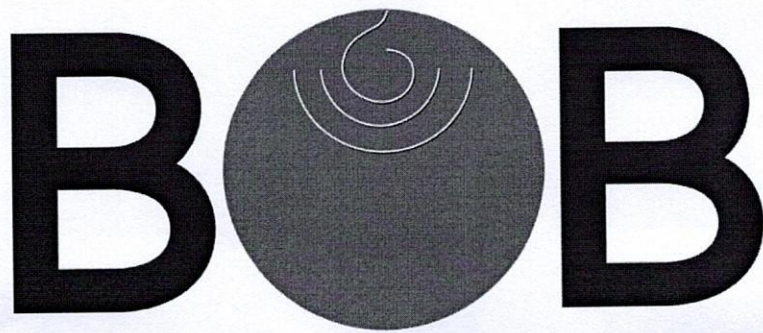


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BANK OF BHUTAN

A **chi** Company

Banker to the Nation since 1968

BIDDING DOCUMENT

for

**SUPPLY and DELIVERY OFFICE EQUIPMENT &
FURNITURE**

TENDER NO: 000/BOB/TENDER/2020/008



Date: 09/06/2020



Request for Proposal for supply and delivery of office equipment and furniture

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2020/008		Date: 09/06/2020
2. Description of item	Supply and Delivery of Office equipment and furniture	
3. Bids details:		
a. Sale of bid documents	From 09/06/2020 to 03/07/2020	
b. Cost of documents	Nu. 1,000.00 (Non-refundable)	
c. Place of sale	BoB Head Office, Norzin Lam, Thimphu (during office hours)	
d. Last date of submission	03/07/2020 at 1430 hours	
e. Place of submission	BoB Head office, Norzin Lam, Thimphu	
f. Opening date	03/07/2020 at 1500 hours	
g. Venue for opening of bid	BoB Head Office, Norzin Lam, Thimphu,	
4. Bid Security (EMD)	2% of the total bid value	
5. Bid Validity Period	75 Days from the date of bid opening	

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 & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

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: Procurement Officer Bank of Bhutan, Head Office Norzin Lam, Thimphu,	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)	2% of the total bid value	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 & Seal



[Handwritten Signature]



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

REQUEST FOR PROPOSAL (RFP)

1. SCOPE OF WORK

Bank of Bhutan would like to invite the Bhutanese firm with the valid trade license to participate for supply and delivery of office equipment and furniture. The detail technical specifications as below;

Code	Item Name and technical specifications		
FF22	Water Filter	<ul style="list-style-type: none">✓ With hot and cold facilities✓ Warranty: Minimum One year	
FF23	Cash Safe	<ul style="list-style-type: none">✓ Powder coating finish✓ Fitted on Castor wheels.✓ withstand fire for up to one hour✓ Locking system: Burglar / theft protection with two lock✓ Approx. outside dimension (mm) : 924* 590*590✓ Inside dimension:720 x 450 x 355✓ Approx. Weight: less than 250 Kg✓ Warranty: Minimum One year	
EM2	Photo copy Machine (For Branch)	Key Features <ul style="list-style-type: none">✓ Speed(simplesx): Up-to 22 ppm✓ Speed (Duplex): Up-to 15 ppm✓ Paper Capacity (600 sheets): Main Unit – 250 sheets, Multi by pass- 100 sheets and Additional tray: 250 sheets (all are up-to A3)✓ Paper formats: B5-A3 and custom formats✓ Device management software to support the administrator and ensure maximum device availability✓ 21- 30 cpm✓ Maximum Size: A3✓ Print, copy & scan facility,	

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Signature & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

