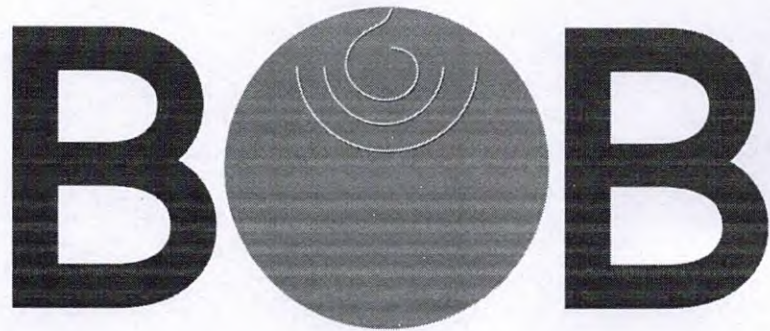


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BANK OF BHUTAN

A **chi** Company

Banker to the Nation since 1968

**STANDARD BIDDING DOCUMENT
FOR SUPPLY and DELIVERY OF OFFICE EQUIPMENT
AND FURNITURE**



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NOTICE INVITING TENDER

NIT No. 000/BoB/Tender/2022/006

Date: 04 May 2022

- **Purchaser Name:** Bank of Bhutan
- **Procurement of Goods:** Supply and Delivery of Furniture and Fixtures, Office Equipment and Machineries & Computer and its peripherals.
- Bank of Bhutan Limited would like to invites eligible national bidders with the valid trade License to submit your bid for supply and delivery of Furniture and Fixtures, Office Equipment and Machineries & Computer and its peripherals at BoB Corporate Office, Norzin Lam, Thimphu, as per the following Terms and Conditions;

Sl. No.	Code	Item Name	Qty (No.)
1	FF4	Revolving Chairs	83
2	FF5	Executive Revolving Chairs (Manager)	18
3	FF6	Customers Chair (for banking hall 3 seaters)	9
4	FF8	Almirah Steel (Big)	21
5	FF9	Almirah Steel (small)	8
6	FF14	Wooden Chair	131
7	FF21	Room Heater	57
8	FF22	Water Filter	5
9	FF32	Cash Box (Aluminum)	4
10	EM2	Photo copy Machine (For Branch)	10
11	EM3	Portable Note Counting machine	6
12	EM7	Fake note detecting machine	12
13	EM41	Paper shredder	6
14	EM56	Cannon 50mm lens	1
15	EM57	Tripod	1
16	EM58	Reflector	1
17	EM59	Green Screen Stand	1
18	EM60	Dehumidifier	4

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19	EM67	Drill Set (Heavy)	1
20	EM68	Measuring Tool- 100m laser distance meter with laser wheel. LDM-100RL	2
		Measuring Tool - 40m laser distance meter. LDM-40Y	1
21	EM71	Trolley	3
22	CP12	External Hard Drive	30
23	CP27	B/W Personal Laser Printer	17
24	CP28	Multi-function Printer (Print Copy & Fax)	7
25	CP29	Scanner flat bedded	10
26	CP30	Passbook Printer	3
27	CP31	Scanner heavy duty	7
28	CP35	Pen Display Tablet	1
Total			460

▪ **OWNERSHIP OF THIS STANDARD BIDDING DOCUMENT (SBD)**

The content of this SBD is a copy right material of Bank of Bhutan (BoB). No part or material of this SBD should be published on paper or electronic media without prior written permission from the Bank

▪ **DUE DILIGENCE**

The bid shall be deemed to have been submitted after careful study and examination of this SBD. The bid should be precise, complete and in the prescribed format as per the requirement of this SBD document. Failure to furnish all information or submission of a bid not in-line with this SBD will be at the bidders' risk and shall result in rejection of the bid. Also the grounds for rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The bidder is requested to carefully examine the SBD and the terms and conditions specified therein and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the SBD, Bidder should seek necessary clarification



TERMS AND CONDITIONS OF SBD

1. Scope of Supply

- 1.1. The bidder(s) price quoted shall be as per the technical specification attached at **Appendix I (Technical Specification)** and the Price and Delivery Schedule as attached at **Annexure -II.**

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from Procurement Division **OR** email to cheten.dorji@bob.bt and dupchen.lapcha@bob.bt not later than five working days from the date of bid submission. Any clarification should be made before five days prior to the submission of the bid. After that the Bank shall be entertained any clarification.

