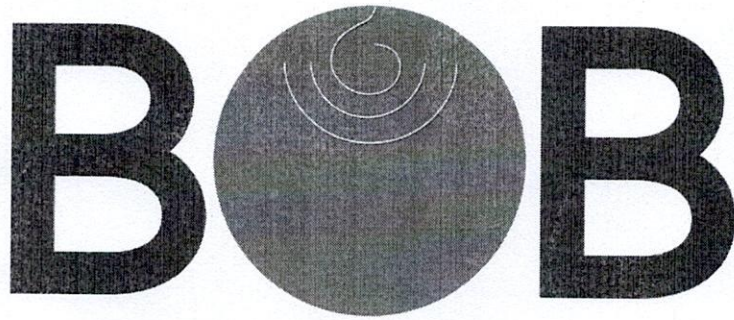


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BANK OF BHUTAN

A **dhi** Company

Banker to the Nation since 1968

BIDDING DOCUMENT

for

**SUPPLY AND DELIVERY OF TONER & DRUM CARTRIDGES
and CONSUMABLE ITEMS**

TENDER NO: 000/BOB/TENDER/2019/009

12/06/2019



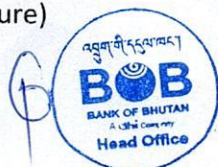
RFP for supply and delivery Toner & Drum Cartridges and other consumable items

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2019/009		Date: 12/06/2019
2. Description of item:		
LOT I	TONER & DRUM CARTRIDGES	
LOT II	CONSUMABLE ITEMS	
3. Bids details:		
a. Sale of bid documents:	From 12/02/2019 to 08/07/2019	
c. Place of sale:	BoB Head Office, Babesa, Thimphu (during office hours)	
d. Last date of submission	08/07/2019 at 1430 hours	
e. Place of submission	BoB Head office, Babesa, Thimphu	
f. Opening date	08/07/2019 at 1500 hours	
g. Venue for opening of bid	BoB Head Office, Babesa, Thimphu	
4. Bid Security (EMD)	Nu. 50,000.00 (Lump Sum Amount)	
5. Bid Validity Period	75 Days from the date of bid opening	
6. Order	At any interval based on requirement of Bank	

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)



RFP for supply and delivery Toner & Drum Cartridges and other consumable items

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: <i>Procurement Officer Bank of Bhutan, Head Office Babesa, Thimphu</i>	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 Amount)	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes
6	Toner & Drum Sample		Yes

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

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 toner & drum cartridges and other consumable items for the period of one year. Following are the detail item list and the price schedule;

LOT I: TONER & DRUM CARTRIDGES

A. TONER CARTRIDGES			
Sl/No.	Particulars	Unit	Rate/Unit (Nu.)
1	Toner/Cartridge - TN118 (Bizhub)	No.	
2	Toner/Cartridge - TN1000 (Brother)	No.	
3	Toner/Cartridge - 303 (Cannon)	No.	
4	Toner/Cartridge - 05A (HP Laserjet)	No.	
5	Toner/Cartridge - 12A (HP Laserjet)	No.	
6	Toner/Cartridge - 16A (HP Laserjet)	No.	
7	Toner/Cartridge - 17A (HP Laserjet)	No.	
8	Toner/Cartridge - 19 A (HP Laserjet)	No.	
9	Toner/Cartridge - 26A (HP Laserjet)	No.	
10	Toner/Cartridge - 36A (HP Laserjet)	No.	
11	Toner/Cartridge - 51A (HP Laserjet)	No.	
12	Toner/Cartridge - 53A (HP Laserjet)	No.	
13	Toner/Cartridge - 55A (HP Laserjet)	No.	
14	Toner/Cartridge - 78A (HP Laserjet)	No.	
15	Toner/Cartridge - 79A (HP Laserjet)	No.	
16	Toner/Cartridge - 83A (HP Laserjet)	No.	
17	Toner/Cartridge - 85A (HP Laserjet)	No.	
18	Toner/Cartridge - 87A (HP Laserjet)	No.	
19	Toner/Cartridge - 88A (HP Laserjet)	No.	
20	Toner/Cartridge - 93A (HP Laserjet)	No.	

