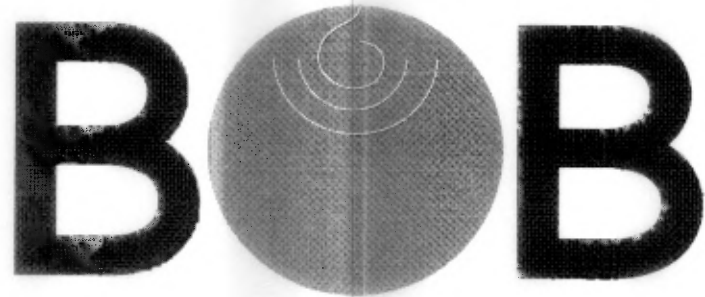


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**BANK OF BHUTAN**

A **Chh** Company

Banker to the Nation since 1968

## **Bidding Document**

for

## **SUPPLY and DELIVERY OF LINE MATRIX PRINTER AND ITS ACCESSORIES**

*Tender No: 000/BoB/TENDER/2018/010*

06/06/2018



## RFP for supply and delivery of High Speed Line Matrix Printer

### SALIENT FEATURES OF THE BID

<b>1. Tender No. 000/BOB/TENDER/2018/010</b>		<b>Date :06/06/2018</b>
<b>2. Description of item</b>	<b>i. High speed Line Matrix Printer</b>	
	<b>ii. Paper</b>	
	<b>iii. Cartridge/Toner</b>	
<b>3. Bids details:</b>		
a. Sale of bid documents:	From 06/06/2018 to 02/07/2018	
c. Place of sale:	BoB, Head Office, Thimphu, Babesa (during office hours)	
d. Last date of submission:	02/07/2018 hours at 1300 hours	
e. Place of submission:	BoBL, Head Office, Thimphu, Babesa	
f. Opening date:	02/07/2018 at 1500 hours	
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa	
<b>4. EMD (Earnest Money Deposit)</b>	2% of the total value	
<b>5. Bid Validity Period</b>	75 Days from the date of bid opening.	
<b>6. Quantity Variation (Order)</b>	(+ - 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 and delivery of High Speed Line Matrix Printer

### 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: <b>Procurement Officer</b> <b>Bank of Bhutan, Head Office</b> <b>Thimphu, Babesa</b>	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

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## RFP for supply and delivery of High Speed Line Matrix Printer

### REQUEST FOR PROPOSAL (RFP)

**1. SCOPE OF WORK:**

Bank of Bhutan Limited would like to invite a valid Trade License firms to participate for supply and delivery of following items:

**I. High speed line matrix printer. Specification as mentioned below;**

Feature	Specifications	Vendor's Comment (Yes/No)
Print Speed-IPMI (inches per minute)	Minimum 107 or above	
Graphic Resolution-HD Printer	Minimum 180 x 180 sure scan enabled( horizontal and vertical bar code or above	
	120 x 120 sure scan enabled( horizontal and vertical bar code	
	90 x 180 sure scan enabled( Vertical and vertical bar code only	
	180 x 90 sure scan enabled( horizontal bar codes only	
Emulations	Ghostscript postscript (Level 3 compatible) and PDF (level 1.7 compatible)	
	Printronix PJJ is also included for job control and configuration	
Communication Interface	Standard: Serial RS232, USB2.0   Optional: Ethernet 10/100 Base T; Parallel: IEEE-1284, Centronics	
Fonts	35 Standard Postscript Level 3 fonts: Bookman-Demi, Bookman-Demiltalic, Bookman-Light, Bookman-LightItalic, Courier Courier-Oblique, Courier-Bold, Courier-BoldOblique, AvantGarde-Book, AvantGarde-BookOblique, AvantGarde-Demi, AvantGarde-DemiOblique, Helvetica, Helvetica-Oblique, Helvetica-Bold, Helvetica-BoldOblique, Helvetica-Narrow, Helvetica-Narrow-Oblique, Helvetica-Narrow-Bold, Helvetica-Narrow-BoldOblique, Palatino- Roman, Palatino-Italic, Palatino-Bold, Palatino-BoldItalic, NewCenturySchlbk-Roman, New CenturySchlbk-Italic, NewCenturySchlbk-Bold,	

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## RFP for supply and delivery of High Speed Line Matrix Printer