3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:
- i. Bid Security;
 - ii. Valid Trade license;
 - iii. Tax clearance;
 - iv. Bid Submission Form in Annexure I; and
 - v. Price Schedule in Annexure II

4. Bid Price

- 4.1. The bidder can quote all or any items under this invitation and the quoted price shall be in Ngultrum inclusive of all the taxes and duties. The quoted price shall be in Delivery Duty Paid (DDP), Thimphu, including levies/charges till the final place of delivery.
- 4.2. The final place of delivery is at BoB Coporate Office, Norzin Lam, Thimphu.

5. Bid Validity

- 5.1. The bid shall be valid for **60 calendar days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.



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6. Bid Security

6.1. The bid shall be accompanied by a bid security of Nu. 160,000.00 as lump sum amount, if the bidder quotes all the items. If the bidders quotes the selected items, the bid security amount shall be the total amount of the collective items. The item wise bid security amount are as below;

Sl. No.	Code	Item Description	EMD Amount (Nu.)
1	FF4	Revolving Chairs	17,000.00
2	FF5	Executive Revolving Chairs (Manager)	9,000.00
3	FF6	Customers Chair (3 seaters)	3,000.00
4	FF8	Almirah Steel (Big)	11,000.00
5	FF9	Almirah Steel (small)	3,000.00
6	FF14	Wooden Chair	11,000.00
7	FF21	Room Heater	3,000.00
8	FF22	Water Filter	2,000.00
9	FF32	Cash Box	2,000.00
10	EM2	Photo copy Machine	18,000.00
11	EM3	Portable Note Counting machine	25,000.00
12	EM7	Fake note detecting machine	3,000.00
13	EM41	Paper shredder	4,000.00
14	EM56	Cannon 50mm lens	3,000.00
15	EM57	Tripod	1,000.00
16	EM58	Reflector	1,000.00
17	EM59	Green Screen Stand	1,000.00
18	EM60	Dehumidifier	3,000.00
19	EM67	Drill Set (Heavy)	1,000.00
20	EM68	Measuring tools (100 m)	1,000.00
		Measuring tools (40 m)	
21	EM71	Trolley	1,000.00
22	CP12	External hardrive	10,000.00
23	CP27	B/W Personal Laser Printer	6,000.00
24	CP28	Multi-function Printer (Print, Copy & Fax)	5,000.00
25	CP29	Scanner flat bedded	2,000.00
26	CP30	Passbook Printer	3,000.00
27	CP31	Scanner heavy duty	6,000.00
28	CP35	Pen Display Tablet	5,000.00
Total			160,000.00



6.2. The bid security shall be in the form of Cash Warrant/Unconditional Bank Guarantee/Banker's Cheque/Demand draft in the name of the **Bank of Bhutan** issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security shall be valid for 3 months beyond the date of submission.
- b) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.3. **The bid security shall be forfeited in the following cases:**

- a) If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
- b) If the Bidder does not accept the correction of the Bid price;
- c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. Submission of Bids

7.1. The bidder(s) shall submit one original bid and clearly marked "**ORIGINAL**". In addition, the bidder(s) should also submit one copy marked as "**COPY**". Bid submitted in electronic means are not acceptable. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address;

Head, Procurement Division
Procurement Division, 2nd Floor
BoB Corporate Office, Thimphu

8. Submission deadline

8.1. The deadline for receipt of your bid(s) and other required documents as per clause 3 of the above by the Purchaser at the indicated is on or before **18 May 2022 at 02:30 PM (BST)**. *Late submission of bid(s) shall not entertained.*

9. Bid Opening

9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **18 May 2022 at 03:00 PM (BST)**.

In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

10. Evaluation of Bid

10.1 Evaluation Methodology as below;

- i. Evaluation shall be carried out item wise.

STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF OFFICE EQUIPMENT AND FURNITURE

- ii. 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 days will be treated as non-responsive and hence be rejected.
- iii. Non-compliance with the technical/product specification shall be considered as non-responsive bid and shall not be evaluated. The bidder need to furnish the Brand/Model/catalogue of the quoted items along with the bid document. Failing to provide brand/model/catalogue of the quote items shall be directly rejected without evaluation.
- iv. The Bank may ask the sample machines for testing during the evaluation time, if needed.
- v. Bidders' bid complied with the technical specification shall be evaluated based on the **FINANCAIL BID** and **TECHNICAL BID**; 5% for technical bid and 95% for financial bid as mentioned below:

Sl. No.	PARTICULARS %	TOTAL (%)
1	Delivery Schedule	2.00%
	i. 30 Days or less = 2.00%	
	ii. 31 Days to 60 Days = 1.00%	
2	Warranty:	3.00%
	i. Three years or More = 3.00%;	
	ii. Two Years = 2.00%; and	
	iii. One Year = 1.00%	
3	Price	95.00%
Total		100.0%

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

10.2 In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;



10.3 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 Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

11. Purchaser's Right to Accept Any Bid, and Reject/Cancel Any or All Bids

11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject or cancel any or all the bids without assigning any reason whatsoever before awarding the contract.

12. Quantity Variation

12.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (25%) of the indicated quantity.

13. Award of Contract

13.1. The awarding of contract shall be item wise.

13.2. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder.

13.3. Item shall be evaluated and contract shall be awarded item wise to the bidder offering the lowest evaluated bid.

14. Delivery Schedule

14.1. The supply of the Goods and related service shall be completed within **60 calendar days** from the date of issue of the Purchase Order, or the signing of the contract.

15. Performance Security

15.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant/demand draft/Banker's Cheque or unconditional Bank Guarantee in the name **Bank of Bhutan** issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid of six months and will be returned after the completion of supply.

15.2. The performance security shall be forfeited in the following case, if the bidders:

- i. Fails/withdraws to perform the contractual obligation under the purchase order/contract agreement;
- ii. Supplied different product which is not as per the specification/supplied inferior products and
- iii. Fails to replace the defective goods within 21 calendar days after notifying.

16. Liquidated Damage

16.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.3%** per day for each day of delay to a maximum of **10%** of the quoted price.

17. FORCE MAJEURE

- a) The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

18. Payment Terms

- 18.1. No advance payment shall be made prior to the completion of project and the payment will make within 30 working days after submitting the invoices.
- 18.2. At the time of release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The supplier shall furnish necessary TDS Certificate to the Purchasers, issued by the Department of Revenue & Customs, RGoB.



19. Warranty Period

- 19.1. The minimum warranty period of the goods is one year. If any faults are detected in the Goods within one year from the supplied date, shall be bound to rectify the fault or replace the Goods by the supplier. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 19.2. Any goods found defective shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

20. Submission of Bid

- 20.1. The Bidder shall submit the Bid Submission Form using the Form in the **Annexure I**: This form must be completed without any alterations to its content and any changes made in the bid submission form shall be directly rejected without evaluation.
- 20.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

21. Termination and debarment

- 21.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract **[if applicable]** in whole or in part at any time for its convenience.
- 21.2. If the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages.
- 21.3. If the Supplier fails to perform any other obligation(s) under the Purchase Order/Contract, and if the Supplier does not take any remedial action within a period of **21 calendar days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).
- 21.4. If the supplier provides wrong information regarding the contract.

22. Governing Law

- 22.1. The Contract/Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

23. Dispute Resolution

- 23.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013.

Annexure- I: Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date : *[insert date of Bid submission]*

Tender No.: *[insert number]*

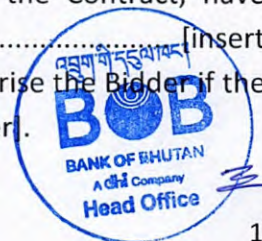
To : *[insert complete name of the Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda number: ***[insert the number and date of issue of each addendum];***
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: ***[insert a brief description of the Goods and Related Services];***
- (c) The total price of our Bid, excluding any discounts offered in item is: ***[insert the Bid Price in words and figures, indicating the various amounts and their respective currencies];***
- (d) The discounts offered and the methodologies for their application are:
Discounts. If our Bid is accepted, the following discounts shall apply: ***[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]***

Methodology of Application of the Discounts. The discounts shall be applied using the following methodology: ***[Specify in detail the methodology that shall be used to apply the discounts];***

- (e) Our Bid shall be valid for a period of ***[insert number]*** from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;
- (h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: ***[insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier.]***



- (i) We have no conflict of interest;
- (j) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed: _____ [insert signature of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing the Bid Submission Form]

Name: _____ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]



Annexure II: Price and Delivery Schedule

[Describe below the items, unit and quantity of the Goods and related Service required].