		<ul style="list-style-type: none"> ✓ Resolution 600 dpi x 600 dpi ✓ Auto duplex copying and printing with network card ✓ Reversing Automatic Document Feeder (RADF): Not required ✓ Warranty: Minimum one year
EM3	Portable Note Counting machine	<ul style="list-style-type: none"> ✓ Counting speed = 3-5 sec. per bundle. ✓ Holder capacity Approx. 150 notes ✓ Power supply 220-240V \pm 10% ✓ Counting : Bundle Note (Front Loading) ✓ Desktop Model ✓ Warranty: Minimum one year
EM4	Note Binding Machine(Heavy Duty)	<ul style="list-style-type: none"> ✓ Heavy duty ✓ Floor model with casters for free mobility ✓ Tight bundling ✓ Machine can accept up to 6-15mm strap ✓ Power supply : ac 220v ✓ Tension strength : 55 kg ✓ Driving motor : 1/4 hp 200 w ✓ Sealing method : heat ✓ Warranty: Minimum one year
EM5	Note Sorting Machine	<ul style="list-style-type: none"> ✓ Counting Speed: Up to 1,300 BN/Min ✓ Fitness/authenticity detection: Up to 1,050 BN/Min ✓ Serial number & barcode reading: Upto 1,050 BN/Min <p>And a total of three speed levels are available for manual setting</p> <ul style="list-style-type: none"> ✓ Multi Currency: should be capable of handling up to 10 currencies ✓ No. of pockets: 2 (1+1) ✓ Feed/Hopper capacity: 500 BN with continuous feeding ✓ Capacity of output compartments: <ul style="list-style-type: none"> - Main compartment: 300 BN - Reject Compartment: 100 BN ✓ Port: <ul style="list-style-type: none"> - Separate Customer display - Receipt Printer (2 * RS 232) - PC data transfer via USB or LAN

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Signature & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

		<ul style="list-style-type: none"> ✓ Counterfeit Detection technology: <ul style="list-style-type: none"> - CIS, UV, IR, MG, US ✓ The machine shall be provided with Bhutanese & INR currency templates/Adaptations/Currency Software for all the denominations ✓ Warranty: Minimum one year
EM7	Fake note detecting machine	<ul style="list-style-type: none"> ✓ Feature required: ✓ Ultraviolet Examination, ✓ Watermarks Examination, ✓ Magnetic Ink Examination, ✓ Power Supply: AC 220V/50Hz ✓ Warranty: Minimum one year
M17	Portable ATM dust blower	<ul style="list-style-type: none"> ✓ Type : Electric Blower ✓ Function: Blower & Collector ✓ Power Consumption: 400- 800 Watts ✓ Power Source: Electric ✓ Voltage: 220-230 V ✓ No load Speed: 13000 to 16000 RPM ✓ Max. Weight: 2 kg ✓ Speed Settings – Yes ✓ Accessory items: Dust Bag ✓ Warranty: Minimum one year
EM30	Paper Shredder	<ul style="list-style-type: none"> ✓ Shreds 15 Sheets at a time ✓ Shred size 4×38 mm ✓ 20 Liters waste basket ✓ Alternative shredding CD-ROM ✓ Pull out bin ✓ Low noise ✓ Steel cutting block ✓ Warranty: Minimum one year
EM31	Multi Function Printer	<p>Printer</p> <ul style="list-style-type: none"> ✓ Printing Technology: Laser ✓ Print Color: Black ✓ Maximum Resolution: 600 x 600 dpi ✓ Print Speed: Up to 26 ppm ✓ First Print Out Speed: As fast as 8.5 seconds

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Request for Proposal for supply and delivery of office equipment and furniture

- ✓ Duplex Printing: Automatic
- ✓ Printer Duty Cycle: **Recommended:** 500 to 2000 pages/month
- ✓ Maximum Printable Area: 8.5 x 14.0" (21.59 x 35.56 cm)

Scanner

- ✓ Scanner Type: Flatbed, ADF
- ✓ Optical Resolution: 1200 dpi
- ✓ Hardware Resolution: 1200 x 1200 dpi
- ✓ Interpolated Resolution: Up to 19,200 dpi
- ✓ Scan Speed: Up to 15 ppm
- ✓ Maximum Scan Area: 8.5 x 14.0" (21.59 x 35.56 cm)
- ✓ Scan File Format: JPEG, TIF, BMP, GIF, PDF, PNG
- ✓ Color Depth: 48-bit
- ✓ Grayscale: 256 levels