	NewCenturySchibk-BoldItalic, Times-Roman, Times-Italic, Times-Bold, Times-BoldItalic, Symbol, ZapfChancery-MediumItalic, ZapfDingbats	
Printer Software & Drivers	Printronix PrintNet Enterprise remote management software or equivalent, SAP device support, Microsoft Windows XP/Vista/2003/2008/7	
Sure scan Bar Codes	EAN 8/13, UPC A/E, EAN/UPC Addon 2 or 5, Code 39, Code 128, UCC/EAN 128, Interleaved 2 of 5, Codabar, Industrial 2 of 5, BCD Matrix, Code 93, Inverted 2 of 5, IATA 2 of 5, Matrix 2 of 5, Datalogic 2 of 5	
Operating Systems	Microsoft Certified Printronix Windows Drivers support Windows XP, Windows 2003, Windows 2008, Vista, Windows 7, Windows 10. Unix and Linux versions	
Oracle Connectivity	Printer Should be compatible with Oracle	
SAP Connectivity	Printer should be compatible with SAPscript	
	Smart Forms	
	Interactive Forms	
Power Wattage (Typical – Maximum)	300 – 320 Watts	
Power Wattage Operating	Print should consume Less than 5 watts in energy saving mode	
Temperature Power	Environmental Operating Temperature 50° to 104° F, 10° to 40° C	
Voltage Environmental	Line Auto Ranging 100-120 VAC, 200-240 VAC, 50/60 Hz (+/-10%)	
Media Types OpenPrint™	Printer should support the following media types	
	Form Thickness- Maximum 0.025" (0.64mm)	
	Form Length: 3" (76mm) to 12" (305mm) maximum	
	Form Copies: Up to 6 part; up to 4 part for Zero Tear models	
	Form Width: 3" (76mm) to 17" (432mm) maximum	

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## RFP for supply and delivery of High Speed Line Matrix Printer

	Form Weight: 15 lb. bond to 100 lb. Tag	
Forms /Paper Handling types	Continuous, fan folded, edge-perforation	
Paper Path	Printer should support Straight through paper path with easy-load twin adjustable tractors	
	Feed : Bottom feed	
	Forms : Paper-out detector and alarm, paper motion detector and alarm	
	Print Width : 13.6" (345mm)	
Mean Time Between Failure	Should be min 10,000 hours or above	
Cartridge /Ribbons life	Standard life of cartridge should be minimum 18,000 pages and should support the high yield cartridge of 30000 pages or above	
Warranty	One year or above	
OEM certificate	Bidding partner should be the authorized dealer of OEM and should submit the original ink signed Auth. Certificate at the time of bid submission.	
Delivery	Maximum delivery period after placing the order will be 45 calendar days.	

### II. Paper of the above Printer

- Cost - Per Ream
- Thickness- 75 GSM
- Its rate contract until Bank notify further.
- Purchase shall be made at any time based on the requirement of Bank.

### III. Cartridge/Ribbon of the above Printer

- The product supply must be a genuine.
- Its rate contract until Bank notify further.
- Purchase shall be made at any time based on the requirement of Bank.

### 2. BIDDING INSTRUCTION:

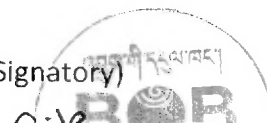
The bidder(s) shall submit the bid in accordance with the following clauses, if fails to comply the following clauses, the Bank will not open the bid and will consider as non-responsive bid.

- 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;

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## RFP for supply and delivery of High Speed Line Matrix Printer

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;
- The word "**Confidential**".
  - Address as mentioned in clause 2(a).
  - Tender number with date and scope of work.
  - 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:

- Date: 02/07/2018 at 1300 hours at Procurement Unit, BOBL Head Office, Thimphu
- Bid received after the deadline shall not entertain and will declared as late and return unopened to bidder.

### 4. DEADLINE FOR OPENING OF BIDS:

- Bids shall be open on 02/07/2018 at 1500 hours at Meeting Room, BOBL Head Office, Thimphu in presence of bidders or their representatives who choose to attend.
- 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.