Sl. No.	Code	Item Name	Qty (No.)	Rate (Nu.)	Amount (Nu.)	Delivery Period
1	FF4	Revolving Chairs	83			
2	FF5	Executive Revolving Chairs	18			
3	FF6	Customers Chair (3 seaters)	9			
4	FF8	Almirah Steel (Big)	21			
5	FF9	Almirah Steel (small)	8			
6	FF14	Wooden Chair	131			
7	FF21	Room Heater	57			
8	FF22	Water Filter	5			
9	FF32	Cash Box (Aluminum)	4			
10	EM2	Photo copy Machine	10			
11	EM3	Portable Note Counting machine	6			
12	EM7	Fake note detecting machine	12			
13	EM41	Paper shredder	6			
14	EM56	Cannon 50mm lens	1			
15	EM57	Tripod	1			
16	EM58	Reflector	1			
17	EM59	Green Screen Stand	1			
18	EM60	Dehumidifier	4			
19	EM67	Drill Set (Heavy)	1			
20	EM68	Measuring Tool- 100m laser distance meter with laser wheel. LDM-100RL	2			
		Measuring Tool - 40m laser	1			

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		distance meter. LDM-40Y			
21	EM71	Trolley	3		
22	CP12	External Hard Drive	30		
23	CP27	B/W Personal Laser Printer	17		
24	CP28	Multi-function Printer (Print Copy & Fax)	7		
25	CP29	Scanner flat bedded	10		
26	CP30	Passbook Printer	3		
27	CP31	Scanner heavy duty	7		
28	CP35	Pen Display Tablet	1		

Total Bid Price (Nu.)			460		
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Total Amount in Words


Bidder's details;		Supplier's Signature Official Stamp
Name	:	
Contact No.:	
email id	:	
Date	:/...../2022	



APPENDIX I: Technical Specifications

Code	Furniture	Technical Specifications
FF4	Revolving Chairs	<p>Revolving Chair</p> <ul style="list-style-type: none"> ✓ Color: Blue ✓ Width (W) : 75.0 cm ✓ Depth (D) : 75.0 cm ✓ Height (H): 120.5 -133.0 cm. ✓ Seat Height (SH): 44.0 -56.5 cm. ✓ Fabric Upholstered Seat and back. ✓ Polyurethane Armrests. ✓ Tilt Mechanism. ✓ Lift Height Adjustment. ✓ PP Base and Nylon Castors. <p>Warranty: Minimum one year</p>
FF5	Executive Revolving Chairs	<ul style="list-style-type: none"> ✓ Handle Length : 22.6 inch ✓ Seat Length: 18.4 inch ✓ Seat Height: 9.5-24.9 inch ✓ Body Colour: Black ✓ Style: Contemporary ✓ Height: 46-51.5 inch ✓ Seat to Back Height: 20.1 inch ✓ Material: <ul style="list-style-type: none"> - Net mess & Metal - Seat Upholstery Material: Net Fabric - Back Upholstery Material: Fabric Net - Base Material: Chrome - Arm Material: Plastic - Wheel Material: Nylon
FF6	Customers Chair (3 seaters)	<p>Customer waiting chair Three seating</p> <ul style="list-style-type: none"> ✓ Seat & Backrest: cold-rolled steel plate after antirust dealing and electronic polishing then bear static coating ✓ Armrests & Legs: die casting deep drawing solid steel with chrome plating treatment ✓ Side strip :die casting deep drawing solid steel with chrome



