

Request for Proposal for supply & Installation of IP based CCTV cameras

SALIENT FEATURES OF THE BID

1. Tender No.: 13/BoB/TENDER/2019/83		Date: 11/04/2019
2. Description of item:	IP based CCTV cameras	
3. Bids details:		
a. Sale of bid documents:	From 11/04/2019 to 25/04/2019	
b. Place of sale:	Corporate Head Office, BoB, Babesa, Thimphu (during office hours)	
c. Last date of submission:	25/04/2019 at 1300 hours	
d. Place of submission:	Corporate Head Office, BoB, Babesa, Thimphu	
e. Opening date:	25/04/2019 at 1500 hours	
f. Venue for opening of bid	Corporate Head Office, BoB, Babesa, Thimphu	
4. Bid Security (EMD)	Nu. 20,000.00 (Twenty Thousand Only)	
5. Bid Validity Period	60 Days from the date of bid opening	
6. Quantity Variation (Order)	Based on the requirement	
7. Cost of the bid document	Nu. 500/- (Five Hundred Only) -Non refundable	

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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. Bid Name, number and date	Yes
		c. Addressed to: Procurement Officer Bank of Bhutan, Corporate Head Office Babesa, Thimphu	Yes
		d. Warning not to open before the time and date of bid opening.	Yes
2	Copies	"Original" & "Copy" with the name of bidder on the envelope	Yes
3	Earnest Money Deposit (EMD)	Nu. 20,000.00 (Twenty Thousand Only)	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes

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INVITATION FOR QUOTATION (IFQ)

1. SCOPE OF WORK

- 1.1. The Bank of Bhutan would like to invite quotations to participate for supply and installation of IP based CCTV cameras at eight different locations. The Bank's preferred brand are Samsung, Bosch, G4S and Panasonic; and
- 1.2. The work includes Annual Maintenance Contract (AMC) for a period of three years after the warranty period of one year. The Bank will have comprehensive AMC where all the spare parts and services rendered during the period shall be borne by the vendor.

2. Time Period

Maximum period for supply, delivery and installation is 45 calendar days from the date of issue of the Purchase Order by the Bank.

Specifications are exhibited below:

a) 2Megapixel Full HD Network IR Bullet Camera

- Max. 2M (1920 x 1080) resolution
- 2.8 ~ 12mm (4.3x) varifocal lens
- Max. 30fps@2M all resolutions (H.265/H.264)
- H.265, H.264, MJPEG codec supported, Multiple streaming
- Motion detection, Tampering, Defocus detection
- micro SD (128GB) memory slot, PoE / 12V DC
- IR viewable length 30m, IP66, IK10
- Hallway view support

b) 2Megapixel Full HD Vandal-Resistant Network IR Dome Camera

- Max. 2M (1920 x 1080) resolution
- 2.8 ~ 12mm (4.3x) varifocal lens
- Max. 30fps@2M all resolutions (H.265/H.264)
- H.265, H.264, MJPEG codec supported, Multiple streaming
- Motion detection, Tampering, Defocus detection
- micro SD (128GB) memory slot, PoE / 12V DC
- IR viewable length 30m, IP66, IK10
- Hallway view support (Rotate 90°/270°)
- LDC support (Lens Distortion Correction)

c) 4CH Network Video Recorder with PoE Switch

- Up to 4CH, 8megapixel camera supported
- H.265, H.264, MJPEG codec support,
WiseStream support

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- 50Mbps network camera recording
- Plug & play by 4 PoE/PoE+ ports
- Max. 1HDD supported
- HDMI / VGA local monitor
- ARB supported
- P2P service(QR code connect) support
- Accessories like adaptor,R45 connector, joint box, casing capping, (full set)

d) 2 TB Hard drives

The Bank's preferred brand are Seagate, Toshiba, Transcend and Sony.

e) Installation charges (LS)

Specify the lumpsum installation charges for eight different locations. In each location, the vendor have to install 2-3 cameras at an average.

f) Desktop Screen

The desktop screens are available with the Bank for your information. Vendors are not required to quote the rates for desktop screens.

