

འབྲུག་གི་དངུལ་ཁང་།



BANK OF BHUTAN

A **dhi** Company

Banker to the Nation since 1968

Bidding Document

for

**Supply, Delivery & Installation of Air
Conditioner and Stand Fan**

Tender No: 000/BoB/TENDER/2018/004

24/02/2018



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2018/004		Date : 24/02/2018
2. Description of item	LOT I: Air Conditioner	
	LOT II: Stand Fan	
3. Bids details:		
a. Sale of bid documents:	From 24/02/2018 to 20/03/2018	
c. Place of sale:	BoB, Head Office, Thimphu, Babesa (during office hours)	
d. Last date of submission:	20/03/2018 hours at 1300 hours	
e. Place of submission:	BoBL, Head Office, Thimphu, Babesa	
f. Opening date:	20/03/2018 at 1430 hours	
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa	
4. EMD (Earnest Money Deposit)	2% of the total value	
5. Bid Validity Period	75 Days from the date of bid opening.	
6. Quantity Variation (Order)	(+ - 20%) on the total quantity	

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

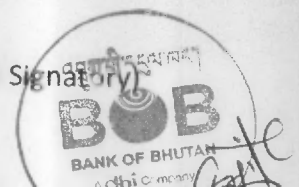
CHECK LIST FOR BID SUBMISSION

SL. NO.	PARTICULARS	Requirement	Submitted Yes / No
1	Signed & Stamped Bid Form with mentioned details	a. Marked "Confidential".	Yes
		b. Mentioned Bid Name, number and date.	Yes
		c. Addressed to: Procurement Officer Bank of Bhutan, Head Office Thimphu, Babesa	Yes
		d. Written warning not to open before the specified time and date	Yes
2	Copies	"Original" & "Copy" with the name of bidder on the envelope	Yes
3	Earnest Money Deposit (EMD)- 2% of the total Value	Yes	
3	Valid Trade License	Yes	
4	Tax Clearance Certificate	Yes	

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

REQUEST FOR PROPOSAL (RFP)

1. SCOPE OF WORK:

Bank of Bhutan Limited would like to invite your firm for supply, delivery and Installation of following items;

LOT I: Air Conditioners

- i. 2 Ton Capacity
- ii. 1.5 Ton Capacity
- iii. 1 Ton Capacity

LOT II: Stand Fan

✓ Technical specifications of Air Conditioner as mentioned below;

LOT I: Technical Specification of Air Conditioner;

Particulars/ Ton	2 Ton	1.5 Ton	1 Ton
a. Type of AC	Wall Mounted Split type, Cool Only		
b. Number of Indoor Units	1	1	1
c. Gas/refrigerant	R410A/R32		
d. Min. Cooling Capacity – Btu/h	21800	17750	11450
• Number of Compressors	1	1	1
• Compressor Type	Rotary	Rotary	Rotary
e. Star Rating	3 stars & Above		
f. Max. Operation Sound –H/L	56	54	51
g. Air Circulation – m ³ /min	16.6	15.1	9.7
h. Power Supply (Volt)	220 – 240 V		
i. Features(Requirement)	Timers, Auto Restart, Sleep Mode, Fan Mode, Remote Control, Air Swing, Easy Clean Filter, LED/LCD Display, Dehumidification:		
Warranty(Minimum)	1 Year		

LOT II: Technical Specification of Stand Fan;

Fan Type:	Pedestal Fans
Material:	Aluminum
Features:	3 speed choice, Powder coated guard and polymer ring, Telescopic arrangement for full height adjustment
Oscillation:	90 Degree
Blades:	3
Min. Warranty	One Year

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

2. BIDDING INSTRUCTION:

The bidder(s) shall submit the bid in accordance with the following clauses, if fails to comply the following clauses, the Bank will not open the bid and will consider as non-responsive bid.

- a) Bids shall be delivered by hand, courier or registered post to the following addressed during office hours; Quotation by fax or by electronic means is not acceptable;

**Procurement Officer
Bank of Bhutan Limited, Head Office,
Babesa, Thimphu**

- b) The outer envelope shall be without any other information's of bidder and contains the following details;

- i. The word "**Confidential**".
- ii. Address as mentioned in clause 2(a).
- iii. Tender number with date and scope of work.
- iv. Mention Warning as "**not to open before the specified time and date of the Bid**"

- c) Two copies clearly marked "**ORIGINAL**" and "**COPY**" with signed and sealed by the person authorized to sign the Bid on behalf of the Bidder. The inner envelopes (**Original & Copy**) shall indicate the name/address of the Bidder and other details as per clause 2(b) of the bidding document.

3. LAST DEADLINE FOR SUBMISSION:

- a) Date: 20/03/2018 at 1300 hours at Procurement Unit, BOBL Head Office, Thimphu
- b) Bid received after the deadline shall not entertain and will declared as late and return unopened to bidder.

