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BOB

BANK OF BHUTAN

A dhi Company

Banker to the Nation since 1968

Bidding Document

For

SUPPLY AND DELIVERY OF TONER & DRUM CARTRIDGES and CONSUMABLE ITEMS

(FRAME RATE TENDER FOR THE PERIOD OF ONE YEAR)

TENDER NO: 000/BOB/TENDER/2018/011 **Date: 15/06/2018**

BOB BANK OF BHUTAN

SALIENT FEATURES OF THE BID

1. Tender Piece 000/BOB/TENDER/2018/011	**Date: 15/06/2018**
2. Description of item	LOT I: TONER CARTRIDGES
	LOT II: CONSUMABLES ITEMS
3. Bids details:	
a. Sale of bid documents:	From 15/06/2018 to 28/06/2018
b. Cost of documents:	Nu. 250 (Non-refundable)
c. Place of sale:	BoB, Head Office, Thimphu, Babesa (during office hours)
d. Last date of submission:	28/06/2018 at 1300 hours
e. Place of submission:	BoBL, Head Office, Thimphu, Babesa
f. Opening date:	28/06/2018 at 1430 hours
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa
4. Bid Security (EMD)	Nu. 50,000.00 as lump sum amount
5. Bid Validity Period	75 Days from the date of bid opening.
6. Quantity Variation (Order)	Based on the requirement

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CHECK LIST FOR BID SUBMISSION

SL. PIECE	PARTICULARS		Requirem-ent	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)	Nu. 50,000.00 (Lump Sum)	Yes	
4	Valid Trade License		Yes	
5	Tax Clearance Certificate		Yes	

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INVITATION FOR QUOTATION (IFQ)

1. ***SCOPE OF WORK;***

Bank of Bhutan would like to invite the Bhutanese firms with the valid trade license holder to participate for supply and delivery of Toner & Drum Cartridges and Consumable items. The following are the price & specification schedule;

LOT I: TONER & DRUM CARTRIDGES

A. TONER CARTRIDGES			
Sl/No.	**Particulars**	**Unit**	**Rate/Unit**
1	Toner/Cartridge - TN118 (Bizhub)	Piece	
2	Toner/Cartridge - Piece 16	Piece	
3	Toner/Cartridge - TN1000 (Brother)	Piece	
4	Toner/Cartridge - Piece741 Color (Cannon)	Piece	
5	Toner/Cartridge – 303 (Cannon)	Piece	
6	Toner/Cartridge -740 Color (Cannaon)	Piece	
7	Toner/Cartridge - 2350/2330DN (Dell)	Piece	
8	Toner/Cartridge – 05A (HP Laserjet)	Piece	
9	Toner/Cartridge – 12A (HP Laserjet)	Piece	
10	Toner/Cartridge - 16A (HP Laserjet)	Piece	
11	Toner/Cartridge - 17A (HP Laserjet)	Piece	
12	Toner/Cartridge - 26A (HP Laserjet)	Piece	
13	Toner/Cartridge – 36A (HP Laserjet)	Piece	
14	Toner/Cartridge – 51A (HP Laserjet)	Piece	
15	Toner/Cartridge – 53A (HP Laserjet)	Piece	
16	Toner/Cartridge - 55A (HP Laserjet)	Piece	
17	Toner/Cartridge – 78A (HP Laserjet)	Piece	
18	Toner/Cartridge – 79A (HP Laserjet)	Piece	
19	Toner/Cartridge – 83A (HP Laserjet)	Piece	
20	Toner/Cartridge - 85A (HP Laserjet)	Piece	
21	Toner/Cartridge – 87A (HP Laserjet)	Piece	
22	Toner/Cartridge – 88A (HP Laserjet)	Piece	
23	Toner/Cartridge – 93A (HP Laserjet)	Piece	
24	Toner/Cartridge - Hp Laserjet-M551-Color-In Set	Set (4 Pieces)	
25	Toner/Cartridge- -KX FAT 411E (Panasonic)	Piece	
26	Toner/Cartridge - AR5520N (Sharp)	Piece	
27	Toner/Cartridge - 5022 (Xerox)	Piece	
28	Toner/Cartridge - 5225 (Xerox)	Piece	