Copier

- ✓ Maximum Resolution
- ✓ **Black (Text):** 600 x 600 dpi
- ✓ **Black (Graphics):** 1200 x 1200 dpi
- ✓ Copy Speed: Up to 15 cpm
- ✓ Maximum Copy Size: 8.5 x 14.0" (21.59 x 35.56 cm)
- ✓ Input: Flatbed, ADF
- ✓ Duplex Copying: Manual
- ✓ Quantity: 1 to 99
- ✓ Reduction / Enlargement: 25 to 400%
- ✓ Copy Features: Collation, Contrast (Lighter/Darker), ID copy, Copy Optimization Draft Mode Copy Paper-Feed Method
- ✓ 2 paper trays
- ✓ **Tray 1:** 250 sheets and **Tray 2:** 10 sheets, 10 transparencies, 10 envelopes
- ✓ **Output Tray:** 100 sheets, 10 transparencies, 10 envelopes
- ✓ **ADF:** 35 sheets
- ✓ **USB:** Hi-Speed USB 2.0
- ✓ **Network:** 10/100 Ethernet network
- ✓ Memory: 128 MB
- ✓ Processor: 500 MHz

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Signature & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

		<ul style="list-style-type: none"> ✓ Printer Language: HP PCL 6, HP PCL 5, HP postscript level 3 emulation ✓ PostScript Support: HP postscript level 3 emulation ✓ General Attributes ✓ Control Panel ✓ LCD: 2-line text display ✓ LEDs: Toner, Attention, Ready ✓ Buttons: Number Pad, Speed Dials, Phone Book, Fax Menu, Redial, Start Fax, Back, Left/Right Arrows, OK, Lighter/Darker, Reduce/Enlarge, Copy Menu, Start Copy, # Copies, Cancel ✓ Acoustic Noise ✓ Sound Power (Printing): 6.5 B(A) ✓ Sound Power (Ready): inaudible ✓ Sound Pressure (Printing): 51 dB(A) ✓ Warranty: Minimum One Year
CP8	B/W Personal Laser Printer	<ul style="list-style-type: none"> ✓ Normal print speed: Up to 18 ppm ✓ First page out Black: As fast as 8.5 sec ✓ Print quality: Up to 600 x 600 x 2 dpi (1200 dpi effective output) ✓ Print Resolution: HP FastRes 600, HP FastRes 1200 ✓ Processor speed: 266 MHz ✓ Connectivity: 1 Hi-Speed USB 2.0 ✓ Minimum System Requirements: Windows 10, Windows 8, Windows 7 (32-bit/64-bit): 1 GB RAM; Windows Vista (32-bit/64-bit), Windows XP, Windows Server 2008 (32-bit/64-bit), Windows Server 2003: 512 MB RAM; all systems: 350 MB free hard disk space, CD-ROM drive, USB port ✓ Mac OS X v 10.4, 10.5, 10.6; 256 MB RAM; 150 MB available hard disk space; CD-ROM drive; USB port ✓ Output capacity: Upto 100 sheets ✓ Duplex: Manual (driver support provided) ✓ Media sizes supported: A4; A5; A6; B5; postcards; envelopes (C5, DL, B5) ✓ Warranty: Minimum one year

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(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

CP10	Scanner flat bedded	<p>Scan Resolution: 4800 x 9600 dpi¹, 48-bit, 256 grayscale levels</p> <p>Scan Speed Preview Mode: Up to 11 sec², Scan Media Types: Paper (inkjet, laser, plain), photographic material (silver halide, pigmentdye), 3-D objects, 35 mm slides and negatives (using transparent media adapter), Dust and scratch removal capabilities, faded color restoration, Adaptive Lighting,</p> <p>Maximum scan size: 8.5 x 11.7 in, Enlargement Range: 10 to 2400% in 1% increments, Features: Built into lid Transparent Media Adapter (TMA); four 35 mm slides or five 35 mm negative frames,</p> <p>Warranty: Minimum one year</p>
CP18	Scanner heavy duty	<ul style="list-style-type: none"> ✓ Color Scanning: Yes ✓ Scan Technology CMOS CIS ✓ Scan Type: Sheetfed ✓ Scan Resolution Hardware: Up to 600 dpi (color and mono, Sheet-feed); Optical: Up to 600 dpi (color and mono, Sheet-feed) ✓ Scan File Format: For text & images: PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf) and Searchable PDF ✓ Scan Input Modes: One default scan mode on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA ✓ Scan Speed: Up to 35 ppm/70 ipm ✓ Scan Size Maximum: ADF: 8.5 x 122 in ✓ Scanner Advanced Features: Auto-color detect, auto-crop, auto-exposure, auto orient, OCR, edge removal, background cleanup, remove hole, color drop out, straighten the page, scan to cloud, scan to email, PDF security, misfeed detection advance setting ✓ Auto Document Feeder Capacity: 50 sheets Output Resolution Dpi Settings 75; 150; 200; 240; 300; 400; 500; 600 ppi ✓ Bit depth/Grayscale levels: 24-bits external 48-bits internal; 256 ✓ Connectivity Standard: USB 2.0 and USB 3.0

