འབྲུག་གི་དངུལ་ཁང་།

BOB

BANK OF BHUTAN

A dhi Company

Banker to the Nation since 1968

Bidding Document

for

SUPPLY and DELIVERY OF DEPOSIT RECEIPT PRINTER (DOT MATRIX PRINTER)

Tender No: 000/BoB/TENDER/2018/019

27/10/2018

BOB BANK OF BHUTAN A dhi Company Head Office

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2018/019	**Date: 27/10/2018**
2. Description of item	**Supply & Delivery of Deposit Receipt Printer**
3. Bids details:	
a. Sale of bid documents:	From 27/10/2018 to 20/11/2018
b. Cost of documents:	Nu. 1000.00 (Non-refundable)
c. Place of sale:	BoB, Head Office, Thimphu, Babesa (during office hours)
d. Last date of submission:	20/11/2018 at 1430 hours
e. Place of submission:	BoBL, Head office, Thimphu, Babesa
f. Opening date:	20/11/2018 at 1500 hours
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa
4. Bid Security (EMD)	2 % of total bid value
5. Bid Validity Period	75 Days from the date of bid opening
6. Quantity Variation (Order)	Increase or decrease by 20%

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

Signature & Seal_____ (Authorized Signature)

BOB BANK OF BHUTAN A dhi Company Head Office

CHECK LIST FOR BID SUBMISSION

Sl. No.	PARTICULARS	Requirement	Submitted Yes / No
1	Signed & Stamped Bid Form	Yes	
2	Copies clearly mark as "**Original**" & "**Copy**"	Yes	
3	Earnest Money Deposit (EMD): 2% of total bid value	Yes	
4	Valid Trade License	Yes	
5	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 Signature)

BOB BANK OF BHUTAN A Class A Company Head Office

REQUEST FOR PROPOSAL (RFP)

1. *SCOPE OF WORK:*

Bank of Bhutan would like to invite the Bhutanese firms with the valid trade license to participate for supply and delivery of Deposit Receipt Printer. The following are the specification;

SPECIFICATIONS;

- Dot matrix printer
- Printer Type: Workgroup printer - dot-matrix - 24 pin - monochrome
- Interface: Parallel/ USB Connectivity
- Technology: wired
- RAM: 128KB
- Printing: Max Resolution B/W: 15 cpi

2. *BIDDING INSTRUCTION:*

The bidder(s) shall submit the bid in accordance with the following clauses. The Bank will not open the bid and will be directly rejected if such clauses are not complied with;

a) Bids shall be delivered by hand, courier or registered post to the following address during office hours. Quotation by fax or by electronic means shall not be accepted:

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

b) No information of the bidders' on the outer envelope. The outer envelope shall be sealed without any tempering and marked the word **"Confidential"** with the following details:

i. Bid Name, number and its date; and

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

c) Two copies inside the outer envelope clearly marked as ***"ORIGINAL"*** and ***"COPY"*** with seal. The ***"ORIGINAL"*** and ***"COPY"*** also shall have/indicate the name and address of the bidder to enable the bid to be returned unopened in case of late submission.

3. LAST DEADLINE FOR SUBMISSION:

a) Date: 20th November, 2018 at 1430 hours
b) Place for submission: Procurement Unit, Head Office, Babesa, Thimphu

---

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

Signature & Seal_____ (Authorized Signature)

BOB BANK OF BHUTAN A Druk Company Head Office

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

4. DEADLINE FOR OPENING OF BIDS:

a) Date: 20th November, 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 falls on a non-working day, submission and opening of bid shall be on the 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

a) **PRICE**: Price quoted must be in Ngultrum; other currency shall not be accepted. The quoted price shall be as exhibited below;

i. Quoted price should be inclusive of taxes and duties and other related cost involved.

ii. Quoted price shall be inclusive of supply and delivery as per clause 10 (a), delivery place.

Price Schedule as exhibited below;

LOT	Particulars	Qty (No.)	Rate (Nu.)	Amount (Nu.)
LOT II	Deposit Receipt Printer	120		
Total Amount (Nu.)				
Amount (In Words)	....			
Supplier Details: Name of Supplier: ..... Contact No.: ..... e-mail id:				*Suppliers Official Stamp & Signature*
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 Signature)

BANK OF BHUTAN Adhi Company Head Office

b) **EVALUATION OF QUOTATION:**

Evaluation shall be carried out based on the criteria exhibited below;