4. DEADLINE FOR OPENING OF BIDS:

- a) Bids shall open on 20/03/2018 at 1430 hours at Meeting Room, BOBL Head Office, Thimphu in presence of bidders or their representatives who choose to attend.
- b) In case the due date of submission and opening of the bid becomes non-working day, submission and opening of bid shall on next working day at the same time.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)

RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

5. SUBMISSION OF QUOTATION:

The quotation rate should be quoted or submitted in accordance with the following Terms and Conditions of Supply, delivery & Installation and shall be for an integral part of the Contract.

a) PRICE QUOTATION:

- i. **LOT I: Air Conditioners'** – the quoted price shall be in Ngultrum (BTN). The quoted price shall be inclusive of supply, delivery and installation and all other related costs inclusive of taxes, duties, transportation and other levies to the final place of delivery.
- ii. **LOT II: Stand Fan** - the quoted price shall be in Ngultrum (BTN). The quoted price shall be inclusive of supply and delivery and all other related costs including taxes, duties, transportation and other levies to the final place of delivery.
- iii. The following are the Price, quantity and delivery schedule. The bidders need to fill up completely without omitted. Incomplete of the schedule is considered as none responsive and Bank shall be not evaluated further.

Sl. No	Description	Qty (No.)	Rate/Qty (Nu.)	Total Amount (Nu.)	Delivery Period	AMC (%)
LOT I: Air Conditioner	i. 2 Ton	5				
	ii. 1.5 Ton	6				
	iii. 1 Ton	2				
Total		13				
LOT II: Stand Fan		18				
Total (LOT I + LOT II)		31				
Amount in words (LOT I + LOT II)					
Delivery period		<i>Maximum period for delivery is 45 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>				
Name of Supplier:					Suppliers Official Stamp & Signature	
Contact No.:						
Email id:						
Date :						

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

- b) **EVALUATION OF QUOTATION:** Evaluation shall carry out lot wise based on the following evaluation criteria;

LOT I: Air Conditioner

SL/NO.	PARTICULARS	%	TOTAL(%)
1	Delivery Schedule		5.00%
1.1	15 Days or Less	5.00%	
1.2	16 Days to 30 Days	3.00%	
1.3	31 Days to 45 Days	1.00%	
2	Dealership / OEM Certificate		5.00%
2.1	OEM Channel Partner	5.00%	
2.2	Authorize Dealer/Distributors	3.00%	
2.3	Authorized Re-seller and others	1.00%	
3	Warranty		5.00%
3.1	Three years or More	5.00%	
3.2	Two Years	3.00%	
3.3	One year	1.00%	
4	Price Schedule	50.00%	50.00%
5	Technical specification: Configuration & Compliance	30.00%	30.00%
6	Experience and Technical Capacity		5.00%
6.1	Record of similar task carried out by the firm.	1.50%	
6.2	OEM Training Certification	1.00%	
6.3	After Sales Support	1.50%	
6.4	CV's of Technical Employees	1.00%	
	Total		100.0%

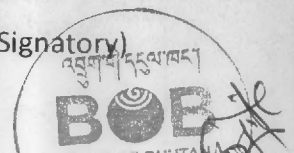
LOT II: Stand Fan

SL/NO.	PARTICULARS	%	TOTAL (%)
1	Delivery Schedule		5.00%
1.1	15 Days or Less	5.00%	
1.2	16 Days to 30 Days	3.00%	
1.3	31 Days to 45 Days	1.00%	
2	Price Schedule	95.00%	95.00%
	Total		100.0%

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

- c) In evaluating the quotations, the Bank will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - ii. Where there is discrepancy between the Unit Rate and the line item, total resulting from multiplying the Unit Rate by the quantity, the Unit Rate as quoted shall govern unless in the opinion of the Bank there is an obviously gross misplacement of the decimal point in the Unit Rate, in case the line item total as quoted shall govern, and the Unit Rate shall be corrected.
 - iii. If the bidder refuses to accept the correction, Bank will be rejected the bid and will forfeited the EMD and blacklisting of firm for minimum of three years.

6. BID SECURITY:

The bidders need to submit 2% Earnest Money Deposit (EMD) of the total value along with the bid in favor of Bank of Bhutan Limited. None submission of EMD shall be lead to rejection and cancellation of bid.

7. AWARD OF CONTRACT:

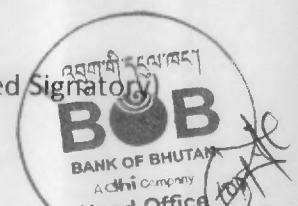
- a) The award will be made to the bidder in lot wise as per clause 5(b) of the evaluation of quotation of the bidding document.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Bank prior to expiration of the bid validity period.
- c) Until a formal Contract is prepared and executed, the notification of award and the bidding document shall constitute a binding Contract.
- d) If the successful bidder fails to accept the contract or sign the contract, Bank shall forfeit the EMD and will notify to next successful bidder for executing the contract.

8. PERFORMANCE SECURITY AND CONTRACT SIGNING

- a) The successful bidder should report to Bank within 10 days for after issuance of the award notification for contract signing with 10% performance security of the total value.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

- b) Performance Security shall be in any form of demand draft, cash warrant, Bank Guarantee and other form guarantee.
- c) Failure to submit the performance security shall lead to blacklisting of your firm for three years and forfeiture of EMD

9. VALIDITY OF THE OFFERS.

- a) Quotation(s) shall be valid for a period of 75 calendar days from the deadline for receipt of quotation(s) or opening of quotation(s).
- b) A Bid validity for a shorter period shall be rejected and consider as non-responsive.
- c) Bank shall request extension of bid validity if necessary. If fails to accept, then Bank shall treated as non-responsive bid.