3. BIDDING INSTRUCTION

The bidder(s) shall submit the bid in accordance with the following clauses, failing which, the Bank will not open the bid and will be directly rejected:

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

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

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

- i. Bid name, bid number and 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 should be clearly marked as "**ORIGINAL**" and "**COPY**" with sign and seal. The "**ORIGINAL**" and "**COPY**" shall have/indicate the name and address of the bidder to enable the bid to be

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returned unopened in case it is not in compliance with the bidding instruction above either fully or partially.

4. DEADLINE FOR SUBMISSION

- a) Date: 25th April, 2019 at 1300 hours;
- b) Place for submission: Procurement Unit, Corporate Head Office, Babesa, Thimphu; and
- c) Any Bid received after the deadline for submission shall not be accepted and be declared as late and returned unopened to the Bidder.

5. OPENING OF BIDS

- a) Date: 25th April 2019 at 1500 hours;
- b) Place of opening: Conference Room, Corporate 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 take place on the next working day at the same time; and
- 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.

6. Locations and quantity

Sl.No	Branch (Location)	Quantity	Remarks
1	Dechencholing, Thimphu	1	1 Dome camera
2	Dangdung, Trongsa	3	1 Bullet, 2 Dome cameras
3	Gyleposhing, Mongar	3	1 Bullet, 2 Dome cameras
4	Jomotsangkha, Samdrup Jongkhar	3	1 Bullet, 2 Dome cameras
5	DRC Phuentsholing	1	1 Dome camera
6	Pasakha, Chhukha	4	1 Bullet, 3 Dome cameras
7	Dorokha, Samtse	3	1 Bullet, 2 Dome cameras
8	Chhukha CHPC, Chhukha	4	1 Bullet, 3 Dome cameras
Total requirement		22	

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7. BILL OF QUANTITIES (BOQ)

The quotation rate should be quoted or submitted in accordance with the following Terms and Conditions of Supply, installation and shall 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 the items;
- ii. The quoted price shall be inclusive of taxes & duties plus installation charges based on the location prescribed in the table given below. All the costs associated with supply and installation shall be borne by the bidders till the final work is completed; and
- iii. The quoted price should include AMC for three years beyond the Defect Liability Period (DLP) of one year. The AMC cost shall be calculated separately for three years after the warranty period. The total costs for the CCTV cameras should be shown after 4th year. The detailed breakup is shown below.

Pricing schedule - to be filled and submitted

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PART 1 – PRICING SCHEDULE FOR SUPPLY AND INSTALLATION

SI/No	Particulars	Qty	Rate/Unit	Amount
a	Bullet Camera	6		
b	Dome Camera	16		
c	4CHH NVR & other accessories	8		
d	2 TB Hard drives	8		
e	Installation Charges	LS		
f	Desktop Screen	Desktop screens are available with the Bank		
Total Amount in Nu. (PART 1)				

PART 2 – PRICING SCHEDULE FOR AMC

SI/No	Particulars	Qty	AMC - 2yr	AMC - 3yr	AMC - 4yr
a	Bullet Camera	6			
b	Dome Camera	16			
c	4CHH NVR & other accessories	8			
d	2 TB Hard drives	8			
e	Installation Charges	LS			
f	Desktop Screen	Desktop screens are available with the Bank			
Total Amount in Nu. (PART 2)					

GRAND TOTAL (PART 1 + PART 2) = Nu.

Grand Total Amount (In Words)	
Delivery period	<i>Maximum period for delivery is 45 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>	
	<i>[Insert your own delivery period (days)]:</i>	
Supplier Details: Name of Supplier: Contact No.: email id:		Suppliers Official Stamp & Signature
<i>Date :</i>		

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b) EVALUATION OF QUOTATION:

Evaluation shall carry out considering the overall price based on the sample and delivery period; 90% for cost and 10 % for delivery period as exhibited below:

SI/No.	PARTICULARS	%	TOTAL (%)
1	Delivery Schedule		
1.1	20 Days or Less	10.00%	10.00%
1.2	21 Days to 30 Days	5.00%	
2	Price Schedule		90.00%
Total			100.0%

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

8. BID SECURITY

- a) The bid shall be accompanied by a bid security of Nu. 20,000.00 (Twenty Thousand Only) in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favor 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 60 calendar days from the date of submission/opening of bid. Validity of bid security with lesser days shall be considered as non-responsive and such bid shall be rejected;
- e) Any bid not accompanied by bid security shall be treated as non-responsive and such bid shall be rejected.