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

21	Toner/Cartridge - HP Laserjet-M551-Color (4 Piece)	No.	
22	Toner/Cartridge- -KX FAT 411E (Panasonic)	No.	
23	Toner/Cartridge - AR5520N (Sharp)	No.	
24	Toner/Cartridge - 5022 (Xerox)	No.	
25	Toner/Cartridge – 5225/5230 (Xerox)	No.	
26	Toner Cartridge (Ribbon) – PLQ 20 (Epson)	No.	
27	Toner Cartridge (Ribbon) – LQ 290 (Epson)	No.	
B. DRUM CARTRIDGES			
1	Drum Cartridge - AR5520N (Sharp)	No.	
2	Drum Cartridge – 5022 (Xerox)	No.	
3	Drum Cartridge – 5225/5230(Xerox)	No.	
4	Drum Cartridge - KX FAD412E (Panasonic)	No.	
5	Drum Cartridge – 19A (HP Laserjet)	No.	

LOT II: CONSUMABLE ITEMS

Sl. No.	Particulars	Unit	Rate/Unit
A. EXTENSION CORD			
1	Extension Cord - Anchor with 16A,240V	No.	
2	Extension Cord – Cona with 16A,240V	No.	
3	Power Strip-Anchor-RFI/EMI Filter-4 Ways	No.	
4	Power Strip-MX Universal with Noise Filter (4 Ways)	No.	
5	Power strip - Anchor (4 ways with individual switch)	No.	
6	Multi Plug - 3 Pin (Cona/Anchor/Roma)	No.	
B. HARD DISK (INTERNAL & EXTERNAL)			
1	Hard Disk (Internal) -500 GB -- Seagate	No.	
2	Hard Disk (Internal) -500 GB -- Toshiba	No.	
3	Hard Disk (Internal) -1 TB - Seagate	No.	
4	Hard Disk (Internal) -1 TB – Toshiba	No.	

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

11	Binder Clip - Metallic- 51 MM	Pkt.	
12	Cable Tie - 200 MM	Pkt.	
13	Casing Capping (Pipe) - 38 MM	Piece	
14	Casing Capping (Angle) - 38 MM	Piece	
15	File-Plastic - L Folder	Pkt.	
16	File-Plastic - With Bid	Pkt.	
17	HDMI Cable – CEFC	Piece	
18	I/O Box – D Link	Set	
19	RJ 45 Connector – D Link	Piece	
20	Strapping Roll - Cash Binding	Roll	
21	Switch (4 Port) – D link	No.	
22	Switch (8 Port) – D link	No.	
23	Temper Pin - For Casing Capping	Pkt.	
Delivery period		<i>Maximum delivery period is 7 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>	
Supplier Details:		Suppliers Official Stamp & Signature	
Name of Supplier:			
Contact No.:			
Email id:			
<i>Date :</i>			

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,
Babesa, Thimphu**

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

5	Hard Disk (External) -1 TB - Seagate	No.	
6	Hard Disk (External) -1 TB – Toshiba	No.	
7	Hard Disk (External) – 2 TB – Seagate	No.	
8	Hard Disk (External) – 2 TB – Toshiba	No.	
9	Hard Disk (External) – 4 TB – Seagate	No.	
10	Hard Disk (External) – 4 TB – Toshiba	No.	
C. DESKTOP & LAPTOP SPARE PARTS			
1	Key Board with USB cable – Dell/Accer/HP/Eyot	No.	
2	Mouse with USB cable – Dell/Accer/HP/Eyot	No.	
3	Wireless Mouse – Dell/Accer/HP/Eyot/Logotech	No.	
4	RAM(DDR -2) 2 GB	No.	
5	RAM(DDR -2) 4 GB	No.	
6	RAM(DDR-3) - 2 GB	No.	
7	RAM(DDR-3) - 4 GB	No.	
8	RAM(DDR-3) - 8GB	No.	
9	Mother Board for Desktop- Dell/HP/Accer	No.	
10	Mother Board for Laptop- Dell/HP/Accer	No.	
D. NETWORKING & OTHER CONSUMABLE ITEMS			
1	Patch Cable/Cord	Meter	
2	PCI Wireless Card - TP Link	Piece	
3	Rack - 6U	Piece	
4	Rack - 9U	Piece	
5	CAT 6 Cable – Schneider	Roll	
6	Crimping Tool	Piece	
7	Punching Tool	Piece	
8	Calculator-Citizen-CT 714-14 Digits	Piece	
9	Binder Clip - Metallic- 32 MM	Pkt.	
10	Binder Clip - Metallic- 41 MM	Pkt.	