### 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:

- Printer - the quoted price shall be in Ngultrum (BTN) with inclusive of all taxes and duties till the final place of delivery. Place of delivery is as mentioned in clause 10. The purchaser shall not be borne any other expenses/cost in associated to supply.
- Paper & Toner/Cartridges - the quoted price shall be in Ngultrum (BTN) with inclusive of

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**RFP for supply and delivery of High Speed Line Matrix Printer**

all taxes and duties till the final place of delivery. Place of delivery is as mentioned in clause 10. The rate shall be valid for one year after awarding of contract if Bank does not notifies the expiry validity date within one year.

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	Unit (No.)	Rate/Unit (Nu.)	Total Amt (Nu.)	Delivery Period	AMC (%)
I.	High speed line matrix printer	10				
II.	Paper of above Printer	1				
III.	Cartridge/Ribbon of the above Printer	1				
<b>Total</b>		<b>11</b>				
<b>Amount in words</b>	..... .....					
<b>Delivery period</b>	<i>Max. Supply &amp; Delivery period after issuance of purchase order;</i> <ul style="list-style-type: none"> <li>▪ Printer - 45 calendar days.</li> <li>▪ Paper &amp; Cartridge/Ribbon - 7 calendar days.</li> </ul>					
Name of Supplier: .....					<b>Suppliers Official Stamp &amp; Signature</b>	
Contact No.: .....						
Email id: .....						
Date : .....						

**b) EVALUATION OF QUOTATION:**

Evaluation shall carry out item wise based on the following evaluation criteria. None compliance to the technical specification shall be not evaluated. Paper and Cartridge/Ribbon base on the price.

SL/NO.	PARTICULARS	%	TOTAL(%)
1	Delivery Schedule		5.00%

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## RFP for supply and delivery of High Speed Line Matrix Printer

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%	
<b>2</b>	<b>Dealership / OEM Certificate</b>		
2.1	OEM Channel Partner	5.00%	5.00%
2.2	Authorize Dealer/Distributors	3.00%	
2.3	Authorized Re-seller and others	1.00%	
<b>3</b>	<b>Warranty period</b>		
3.1	Three years & above	5.00%	5.00%
3.2	Two Years	3.00%	
3.3	One Year	1.00%	
<b>4</b>	<b>Price Schedule</b>	80.00	80.00 %
<b>5</b>	<b>Experience and Technical Capacity</b>		
5.1	Record of similar task carried out by the firm.	1.50%	5.00%
5.2	OEM Training Certification	1.00%	
5.3	CV's of Technical Employees	2.50%	
	<b>Total</b>		<b>100.0%</b>

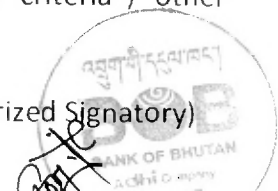
- c) In evaluating the quotations, the Bank will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
  - 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:

- a) The bidders need to submit 2% Earnest Money Deposit (EMD) of the total value along with the bid
- b) EMD is in favor of Bank of Bhutan Limited.

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## **RFP for supply and delivery of High Speed Line Matrix Printer**

- c) No EMD or insufficient EMD shall be directly rejected and will not evaluate further.

### **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**

- a) The successful bidder should submit 10% of the total value as performance security within 10 days for after issuance of the award notification.
- b) Performance Security shall be in any form of demand draft, cash warrant, Bank Guarantee and other form of guarantee.
- c) Failure to submit the performance security shall lead to blacklisting of your firm for three years and forfeiture of EMD.
- d) Purchaser shall not be accepting the Bank Guarantee of its own Bank.

### **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 PLACE & PERIOD;**

- a) Place of Delivery: BOBL Head Office, Thimphu, Babesa.
- b) The maximum delivery period of the goods is [45] calendar days after the date of purchase order (exclusive purchase order date), but bidders' should quote your own

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## RFP for supply and delivery of High Speed Line Matrix Printer

delivery period. The quoted delivery should not exceed the maximum period; exceed the maximum period shall be treated as non responsive and will not evaluate.

- b) 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.
- c) Delivery of Paper and Toner/Ribbon is 7 calendar days.
- d) If fails to delivery with the time frame shall levy a liquidity damage 11 of the document.

### 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.

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## RFP for supply and delivery of High Speed Line Matrix Printer

### 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.
- 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 if deems necessary.
- 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 applied if deems necessary to Bank.
- i) Variation of quantity shall be increase or decrease by 20 % and maximum is up to 30%.
- j) 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 and Court Law of Bhutan.

***“Thank You”***

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Signature & Seal \_\_\_\_\_

(Authorized Signatory)