			<p>plating treatment</p> <ul style="list-style-type: none"> ✓ Cross beam: high-intensity steel tube after antirust dealing and electronic polishing then bear static coating with cover on the seat and backrest
FF8	Almirah (Big)	Steel	<p>Steel cupboard (Big)</p> <ul style="list-style-type: none"> ✓ Size: 1850*900*450mm ✓ Min. material Thickness: 0.5mm ✓ Surface: Electrostatic powder spraying ✓ Fitting: 4 shelves making 5 compartments with single lock
FF9	Almirah (small)	Steel	<p>Steel cupboard (Small)</p> <ul style="list-style-type: none"> ✓ Min. material: 0.5mm ✓ Surface: Electrostatic powder spraying ✓ Fitting: 2 shelves making 3 compartments with single lock. No locker compartment is needed.
FF14	Wooden Chair		<ul style="list-style-type: none"> ✓ Cushion on Back Rest & Seating Base ✓ Without Arm Rest ✓ Seating Base : Supported by wooden plank
FF21	Room Heater		<ul style="list-style-type: none"> ✓ Single Rod Heater ✓ Preferred Brand: Bajaj or equivalent or higher
FF22	Water Filter		<ul style="list-style-type: none"> ✓ With hot and cold facilities Warranty: Minimum One year
			
FF32	Cash Box		<p>The specification of the Aluminum Cash Box/trunk is as below:</p> <ul style="list-style-type: none"> ✓ Length - 87 cm (34") ✓ Breath - 45 cm (17.5") ✓ Height - 32 cm ((12.5") ✓ Thickness – 6 mm ✓ Butterfly Lock & Spring Loaded 2 Lifting handles for convenience. ✓ Reduced moisture ingress ensures easier sorting of notes. ✓ Convenient handling as light weight. ✓ Higher level of security. ✓ International Presentable Look. ✓ Super Strong: 2 times strength than normal stainless steel boxes ✓ Please visit Procurement for physical sample.
EM2	Photo copy		Key Features

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	Machine Branch)	(For	<ul style="list-style-type: none"> ✓ Speed(simplex): 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, ✓ Resolution 600 dpi x 600 dpi ✓ Auto duplex copying and printing with network card ✓ Reversing Automatic Document Feeder (RADF): Not required <p>Warranty: Minimum one year</p>
EM3	Portable Counting machine	Note	<ul style="list-style-type: none"> ✓ Counting speed = 3-5 sec. per bundle. ✓ Holder capacity Approx. 150 notes ✓ Counting : Bundle Note (Front Loading) ✓ Desktop Model ✓ Restricted Brand: Godraj, Max Sell and ADT <p>Warranty: Minimum one year</p>
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 <p>✓ Warranty: Minimum one year</p>
EM41	Paper Shredder		<ul style="list-style-type: none"> ✓ Minimum Shreds is 15 Sheets at a time ✓ Shred size 4x38 mm ✓ 20 Liters waste basket ✓ Alternative shredding CD-ROM ✓ Pull out bin ✓ Steel cutting block <p>✓ Warranty: Minimum one year</p>
EM56	Cannon lens	50mm	<ul style="list-style-type: none"> ✓ Canon RF50mm F1.8 STM for Canon Full Frame Mirrorless RF Mount Cameras [EOS R, EOS RP, EOS R5, EOS R6](4515C002)
EM57	Tripod		<ul style="list-style-type: none"> ✓ Digitek DTR 520 BH (60 Inch) Professional Aluminum Tripod Cum Monopod with Swivel Pan Head, for DSLR Camera

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		Maximum Operating Height: 4.95 Feet Maximum Load Upto 7kgs (Black) (DTR 520 BH)	
EM58	Reflector	✓ Sonia 42-inch / 107 cm 5 in 1 Collapsible Multi-Disc Light Reflector with Bag - Translucent, Silver, Gold, White and Black	
EM59	Green Screen Stand	✓ DIGITEK® (DBSK-009FT) Studio Background Stand Kit for Backdrop Photography and Videography, Portable and Foldable Stand Kit with Bag	
EM60	Dehumidifier	Water Tray Capacity	Approx. 4.6 l or Continuous Drainage, Anti-bacterial self Cleaning System and Water Level Indicator
		Dehumidifying Capacity - 30.C/80% RH	20 L/Day
		Air Flow/CADR (m3/hour)	258/90 (High/Low)
		Modes	Auto, Dehumidifying, Laundry, Deodorizing, Auto, Sleep, Medium & High
		Pre Filter	Mesh type
		Inverter Operation	Yes
		Real-time Monitor Sensors	PM2.5, Temperature & Humidity
		Filter Life	upto 5 years (For HEPA & Active Carbon)
		Item Dimensions LxWxH	35.9 x 30.1 x 66.5 Centimeters
		Item Weight	16 kg 700 g
EM67	Drill Set (Heavy)	✓ Cordless drill-20V, 13mm drill bit size with 25 pieces extre M2 drill bit set	
EM 68	Measuring Tool	✓ 100m laser distance meter with laser wheel. LDM-100RL	
	Measuring Tool	✓ 40m laser distance meter. LDM-40Y	
EM71	Trolley	Warehouse (or platform) trolley (material: mild steel) ✓ (a) 4 wheels (nylon / polyurethane) with double ball bearings and swivel motion ✓ (b) Length: 0.5 m ✓ (c) Width: 0.5 m ✓ (d) Height: 1.0 m ✓ Weight lift more than 200 KGs	



STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF OFFICE EQUIPMENT AND FURNITURE

CP12	External Drive	<ul style="list-style-type: none"> ✓ Portable 4TB External Hard Drive
CEM32	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) <p>Warranty: Minimum one year</p>
EM33	Multi function Printer (Print Copy & Fax)	<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 ✓ Duplex Printing: Automatic <p>Scanner</p> <ul style="list-style-type: none"> ✓ Scanner Type: Flatbed, ADF ✓ Resolution: 1200 dpi ✓ Scan Speed: Up to 15 ppm ✓ Scan File Format: JPEG, TIF, BMP, GIF, PDF, PNG ✓ Color Depth: 48-bit ✓ Grayscale: 256 levels <p>Copier</p> <ul style="list-style-type: none"> ✓ Maximum Resolution <ul style="list-style-type: none"> - Black (Text): 600 x 600 dpi - Black (Graphics): 1200 x 1200 dpi ✓ Copy Speed: Up to 15 cpm

		<ul style="list-style-type: none"> ✓ 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 ✓ 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) ✓ Max. copy/print/scan Size: 8.5 x 14.0" (21.59 x 35.56 cm) <p>Warranty: Minimum One Year</p>
EM34	Scanner bedded flat	<p>Scan Resolution: 4800 x 9600 dpi¹, 48-bit, 256 grayscale levels</p> <p>Scan Speed Preview Mode: Up to 11 sec²,</p> <p>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%</p>

STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF OFFICE EQUIPMENT AND FURNITURE

		<p>in 1% increments, Features: Built into lid Transparent Media Adapter (TMA); four 35 mm slides or five 35 mm negative frames, Warranty: Minimum one year</p>
EM35	Passbook Printer	<ul style="list-style-type: none"> ✓ Printing Method: Impact dot matrix ✓ Number of Pins: 24 pins ✓ Number of columns: 94 columns ✓ Pins: 24 Needles ✓ Printing Speed: HighSpeed-Draft: 10 cpi: 480 chars/s, 12 cpi: 576 chars/s, Draft: 10 cpi: 360 chars/s, 12 cpi: 432 chars/s, LQ: 10 cpi: 120 chars/s, 12 cpi: 144 chars/s, NLQ: 10 cpi: 180 chars/s ✓ Barcodes: Coda bar (NW-7), Code 39, EAN-13, EAN-8, Industrial 2 of 5, Interleaved 2 of 5, UPC-A, UPC-E ✓ Carbon Copies: 6 plus one original ✓ Character Tables: PC437, PC850, PC858, PC864, ISO-8859-1, ISO-8859-15 ✓ Printing Resolution: 6,072 x 60,180 DPI ✓ Interfaces: Bidirectional parallel, USB 2.0 Type B, RS-232 ✓ Document Feed: Single sheet front, Paper output front and rear, bulk measurement: yes ✓ Paper Formats: Sheet Paper (single- and multi-layer), Envelopes ✓ Paper Thickness Multi Part: 0.12 mm - 0.53 mm ✓ Paper Thickness Single Sheet: 0.065 mm - 0.19 mm
EM38	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

		<p>cleanup, remove hole, color drop out, straighten the page, scan to cloud, scan to email, PDF security, misfeed detection advance setting</p> <ul style="list-style-type: none"> ✓ 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 (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 <p>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</p>
CP35	Pen Display Tablet and Stand	<ul style="list-style-type: none"> ✓ Wacom Cintiq pro 32 touch and Wacom ergo stand