10. DELIVERY/INSTALLATION PLACE & PERIOD;

- a) Supply, Delivery & Installation of LOT I (Air Conditioner) as mentioned below locations;

Sl. No.	Branch	Samdrup Jongkhar Branch	Gelephu Branch	Wangdue Branch	Sarpang Branch	Samdrup-choling Barnch	Lamoizh-ingkha Branch	Total (No.)
1	2 Tonne	4		1				5
2	1.5 Tonne		3		1	1	1	6
3	1 Tonne				2			2
Total		4	3	1	3	1	1	13

- b) Supply and delivery of LOT II (Stand Fan) - BOBL Head Office, Thimphu, Babesa.
- c) The maximum time period for the supply and delivery of the goods is [45] calendar days after the date of purchase order (exclusive purchase order date). If the mentioned delivery period exceed the maximum shall be treated as non responsive and will not evaluate
- d) The bidder shall take the remedial action within 14 calendar days after notified by Bank, if the goods supplied were defective or not as per the purchase specifications. If fails, Bank shall forfeit the performance security with further reasons.
- e) If fails to delivery with the time frame shall levy a liquidity damage 11 of the document.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

11. LIQUIDITY DAMAGE:

- a) Bank shall levy Liquidity Damage of 0.15 % per day for late delivery, if fails to delivery within the time frame.
- b) Maximum Liquidity Damage shall not be exceeding 15 % of the total cost value.

12. TERMINATION OF CONTRACT/BLACKLISTING OF FIRM

The Bank may terminate the Contract in whole or in part, if the Supplier fails to perform any terms and conditions of the bidding document/purchase order/agreement;

- a) If the Supplier fails to perform any other obligation(s) under the Purchase Order/contract agreement, or
- b) If the Supplier does not take any remedial action within a period of (14) fourteen calendar days after notification by Bank and shall blacklist for minimum of three years.
- c) If the maximum liquidity damage exceed 15 % of the total value.
- d) If the Supplier, in the judgment of the Bank, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/contract agreement, or
- e) The Bank may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent without compensation to the Supplier.

13. PAYMENT TERMS:

- a) Payment shall be made within 30 days after presenting invoices.
- b) No advance payment shall be made prior to delivery of goods.
- c) Bank shall deduct 2 % TDS at source of the total value.

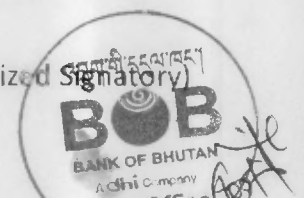
14. OTHER TERMS AND CONDITIONS:

- a) Further information/clarification can be obtained from the Procurement Unit, Head Office, Thimphu, Babesa in writing. Other form of clarification will not entertain.
- b) If the bidder deliberately gives wrong information in the tender, BoBL reserves the right to reject this contract at any stage.
- c) The successful bidder shall not sub-contract the assignment.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

- d) The Bank is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
- e) The Bank may procure any of the items from the open market in case the supplier fails to supply and deliver the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.
- f) The Terms and Conditions hereinafter may only be varied with the written agreement of the Bank and no terms and conditions put forward at any time by the Supplier shall form
- g) Any interlineations, erasures or overwriting shall be valid only if they are signed and sealed by the person signing the Bid.
- h) AMC shall be apply if deems necessary for Bank.
- i) All other clarification with regards to the procurement procedures and governing laws; it shall be governed and referred to the BoB Procurement Rules and Regulations 2013.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

(Sample Contract Agreement)

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *Bank of Bhutan Ltd, incorporated under the Companies Act of Bhutan and having its principal place of business at Babesa, P.O Box 102, Thimphu Bhutan (hereinafter called "the Bank"), and*
- (2) *[insert name of Supplier], a corporation incorporate under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").*

WHEREAS the Bank invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called "the Contract Price").

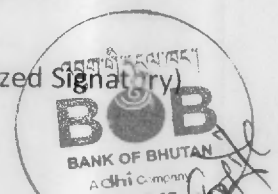
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Bank and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) The Special Conditions of Contract;
 - (c) The General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier's Bid and original Price Schedules;
 - (f) The Bank's Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) The form of Bank Guarantee for Advance Payment;
 - (i) *[insert here any other document(s) forming part of the Contract]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)



RFP for supply, Delivery & Installation of Air Conditioner & Stand Fan

4. In consideration of the payments to be made by the Bank to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Bank to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Bank hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Bank

For and on behalf of the Supplier

Signed: *[insert signature]*
representative(s) of the Supplier

Signed: *[insert signature of authorized*

in the capacity of *[insert title or other appropriate designation]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*
[insert identification of official witness]

in the presence of *[insert signature]*
[insert identification of official witness]

“Thank You”

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____

(Authorized Signatory)