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29	Toner/Cartridge - 5230 (Xerox)	Piece	
30	Toner/Cartridge - Work Center 5790 (Xerox)	Piece	
	B. DRUM CARTRIDGES		
1	Drum Cartridge - AR5520N (Sharp)	Piece	
2	Drum Cartridge – 5022 (Xerox)	Piece	
3	Drum Cartridge – 5225 (Xerox)	Piece	
4	Drum Cartridge - 5230 (Xerox)	Piece	
5	Drum Cartridge – 5790 (Xerox)	Piece	
6	Drum Cartridge - KX FAD412E (Panasonic)	Piece	
7	Drum Cartridge - Piece 16 (Bizhub)	Piece	

LOT II: IT CONSUMABLE ITEMS

A. CD/DVD			
Sl. No.	**Particulars**	**Unit**	**Rate/Unit**
1	CD-RW	Piece	
2	DVD-R	Piece	
3	DVD-RW-SONY (4.7 GB)	Piece	
4	DVD WRITER EXTERNAL	Piece	
B. EXTENSION CORD			
1	Extension Cord - Anchor with 16A,240V	Piece	
2	Extension Cord –Cona with 16A,240V	Piece	
3	Power strip - Anchor (4 ways with individual switch)	Piece	
4	Power strip - MX (Suppressor) with 4 ways	Piece	
5	Multi Plug - 3 Pin (Anchor)	Piece	
C. HARD DISK (INTERNAL & EXTERNAL)			
1	Hard Disk (Internal) -500GB – Seagate	Piece	
2	Hard Disk (Internal) -500GB – Toshiba	Piece	
3	Hard Disk (Internal) -500GB –Transcend	Piece	
4	Hard Disk (Internal) -1 TB - Seagate	Piece	
5	Hard Disk (Internal) -1 TB – Toshiba	Piece	
6	Hard Disk (Internal) -1 TB - Transcend	Piece	
7	Hard Disk (External) -1 TB - Seagate	Piece	
8	Hard Disk (External) -1 TB – Toshiba	Piece	
9	Hard Disk (External) -1 TB – Transcend	Piece	
10	Hard Disk (External) - 2TB – Seagate	Piece	
11	Hard Disk (External) - 2TB – Toshiba	Piece	
12	Hard Disk (External) - 2TB – Transcend	Piece	
D. DESKTOP & LAPTOP SPARE PARTS			
1	Key Board – Dell	Piece	
2	Key Board – Accer	Piece	

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3	Key Board – Eyot	Piece	
4	Mouse – Dell	Piece	
5	Mouse – Accer	Piece	
6	Mouse – Eyot	Piece	
7	Wireless Mouse – Eyot	Piece	
8	Wireless Mouse – Logitech	Piece	
9	Desktop RAM(DDR-2) - 1 GB	Piece	
10	Desktop RAM(DDR -2) 2 GB	Piece	
11	Desktop RAM(DDR -2) 4 GB	Piece	
12	Desktop RAM(DDR-3) - 1 GB	Piece	
13	Desktop RAM(DDR-3) - 2 GB	Piece	
14	Desktop RAM(DDR-3) - 4 GB	Piece	
15	Desktop RAM(DDR-3) - 8GB	Piece	
16	Laptop RAM(DDR-2) - 2 GB	Piece	
17	Laptop RAM(DDR-2) - 4 GB	Piece	
18	Laptop RAM(DDR-3) - 1 GB	Piece	
19	Laptop RAM(DDR-3) -2 GB	Piece	
20	Laptop RAM(DDR-3) -4 GB	Piece	
21	Laptop RAM(DDR-3) -4 GB	Piece	
22	1 TB SATA DRIVE FOR DESKTOP- 7200 – rpm	Piece	
23	2 TB SATA DRIVE FOR DESKTOP- 7200 – rpm	Piece	
24	500 GB SATA DRIVE FOR LAPTOP (2.5") - 7200 rpm	Piece	
25	1 TB SATA DRIVE FOR LATOP(2.5") - 7200 rpm	Piece	
26	Mother Broad – Desktop	Piece	
27	Mother Broad- Laptop	Piece	
28	USB to PS2 Convertor	Piece	
29	PROFESSIONAL COMPUTER TOOL KIT (55 PIECES)	Piece	
30	SMPS ATX2 450 WATT 24 PIN (TOWER & MICRO TOWER)	Piece	
31	12 STANDARD CASE FANS (CONNECTOR: 1 -MOLEX FAN (3 PIN:TX3)FEMALE)92MM	Piece	
32	CMOS Batteries (+/- 3V) CR2032	Piece	
33	Mother Board for Desktop- Dell	Piece	
34	Mother Board for Desktop- HP	Piece	
35	Mother Board for Desktop- Accer	Piece	
36	Mother Board for Laptop- HP/Dell/Accer	Piece	
E.	**NETWORKING & OTHER CONSUMABLE ITEMS**		
1	Patch Cable	Meter	
2	PCI Wireless Card- TP Link	Piece	
3	Rack-6U Server	Piece	