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Signature & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

	(SuperSpeed); Optional: USB 2.0 port for Wi-Fi accessory ✓ External I/O Ports 1 x USB 3.0 and 1 x USB 2.0 port ✓ Memory Standard: 512 MB ✓ Processor Speed 550 MHz Duty ✓ Media Types Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Freight Bills, Carbonless forms, Previously stapled media with staple removed ✓ Software included: HP WIA scan driver, HP TWAIN scan driver; HP Scan, HP Scanner Tools Utility, Nuance PaperPort (Win only), I.R.I.S Readiris, I.R.I.S Cardiris (Win only), EMC ISIS (Win only) ✓ Compatible Operating Systems: OS X El Capitan 10.11, Microsoft® Windows® 10, 8.1, 8, 7: 32-bit or 64-bit ✓ Minimum System Requirements Apple® OS X Yosemite, OS X Mavericks, OS X Mountain Lion; 1 GB HD; Internet required; USB; Microsoft® Windows® 10, 8.1, 8, 7: 32-bit or 64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer
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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,
Norzin Lam, Thimphu

- 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

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 & Seal
A Chit Company
Head Office

(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

- 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: 3rd July, 2020 at 1430 hours
- b) Place for submission: Procurement Unit, BoB Head Office, Norzin Lam, 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: 3rd July, 2020 at 1500 hours
- b) Place of opening: Meeting Room, BoB Head Office, Norzin Lam, 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. SUBMISSION OF BID

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

a) PRICE QUOTATION

- i. The quoted price shall be in Ngultrum (BTN), CIF Thimphu, Bhutan. The quoted price shall be inclusive of all the taxes.
- ii. The following are the Price, quantity and delivery schedule. Incomplete filling of the schedule is considered as none responsive and shall be not evaluated further.

Sl. No	Description	Qty (No.)	Rate/ Qty (Nu.)	Total Amount (Nu.)	Delivery Period	AMC (%)
FF22	Water Filter	16				

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 & Seal

(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

FF23	Cash Safe	8				
EM2	Photo copy Machine	20				
EM3	Note Counting machine	20				
EM4	Note Binding Machine	4				
EM5	Note Sorting Machine	12				
EM7	Fake note detecting machine	21				
M17	Portable ATM dust blower	40				
EM30	Paper Shredder	2				
EM31	Multi function Printer	4				
CP8	B/W Personal Printer	7				
CP10	Scanner flat bedded	1				
CP18	Scanner heavy duty	10				
	TOTAL	165				

Total Bid Price (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>

Name of Supplier: Contact No.: Email id: Date :/...../2020	Suppliers Official Stamp & Signature
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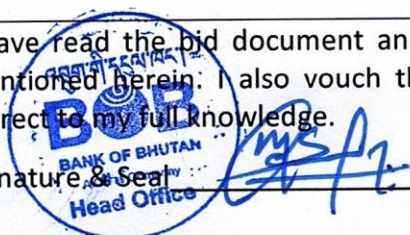
Note: AMC shall apply if deem necessary after warranty period

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

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Signature & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

by the client within two working days will be treated as non-responsive and hence be rejected.

- ii. During evaluation, Bank may/might ask sample machine for testing especially for note related equipment in the interest of Bank benefits.
- iii. Non-compliance with the technical/product specification shall be considered as non-responsive bid and shall not be evaluated.
- iv. The bidder must attach/provide copies of relevant brochures/catalogue/brand name/model name of the goods to be supplied, which will give sufficient information to carry out effective evaluation. None submission of relevant brochures/catalogue/brand name/model name of the goods shall be treated as incomplete document and shall be rejected as non-responsive bid.
- i. Bidders' bid complied with the technical specification shall be evaluated based on the **FINANCAIL BID** and **TECHNICAL BID**- 80% for financial bid and 20% for technical bid as mentioned below:

