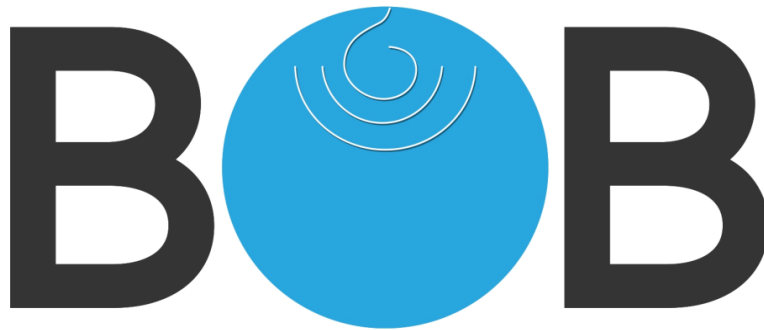


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BANK OF BHUTAN

A  Company

Banker to the Nation since 1968

BIDDING DOCUMENT

for

SUPPLY and DELIVERY OF FURNITURE AND FIXTURE

Request for Proposal for Furniture and Fixture supply

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2020/015		Date: 19/09/2020
2. Description of item	Supply of Furniture and Fixture	
3. Bids details:		
a. Sale of bid documents	From 19/09/2020 to 16/10/2020	
b. Cost of documents	Nu. 250.00 (Non-refundable)	
c. Place of sale	BoB Head Office, Norzin Lam, Thimphu (during office hours)	
d. Last date of submission	16/10/2020 at 1430 hours	
e. Place of submission	BoB Head office, Norzin Lam, Thimphu	
f. Opening date	16/10/2020 at 1500 hours	
g. Venue for opening of bid	BoB Head Office, Norzin Lam, Thimphu,	
4. Bid Security (EMD)	Lump-sum of Nu. 12,500.00	
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 stated herein are valid to my knowledge.

Signature & Seal _____ (Authorized Signature)

Request for Proposal for Furniture and Fixture supply

CHECK LIST FOR BID SUBMISSION

1.	Tender No. & Date	[000/BoBL/Tender/2020/015 Dated 19/09/2020]
2.	Descriptions	[RFP for Supply of Furniture and Fixture]
3.	Bidding Firm	_____

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)	Nu. 12,500.00 (Lump sum amount)	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes

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Request for Proposal for Furniture and Fixture supply

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 Furniture and Fixture. The detail technical specifications as below;

a) Plain Chodrom with 2 seaters 3 panels

- Quantity: 12 numbers
- Wood Type: Preferred Rubber wood
- Dimensions: 32"x16"x15" (Length X Height X Breath)

b) Patra chodrom with painting with single panel

- Quantity: 3 Nos.
- Wood Type: Blue Pine
- Dimensions: 32"x16"x15" (Length X Height X Breath)
- Samples as below;



c) Tent (Bhutanese traditional) and Accessories

- **Quantity: 3 numbers**

1) **Quantity: 1 No.** White colour with **BOB** logo in middle surrounded by Dragon in both left and right side and with drami at all the edges. All are embroidered (tshemdru)

- ✓ Partition embroidered drami at sides with BOB logo in between
- ✓ Dimensions: 25ft * 18ft (Length X Breath)
- ✓ Preferred Cloth quality: water proof cotton (Visit Procurement Division for sample cloth)
- ✓ Other accessories (PJ poles based on the measurement)

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Request for Proposal for Furniture and Fixture supply

- 2) **Quantity: 2 Nos.** White colour with **Khorlo** logo in middle surrounded by Dragon in both left and right side and with drami at all the edges. All are embroidered (tshemdru)
- ✓ Dimensions: 25ft * 18ft (Length X Breath)
 - ✓ Partition embroidered with drami (tshemdru)
 - ✓ Preferred Cloth quality: water proof cotton (Visit Procurement Division for sample cloth)
 - ✓ Other accessories (PJ poles based on the measurement)



3) Plastic Chairs

- Plastic chair with arm
- Quantity: 30 numbers
- Preferred Colour: Light Blue (BOB corporate colour)/ Coffee Colour
- Preferred Brand: Plastic Supreme Wisdom Chair
- Dimension: 875 mm (H), 585mm(W), 660mm (D)
- Visit Procurement Division for sample chair



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Request for Proposal for Furniture and Fixture supply

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
 - 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: 16th October, 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: 16th October, 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

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 stated herein are valid to my knowledge.

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Request for Proposal for Furniture and Fixture supply

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 and duties.
- ii. The following are the Price, quantity and delivery schedule.

Sl. No	Description	Qty (No.)	Rate/Qty (Nu.)	Total (Nu.)	Delivery Days
1	Plain Chodrom	12			
2	Patra Chodrom	3			
3	Tent (traditional) and Accessories with embodied BoB Logo	1			
4	Tent (traditional) and Accessories	2			
5	Plastic Chairs	30			
Total		48			
Total Bid Price (in words)				
Delivery period	<i>Maximum delivery period is 90 calendar days from the date of issue of the Purchase Order.</i>				
Name of Supplier:					Suppliers Official Stamp & Signature
Contact No.:					
Email id:					
Date :/...../2020					

b) EVALUATION OF QUOTATION

- i. Qualified bid shall be evaluated based on the price and delivery period; 95% for price and 5% for delivery period as mentioned below;

Sl. No.	Particulars	%	TOTAL (%)
1	Delivery Schedule		5.00%

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1.1	Less or equivalent to 30 calendar days	5.00%	
1.2	31 to 60 calendar days	3.00%	
1.3	61 to 90 calendar days	1.00%	
2	Price Schedule		95.00%
Total			100.0%

Formula for financial score calculation as below;

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

6. BID SECURITY

- a) The bid shall be accompanied by a bid security of Nu. 12,500.00 (Ngultrum Fifteen Thousand) as lump-sum amount in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favour of Bhutan of Bhutan Limited;
- b) Any bid not accompanied by bid security shall be treated as non-responsive and their bid shall be rejected;
- c) Bid Security should be in original form; copies shall not be accepted;
- d) EMD less than Nu. 12,500.00 shall be treated as non-responsive and their bid shall be rejected;
- e) 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;
- 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;

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Request for Proposal for Furniture and Fixture supply

- 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 treated 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.
- 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 PLACE, PACKAGING & PERIOD OF GOODS

- a) Supply and delivery place: BoB Head Office, Norzin Lam, Thimphu.
- b) If goods found defective during delivery, Bank shall provide 14 calendar days for replacement of goods and if the bidder fails to take a remedial action against defective goods within 14

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Request for Proposal for Furniture and Fixture supply

calendar days after notifying by the Bank, then Bank shall forfeit the performance security without further reasons.

- b) The maximum time period for the supply and delivery of the goods is 45 calendar days after the date of purchase order (exclusive purchase order date), 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:

- 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.

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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/kinga.tshering@bob.bt
- b) The successful bidder shall not sub-contract the assignment.
- c) Sample verification, please visit Procurement Division, Head Office, Norzin Lam, Thimphu
- 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. 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.
- e) 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.
- f) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties.
- g) Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
- h) 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”

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 stated herein are valid to my knowledge.

Signature & Seal _____ (Authorized Signature)