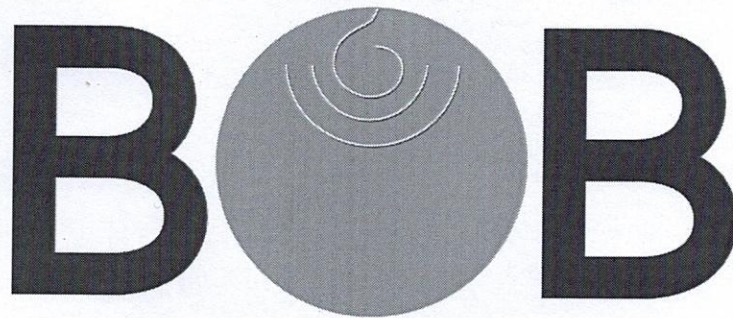


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**BANK OF BHUTAN**

A **chi** Company

Banker to the Nation since 1968

**BIDDING DOCUMENT**

for

**SUPPLY, DELIVERY and COMMISSIONING OF HEAVY  
NOTE DUTY SORTING MACHINE**

TENDER NO: 000/BOB/TENDER/2019/012

20/11/2019





## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

### SALIENT FEATURES OF THE BID

<b>1. Tender No. 000/BOB/TENDER/2019/012</b>		<b>Date: 20/11/2019</b>
<b>2. Description of item</b>	Supply, delivery and commissioning of Heavy Duty Sorting Machine	
<b>3. Bids details:</b>		
a. Sale of bid documents	From 20/11/2019 to 16/12/2019	
b. Cost of documents	Nu. 1,000 (Non-refundable)	
c. Place of sale	BoB Head Office, Babesa, Thimphu (during office hours)	
d. Last date and time of submission	16/12/2019 at 1430 hours	
e. Place of submission	BoB Head office, Babesa, Thimphu	
f. Opening date and time	16/12/2019 at 1500 hours	
g. Venue for opening of bid	BoB Head Office, Babesa, Thimphu	
<b>4. Bid Security (EMD)</b>	Nu. 200,000.00	
<b>5. Bid Validity Period</b>	75 Days from the date of bid opening	
<b>6. Quantity Variation (Order)</b>	Increase or decrease by 20%	

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_

(Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

### CHECKLIST 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>Babesa, Thimphu</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)	Nu. 200,000 as lump sum amount	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_

(Authorized Signature) \_\_\_\_\_



# RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

## REQUEST FOR PROPOSAL (RFP)

### 1. SCOPE OF WORK

Bank of Bhutan would like to invite the Bhutanese firms with the valid license to participate for supply, delivery and commissioning of Heavy Duty Note Sorting Machine. The specifications as below:

TECHNOCAL SPECIFICATIONS	
SENSOR	SOPHISTICATED all in one HIGH-LEVEL SENSOR
Speed	Max. 1200 BN/min. Counting/Fitness Sorting/Authenticity/Sr. No. Reading
Currencies	Upto 32 Currencies
Stackers	4 Output+2 Reject (4+2) Can be extended up-to 20 Stackers and these stackers at the output end can be customized
Feeder Capacity	1500 Bank notes. (depending on BN quality)
Stacker Capacity Output	In basic Module 4 * 500 notes
Reject pocket Capacity	2 * 250 notes.
LOAD PER HOUR	72,000 BANKNOTES
DISPLAY	A Large 10" COLOR TOUCH DISPLAY
Processing system	Fastest-in-class of desktop in the world
Compass VMS system	Interfaces for embedding integrated network solutions
Power Supply	120 - 240 V AC, 50/60 Hz.
Dimensions	830 * 425 * 680 (W * D * H) mm
Weight	80 kg.
External connections	LAN, 3 * USB WiFi
CERTIFICATES	CE,CQC,CB
Currency Adaptation /quoted price	Inclusive of INR and BTN Templates/currency adaptations. Machine without INR and BTN templates/currency adaptation shall be directly rejected without evaluation

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

### 2. BIDDING INSTRUCTION

The bidder(s) shall submit the bid in accordance with the following clauses. The Bank will not open the bid but 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. Bids delivered by post or courier and received by Bank after deadline of submission will not be accepted. 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 shall be reflected 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/scope, 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 clearly marked as "**ORIGINAL**" and "**COPY**" with signed sealed. 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. DEADLINE FOR SUBMISSION

- a) Date: 16<sup>th</sup> December, 2019 at 1430 hours
- b) Place for submission: Procurement Unit, BoB 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. TIME FOR OPENING OF BIDS

- a) Date: 16<sup>th</sup> December, 2019 at 1500 hours
- b) Place of opening: Conference Hall, BOB Head Office, Babesa, Thimphu

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

- 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 inclusive of all taxes & duties and also inclusive of supply, delivery and commissioning as per clause 10, supply, delivery and commissioning schedule. Price schedule as below;

Sl. No	Description	Qty (No.)	Rate/Qty (Nu.)	Total Amount (Nu.)	Commissioning Period (Days)	AMC (%)
1	Supply, delivery & commissioning of Heavy Duty Sorting Machine	2				
<b>Total</b>		<b>2</b>				
<b>Amount in words</b>	..... .....					
<b>Delivery period</b>	<i>Maximum period for supply, delivery &amp; commissioning is 90 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>					
<b>Supplier details:</b> Name of Supplier: ..... Contact No.: ..... Email id: .....					<b>Suppliers Official Stamp &amp; Signature</b>	
Date: .....						