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- 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 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; or
 - iii. If the bidder fails to accept the correction as per clause 7 (c) of the bidding document.

9. AWARD OF CONTRACT

- a) The award will be made to the bidder as per clause 7 (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 the successful Bidder providing/submitting the performance security, Bank shall promptly notify each unsuccessful Bidder and discharge its Bid Security; and
- d) Upon failure to provide/submit performance security by the successful bidder within the time as per clause 11 (a) of the document, the Bank shall notify the next/succeeding successful bidder and offer for executing the contract.

10. VALIDITY OF THE OFFERS

- a) Quotation(s) shall be valid for a period of 60 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; and
- c) Bank shall request extension of bid validity if necessary. If the bidder fails to accept the extension, the Bank shall be treated it as a non-responsive bid.

11. PERFORMANCE 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;

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- 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 (BoB) shall not be accepted;
- d) Performance security shall be released after the completion of contract; and
- 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.

12. DELIVERY PLACE & PERIOD OF GOODS

- a) Place of supply and installation: As per the location prescribed in clause 6;
- b) 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); and
- c) The bidder shall take remedial action to replace the goods within 14 calendar days, if found defective.

13. LIQUIDATED DAMAGES

- a) Bank shall levy a Liquidated 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; and
- b) Liquidity Damage shall be calculated as exhibited below formula;
 - ***Liquidity Damage = 0.15% * Total Value *No. of delay days.***

14. TERMINATION/BLACKLISTING

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) Fails to submit the 10% performance security or accept the contract;
- b) Fails to perform any obligation(s) under the Purchase Order/Supply Order;
- c) Fails to supply the items as per the specification or replace the defective items within 7 calendar days after notifying of defective items;
- d) Deliberately gives wrong/invalid information to Bank in competing for or in executing the tasks under this tender or Purchase Order/Supply Order;

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- e) Has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/Supply Order;
- f) Becomes bankrupt or otherwise insolvent without compensation to the Supplier;
- g) If the maximum liquidity damage exceed 15% of the total value;
- h) Has supplied goods/products which are different in terms of brand and specifications from the requirements;
- i) Withdraws the contract without performing his/her obligation under the Bank's purchase/supply order;
- j) Withdraws its bid during the period of bid validity before awarding the contract; and
- k) Has executed anything that harms the Bank.

15. PAYMENT TERMS

- a) Payment for supplied goods shall be made within 30 working days after deducting 2% TDS at source upon completion the work; and
- b) No advance payment shall be made prior to delivery of goods by the bidders.

16. 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 directly e-mail to cheten.dorji@bob.bt/dupchen.lepcha@bob.bt;
- b) The successful bidder shall not sub-contract the assignment;
- c) To assist in the examination, evaluation and comparison of Bids, the Bank may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered or permitted. Failing to respond to the clarifications within 2 working days will be treated as non-responsive and hence will be considered as non-responsive;
- d) The Client may/will enter into negotiations for purposes of making a contract with respect to the procurement, implementation, commissioning and support of the proposed equipment/solution(s) after final bid selection;
- e) The Client or its representative shall have the right to inspect and/or to test the deployed equipment/solution(s), to verify conformity to the specifications stated in the design/Contract;

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- f) 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;
- g) 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;
- h) AMC shall be apply if deemed necessary to Bank;
- i) Quantity variation of 20% (Increase or Decrease) of the total quantity shall be applied;
- j) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties;
- k) Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid;
- l) Non-submission of cost of document at the time of submission of tender document shall not be accepted; and
- m) All other clarification or dispute with regards to the procurement procedures and governing laws shall be guided by:
 - i. Bidding document;
 - ii. BoB 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.

17. Integrity Pact Statement

This Integrity Pact Statement is part of the tender document, which shall be signed and submitted along with the tender document. The head of the employing agency/or his authorized representative should be the signing authority. For the bidders, the bidder himself or his authorized representative must sign the Integrity Pact (IP). If the winning bidder had not signed during the submission of the bid, the tender shall be canceled. IP document attached.

“Thank You”

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