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4	Rack-9U Network Wall	Piece	
5	Rack-12U (Wall Mounted)	Piece	
6	Rack-24U (Wall Mounted)	Piece	
7	CAT 6 Cable-D Link	Roll	
8	CAT 6 Cable-Schneider	Roll	
9	Network Tool Kit (Set)	Set	
10	Crimping Tool	Piece	
11	Punching Tool	Piece	
12	NETWORK CABLE TESTER-TC-NT2 (VERSIONV1.1R) Or HIGHER	Piece	
13	Screw Driver Set (Taparia)	Set	
14	BATTERIES FOR NETWORK CABLE TESTER (9V)- NEDA 1604A Or 6LR61	Piece	
15	Wire-Copper	Meter	
16	Calculator- Citizen CT712	Piece	
17	Calculator-Citizen-CT 714-14 Digits	Piece	

Delivery period	*Maximum period for delivery is 7 calendar days from the date of issue of the Purchase Order by the Purchaser.*

Signature of supplier	**Suppliers Official Stamp & Signature**
Name of Supplier: ..... Contact No.: ..... Email id:	
Date :	

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 be directly rejected;

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, Head Office,
Thimphu, Babesa

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b) No information of the bidders' on the outer envelope and it should be a fully confidential. The word "**Confidential**" should be reflected on outer envelope with following details;

i. Bid Name, bid number and date.

ii. Warning not to open before the time and date of bid opening. The time and date should be reflected,

c) Two copies inside the outer envelope clearly marked as ***"ORIGINAL"*** and ***"COPY"*** with signed and sealed. The ***"ORIGINAL"*** and ***"COPY"*** shall have/indicate the name and address of the bidder to enable the bid to be returned unopened in case it is not in compliance to any of the above clause 2 of the bidding document.

3. **LAST DEADLINE FOR SUBMISSION:**

a) Date: 28th June, 2018 at 1300 hours

b) Place for submission: Procurement Unit, Head Office, Babesa, Thimphu

c) Any Bid received after the deadline for submission shall not accept and declared as late and returned unopened to the Bidder.

4. **DEADLINE FOR OPENING OF BIDS:**

a) Date: 28th June, 2018 at 1500 hours

b) Place of opening: Meeting Room, Head Office, Babesa, Thimphu

c) 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.

d) The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend the bid opening at the specified venue and time.

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

a) **PRICE**:

i. Price quoted must be in Ngultrum; other currency shall not be accepted. Bidders must quote for all or any items.

ii. The price quoted of the items should of genuine products.

iii. The price quoted must be as per clause 1 of the bidding document; price & specification schedule. All the necessary require information of the bidders in clause 1 of the bidding document must be needed to fill-up by the bidders themselves.

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iv. The quoted price shall be inclusive of taxes & duties, samples and other associated cost to the final place of delivery.

b) **EVALUATION OF QUOTATION**:

i. Evaluation shall be carrying out item wise not lot wise.

ii. Evaluation criteria for ***LOT I (Toner and Drum Cartridges***) shall be based on the following;

- First preference shall be given to the Dealership or Authorized Dealership Certificate Holders. Certificates must be enclose and submit with the bidding document.
- If none of the bidders have a Dealership/Authorized certificate, evaluation shall be based on the sample. The bidders need to submit the samples on or before the last deadline of submission of bid with the detail list of items. No samples and late submission of samples shall not be accepted and evaluated

iii. Evaluation for ***LOT II (IT Consumable Items)*** shall be for quoted price only. No samples are required to submit.

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 supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

6. **BID SECURITY:**

a) The bid shall be accompanied by a bid security of Nu. 50,000.00 as lump sum amount in the form of cash warrant/ demand draft /unconditional Bank Guarantee/Banker's Cheque in favor of Bhutan of Bhutan Limited.

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b) Bid Security should be in original form; copies shall not be accepted;

c) Insufficient/less bid security amount shall be treated as non responsive and their bid shall be rejected.

d) Minimum validity of bid security is 75 calendar days from the date of submission/opening of bid. Validity of bid security with lesser days shall be considered as non-responsive and their bid shall be rejected.

e) Any bid not accompanied by bid security shall be treated as non responsive and their bid shall be rejected.

f) The Bid Securities of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing the Performance Security.

g) The Bid Security of the successful Bidder shall retain as performance security. Unsuccessful bidders bid security shall be return after signing of contract with the successful bidder.

h) The Bid Security shall be forfeited:

i. If the bidder withdraws its Bid during the period of Bid validity before awarding the contract, or

ii. If the bidder fails to submit the performance security or accept the contract.

iii. If the bidder fails to accept the correction as per clause 5 (c) of the bidding document.

