certify that <<Company Name>> has a Certified Professional named <<Name of the Certified professional >>andhehas
years of experience in executing and managing large Smart Building Infrastructure Projects. As of the data today he is on my companypayroll.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

NOTE: Attach the Copy of the Certificate

Form 16: OEM Certified Professional for LSS, UPS & IBMS

(On Company/Firm's letter head)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject: OEM Certified Professional for LSS, UPS & IBMS

Respected Sir/Mam,

This is to certify that <<Company Name>>has Following Certified Professional named <<Name of the Certified professional – Relevant Area of Certification – No. of Years Experience>> in executing and managing large Smart Building & Data Centre Infrastructure Projects. As of the data today theyare on ourcompanypayroll.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

NOTE: Attach the Copy of the Certificate

Form 17: Manufacturer's Authorization for Their Products

(On Company/Firm's letter head)

To
The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject: Manufacturer's Authorization for Their Products

Respected Sir/Mam,

We would like to put on record that if we are selected for the RFP stage following manufacturers shall be quoted by us for the products mentioned below. The Authorization letters from the respective manufacturer is attached here with for your ready reference and necessary action.

- a. UPS - << Name of the Manufacturer >>
- b. PAC - << Name of the Manufacturer >>
- c. FAS - << Name of the Manufacturer >>
- d. FSS - << Name of the Manufacturer >>
- e. ACS - << Name of the Manufacturer >>
- f. CCTV - << Name of the Manufacturer >>
- g. RRS - << Name of the Manufacturer >>
- h. WLDS - << Name of the Manufacturer >>
- i. VESDA-<< Name of the Manufacturer >>
- j. IBMS - << Name of the Manufacturer >>

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

NOTE: Attach the Copy of the Certificate

Form 18: Data Centre Project References

(On Company/Firm's letter head)

To

The Project Manager,
Bank of Bhutan Limited
Babesa, Thimphu
Post Box No. - 102
Bhutan

Subject: Data Centre Project References

Respected Sir/Mam,

This is to certify that <<Company Name>> has executed following Data Centre projects in last five years.

S.No.	Project Name	Location & Country of the Project
1		
2		
3		
4		
5		
6		

The Completion Letter / PO Copy for each and every project mentioned above giving details of the value, components involved in the project is attached herewith for your kind perusal and necessary action.

Dated this Day of 2017

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal / Stamp of Company/Firm

NOTE: Attach the Copy of the Completion Letter / PO.

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								
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CID :

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Witness: 

Witness: _____

Name: Karma

Name:

CID :

1	0	8	0	7	0	0	0	1	2	7	
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CID :

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