LOT I: Air Conditioner

SL/NO	PARTICULARS %	TOTAL (%)
1	Delivery Schedule i. 30 Days or less = 2.00% ii. 31 Days to 60 Days = 1.00%	2.00%
2	Dealership / OEM Certificate i. OEM Partner/Authorize Dealership = 3.00% ii. Authorized Re-seller and others = 1.00%	3.00%
3	Experience & Technical Capacity 3.1 Record of similar task carried out by the firm: i. 5 works or More = 6.00%; ii. 3 to 4 works = 4.00%; iii. 1 to 2 works = 2.00% and iv. No work = 0.00%	6.00%
	3.2 Employee Training Certifications on particular item; i. 4 employees or More = 4.00%; ii. 3 employees = 3.00%; iii. 2 employees = 2.00%; iv. 1 employee = 1.00% and	4.00%
		10.00%

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Signature & Seal

Head Office

(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

	v. No employee = 0.00 %	
4	Warranty: i. Three years or More = 5.00%; ii. Two Years = 3.00%; and iii. One Year = 1.00%	5.00%
5	Price Schedule	80.00%
Total		100.0%

$$\text{Financial Evaluation Matrix of Bidder "X" = } \frac{\text{Lowest Bidder's Rate}}{\text{Individual Bidder's Rate}}$$

- 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:
- Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
 - 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
 - If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

6. BID SECURITY

- The bid shall be accompanied by a bid security of 2% of the total bid amount in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favour of Bhutan of Bhutan Limited;
- Bid Security should be in original form; copies shall not be accepted;
- Insufficient/less bid security amount shall be treated as non-responsive and their bid shall be rejected;
- 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

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 & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

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 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) Bank shall notify and offer to the second lowest bidder for executing the contract, if the successful bidders fail to accept the contract.

8. VALIDITY OF THE OFFERS

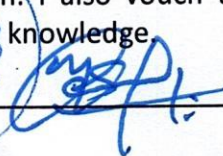
- a) Quotation(s) shall be valid for a period of 75 calendar days from the date of receipt of quotation(s) or opening of quotation(s) as per announced deadline.
- b) A Bid valid for a shorter period shall be rejected by the Bank as non-responsive.
- c) Bank shall request extension of bid validity if necessary. If not accepted extension, the Bank shall treat it as non-responsive bid.

9. PERFORMANCE SECURITY

- a) The successful bidder needs to furnish performance security of 10% of the total contract value. The validity of performance security will be notified in the award letter or letter of acceptance and will not accept if it is not valid as per the Bank requirement.
- b) Performance security shall be released after completion of warranty of the goods.

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 & Seal
Head Office



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

- c) 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 inferior goods which is not as per the specification; and
 - iv. Fails to replace the defective goods within 14 calendar days after notifying about the defective goods.

10. DELIVERY/INSTALLATION PLACE & PERIOD OF GOODS

- a) Supply and Delivery: BoB Head Office, Norzin Lam, Thimphu.
- b) Delivery period exceeding the maximum period shall be directly rejected.
- c) The bidder shall take the remedial action of the defective goods within 14 calendar days after notifying by the Bank. If not, Bank shall forfeit the performance security without further reasons.
- d) 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), 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 liquidity damage as per clause 11 of the bidding document.

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/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:

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 & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

- a) Withdraws its bid during the period of bid validity before awarding the contract;
- b) Fails to accept the contract or renew their bid security;
- 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 delivery of goods by the bidders.

14. OTHER TERMS AND CONDITIONS

- a) Further information/clarification can be obtained from the Procurement Unit, Head Office, Norzin Lam, Thimphu, in writing during office hours or e-mail to cheten.dorji@bob.bt or kinga.tshering@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. And also Bank has the right to cancel or terminate the contract at any point of time before the expiry of contract and have a right to purchase the goods from local market if the price is cheaper.
- 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) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties.
- f) Any interlineations, erasures or overwriting shall be valid only if they are signed or

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 & Seal



(Authorized Signature)

Request for Proposal for supply and delivery of office equipment and furniture

initialed by the person signing the Bid.

- g) 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.

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 & Seal



(Authorized Signature)

"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 & Seal



A handwritten signature in blue ink, appearing to be 'S. A.' or similar, written over a horizontal line.

(Authorized Signature)