7. AWARD OF CONTRACT:

a) The award will be made to the bidder as per clause 5 (b) of the evaluation of quotation.

b) Validity of bid price after the award notification shall be of one year and further extendable to another six months, if deems necessary for Bank.

c) Purchasing of goods shall be at any interval time based on Bank's requirement.

d) 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.

e) Upon the successful Bidder provided/submitted the performance security, Bank shall promptly notify each unsuccessful Bidder and discharge it's Bid Security.

f) Failure to provide/submit performance security by the successful bidder, Bank shall notify to next/succeeding successful bidder for executing the contract.

8. VALIDITY OF THE OFFERS

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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 valid for a shorter period shall be rejected by the Bank as non-responsive.

c) Bank shall request extension of bid validity if necessary. If fails to accept the extension, the Bank shall treated as non-responsive bid.

9. PEROFRMANCE SECURITY

a) The successful bidder should provide/submit the performance security to Bank of Nu. 50,000.00 as a lump sum amount within 7 calendar days after issuance of contract award notification.

b) Performance security shall be in the form of cash warrant/ demand draft /unconditional Bank Guarantee/Banker's Cheque and other Guarantees issued by any Financial Institutions in favor of Bhutan of Bhutan Limited.

c) Bank Guarantee and other unconditional Guarantee issued by own Bank (BOBL) shall not be accepted.

d) Validity of performance security is for one year. Validity period of less than one year shall not be accepted.

e) Bank shall forfeit performance security in whole or part after deducting all cost or expenses or other amounts that are to be paid to Bank or blacklist the firm for minimum of three years, if the bidder;

   i. Fails to perform his/her contractual obligation under the Bank's purchase/supply order.

   ii. Withdraws its contract before the contract expiry/validity date.

   iii. Cheated the Bank by supplying spurious/fake goods.

   iv. Fails to replace the defective goods within 7 calendar days after notifying of defect goods.

10. *DELIVERY PLACE & PERIOD OF GOODS;*

a) Place of delivery: Bank of Bhutan Limited, Head Office, Thimphu, Babesa.

b) The maximum time period for the supply and delivery of the goods is *[7]* calendar days after the date of purchase order (exclusive purchase order date).

c) The bidder shall take remedial action to replace the goods within 7 calendar days, if found defective.

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11. LIQUIDITY DAMAGE:

a) Bank shall levy a Liquidity Damage of 0.15% per day on the total value and shall not be exceeding 15%, if the bidder fails to supply and deliver the good within the time period.

b) Liquidity Damage shall be calculated as exhibited below formula;

- ***Liquidity Damage = 0.15% * Total Value *No. of delay days***

12. TERMINATION/BLACKLISITING

The Bank may terminate or blacklisted the suppliers/firms by giving notice under any terms and conditions of the bidding document/purchase order/agreement, if the suppliers;

a) Fails to perform any obligation(s) under the Purchase Order/Supply Order/contract agreement, or

b) Fails to supply the genuine goods and cheated Bank by supplying spurious goods.

c) Has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/Supply Order/contract agreement, or

d) Becomes bankrupt or otherwise insolvent without compensation to the Supplier, and

e) If the maximum liquidity damage exceed 15 % of the total value.

13. PAYMENT TERMS:

a) Payment for supplied goods shall be made within 30 working days after deducting 2% TDS at source.

b) No advance payment shall be made prior to delivery of goods by the bidders.

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/invalid information to Bank, Bank reserves the right to reject this contract at any stage and blacklisted the bidder or forfeit the EMD/Performance Security or ;

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c) Bank shall order at any interval base on the requirement.

d) The successful bidder shall not sub-contract the assignment.

e) 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.

f) 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.

g) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties.

h) Any interlineations, erasures or overwriting shall be valid only if they are signed or initial by the person signing the Bid.

i) All other clarification or dispute with regards to the procurement procedures and governing laws; it shall be governed and referred to bid document of the tender and BoBL Procurement Rules and Regulations 2013. Further, if the dispute was not resolved, it shall be governed by Court Law, The Kingdom of Bhutan.

"Thank You"

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