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**	80.00%	80.00%
5	**Experience and Technical Capacity**		5.00%
51	*Record of similar task carried out by the firm.*	2.00%	
5.2	*OEM Training Certification*	1.50%	
5.3	*After Sales Support*	1.50%	
	Total		**100.0%**

c) **while evaluating the quotations, the Bank will determine for each quotation and evaluate price by adjusting the quoted price in case there is any arithmetical errors as follows:**

i. Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;

ii. Where there is discrepancy between the Unit Rate and the line item, the resulting figure from multiplying the Unit Rate by the quantity shall prevail unless in the opinion of the Bank there is an obviously gross misplacement of the decimal point in the Unit Rate; and

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

6. **BID SECURITY:**

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

Signature & Seal_____ (Authorized Signature)

BANK OF BHUTAN Adhi Company Head Office

a) The bid shall be accompanied by a bid security of 2% of the total value in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favour of Bhutan of Bhutan Limited;

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; and

g) The Bid Security shall be forfeited:

   i. If the bidder withdraws the 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; and
   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) 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) Upon submission of the performance security by the successful bidder, Bank shall promptly notify each unsuccessful Bidder and discharge its Bid Security; and

d) Failure to provide/submit performance security by the successful bidder, Bank shall notify and offer to the second lowest bidder for executing the contract.

8. VALIDITY OF THE OFFERS

a) Quotation(s) shall be valid for a period of 75 calendar days from the date of receipt of quotation(s) or opening of quotation(s) as per announced deadline.

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

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

Signature & Seal_____ (Authorized Signature)

BOB BANK OF BHUTAN A Govt Company Head Office

c) Bank shall request extension of bid validity if necessary. If not accepted extension, the Bank shall treated it as non-responsive bid.

9. PEROFRMANCE SECURITY

a) The successful bidder should provide/submit 10% of the total value as performance security to Bank 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 favour of Bhutan of Bhutan Limited.

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

d) Performance security shall be released after the completion of contract.

e) Bank shall forfeit performance security in whole or part after deducting all costs 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 the contract without performing his/her obligation under the Bank's purchase/supply order;
   iii. Supplied different product which is not as per the specification; and
   iv. Fails to replace the defective goods within 7 calendar days after notifying about the defective goods.

10. DELIVERY PLACE & PERIOD OF GOODS;

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

b) Supply, delivery and installation period exceeding the maximum shall be considered as non -responsive.

c) Supplier must supply, deliver and install within their time period mentioned in their bid. Fails to supply, deliver and install within the time period shall be ensue levy of liquidity damage as per clause 11 of the bidding document.

d) Supply and delivery days shall be calculated from the date of purchase order date and till the final receipt of goods.

e) The bidder need to take remedial action to replace the goods within 14 calendar days after

---

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

Signature & Seal_____ (Authorized Signature)

BOB BANK OF BHUTAN Adhi Company Head Office

serving notice of defective goods or those different from the specification or sample.

11. LIQUIDITY DAMAGE:

a) Bank shall levy a Liquidity Damage of 0.15% per day and shall not exceed 15% of the total contract value. Liquidity Damage is levied only if the bidder fails to supply and deliver the goods within their stipulated time period.

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

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

12. TERMINATION/BLACKLISITING

The Bank may terminate or blacklist the suppliers/firms by giving notice under any of the terms and conditions of the bidding document/purchase/supply order, if the bidder:

a) Withdraws its bid during the period of bid validity before awarding the contract;

b) Fails to submit the 10% performance security or accept the contract;

c) Fails to perform any obligation(s) under the Purchase Order/Supply Order;

d) Fails to supply the items as per the specification or replace the defective items;

e) Deliberately gives wrong/invalid information to Bank in competing for or in executing the tasks under this tender or Purchase Order/Supply Order;

f) Has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/Supply Order;

g) Becomes bankrupt or otherwise insolvent without compensation to the Supplier; and

h) 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.

b) No advance payment shall be made prior to supply, delivery and installation of goods.

14. OTHER TERMS AND CONDITIONS:

a) Further information/clarification can be obtained from the Procurement Unit, Head Office, Thimphu, Babesa in writing during office hours or e-mail to *cheten.dorji@bob.bt*

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

Signature & Seal_____ (Authorized Signature)

BOB BANK OF BHUTAN A DHI Company Head Office

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

c) 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.

d) 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.

e) Quantity variation of 20% (Increase or Decrease) of the total quantity shall be applied.

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

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

h) All other clarification or dispute with regards to the procurement procedures and governing laws shall be guided by:

   i. Bidding document;

   ii. BoBL Procurement Rules and Regulations 2013; and

   iii. Further, if the dispute was not resolved, it shall be governed by Court Law, The Kingdom of Bhutan.

"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 Signature)

BOB BANK OF BHUTAN A Druk Company Head Office