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



**RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine**

**b) EVALUATION OF QUOTATION**

- i. To assist in the examination, evaluation and comparison of Bids, the Client 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 sought by the client within two working days will be treated as non-responsive and hence be rejected.
- ii. Non-compliance with the technical/product specification shall be considered as non-responsive bid and shall not be evaluated.
- iii. Bidders' bid complied with the technical specification shall be evaluated based on the **FINANCAIL BID** and **TECHNICAL BID**- 70% for financial bid and 30% for technical bid as mentioned below:

SL/NO.	PARTICULARS	%	TOTAL (%)
<b>A</b>	<b>TECHNICAL BID</b>		
<b>1</b>	<b>Delivery Schedule</b>		5.00%
1.1	30 Days or Less	5.00%	
1.2	31 Days to 60 Days	3.00%	
1.3	61 Days to 90 Days	1.00%	
<b>2</b>	<b>Dealership / OEM Certificate</b>		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%	
<b>3</b>	<b>Record of similar work/task</b>		10.00%
3.1	5 or More related works	10.00%	
3.2	3 to 4 related works	5.00%	
3.3	Less than 2 related works	1.00%	
<b>4</b>	<b>Technical Employees with Training Certification</b>		10.00%
4.1	3 or more training certificate	10	
4.2	2 training certificate	5	

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_

(Authorized Signature)





## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

4.2	Less or equivalent to 1 training certificate	1	
<b>B</b>	<b>FINANCIAL BID</b>	70.00%	70.00%
	<b>Total</b>		<b>100.0%</b>

**Note:**

- ✓ **Financial Bid (FB) calculation formula;**

$$\text{Financial Bid (FB)} = 70\% * \frac{\text{Lowest bid price}}{\text{Respective bidder's bid price}}$$

- ✓ For technical evaluation, please ensure that the related documents should be attached or enclosed with the bid document. If a Bidder has not furnished any document, the bidder will be directly awarded zero (0) point.

**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**

- a) The bid shall be accompanied by a bid security of Nu. 200,000.00 in the 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 the bid shall be rejected;

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



## **RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine**

- 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 the 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 evaluated 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. Failure to accept the extension shall treated it as a non-responsive bid.

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

### 9. PERFORMANCE SECURITY

- a) The successful bidder should provide/submit 10% of the total value as performance security to Bank within seven calendar days after issuance of contract award notification or letter of acceptance.
- 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 Bank of Bhutan Limited.
- c) Performance security shall be released after the completion of warranty period.
- d) Bidders 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 30 calendar days after notifying about the defective goods.

### 10. SUPPLY, DELIVERY & COMMISSIONING PLACE and PERIOD

- a) Place of supply, delivery and commissioning place;

SL NO	ATM Location	Quantity (No.)
1	Thimphu Main Branch	1
2	Phuntsholing Main Branch	1
	<b>Total</b>	<b>2</b>

- b) The maximum time period for the supply and delivery of the goods is [90] calendar days after the date of purchase order (exclusive purchase order date), but the supplier must supply within the time period mentioned in their bid. Failing to supply within the time period shall be ensue levy of liquidated damage as per clause 11 of the bidding document.

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_

(Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

- c) Delivery period exceeding the maximum period shall be directly rejected.
- d) The successful bidder need to take remedial action to replace the goods within 30 calendar days after serving notice of defective goods.

### 11. LIQUIDATED DAMAGE

- a) Bank shall levy a Liquidated Damage @ 0.15% of contract amount per day and shall not exceed 15% of the total contract value. Liquidated Damage is levied only if the bidder fails to supply and deliver the goods within their stipulated time period.
- b) Liquidated Damage shall be calculated as per formula below:
  - ***Liquidated Damage = 0.15% \* Contract Amount \* No. of days delayed***

### 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 submit the 10% performance security or accept the contract;
- c) Fails to perform any obligations 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 liquidated damage exceeds 15 % of the contract amount.

### 13. PAYMENT TERMS

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



## RFP for supply, delivery and commissioning of Heavy Duty Sorting Machine

- a) Payment for supplied goods shall be made within 30 working days of completion of work 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](mailto:cheten.dorji@bob.bt) or [procurement@bob.bt](mailto:procurement@bob.bt)
- 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, deliver and commissioning 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) AMC shall apply if deemed necessary to Bank on the quoted percent after warranty period.
- g) Any other Terms and Conditions required 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 is not resolved, it shall be governed by Court Law, The Kingdom of Bhutan.

## “Thank You”

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature \_\_\_\_\_ (Authorized Signature)