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

- 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: 08th July, 2019 at 1430 hours
- b) Place for submission: Procurement Unit, Head Office, Babesa, Thimphu
- 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: 08th July, 2019 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:

- 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/original products.
- iii. The price quoted must be as per clause 1 of the bidding document; price schedule.
- iv. The quoted price shall be inclusive of taxes & duties, samples and other associated cost to the final place of delivery.

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

b) EVALUATION OF QUOTATION:

- i. Evaluation shall be carrying out item 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 enclosed or attached with the bidding document.
 - If none of the bidders obtained a Dealership/Authorized certificate, evaluation shall be based on the samples. Samples of all toner & drum cartridges need to submit along with the bid. Bid without samples shall be treated as none-responsive.
 - For sample selection, Bank will adopt following measures;

HP Laser-jet Toner Cartridge:

- i. QR code Movement;
- ii. Opening stripe of carton;
- iii. Catalogue/Voucher;
- iv. Logo of inside Plastic Cover;
- v. Logo of HP Tag; and
- vi. Serial number of carton and toner

Other than HP Toners – directly selected based on the sample

- iii. Evaluation for **LOT II (IT Consumable Items)** shall be for quoted price only. Sample not required.
- 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.

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

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.
- b) Bid security/performance security submitted in form of Bank Guarantee shall be as per annexure 1. Validity of Bank Guarantee shall be one and six month from the date of issuance. Validity of bid security with lesser days shall be considered as non-responsive and their bid shall be rejected.
- c) Bid Security should be in original form; copies shall not be accepted;
- d) Insufficient/less bid security amount shall be treated 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 or discharge as promptly as possible.
- 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) 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) Purchasing of goods shall be at any interval time based on Bank's requirement.
- a) Upon submission of the performance security by the successful bidder, Bank shall promptly notify each unsuccessful Bidder and discharge its Bid Security; and
- b) Failure to accept the contract/award by the successful bidder, Bank shall notify and offer

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

9. PERFORMANCE SECURITY

- a) Bid security of successful bidders shall be retaining as performance security for another one year from the date of award notification.
- b) Performance security shall release after the expiry of contract.
- c) 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
- 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.

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.

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

$$\blacksquare \text{ Liquidity Damage} = 0.15\% * \text{Total Value} * \text{No. of delay days}$$

12. 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) Withdraws its bid during the period of bid validity before awarding 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;
- d) Deliberately gives wrong/invalid information to Bank in competing for or in executing the tasks under this tender or Purchase Order/Supply Order;
- e) Has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/Supply Order;
- f) Cheated the Bank by supplying spurious/fake goods.
- g) Fails to replace the defective goods within 7 calendar days after notifying of defect goods.
- h) Becomes bankrupt or otherwise insolvent without compensation to the Supplier; and
- i) 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 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 during office hours or e-mail to cheten.dorji@bob.bt or procurement@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

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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 calendar days will be treated as non-responsive and hence will be considered as non-responsive.

- 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) 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 ;
- 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 initialed by the person signing the Bid.
- i) 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”

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RFP for supply and delivery Toner & Drum Cartridges and other consumable items

Annexure I

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[insert Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Purchaser]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. *[Insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (a) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

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