

T BANK

BIDDING DOCUMENTS FOR THE SUPPLY OF COMPUTER HARDWARE, FURNITURES AND
FIXTURES AND ELECTRICAL APPLIANCES FOR THE FINANCIAL YEAR 2024





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1. FEATURES OF THE BID

Table 1: The following are the silent features of the Bid:

S.N	Particulars	Description
1	Item Lots	Lot I – Computer Hardware
		Lot II – Furniture & Fixtures
		Lot III – Electrical Appliances
Bid Details		Particulars
2	a. Sale of Tender Documents	9 th August 2024
	b. Cost of documents (Non-refundable)	Nu. 500.00 (Ngultrum five hundred) only
	c. Place of Sale of documents	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	d. Last date for submission	26 th August 2024 during office hours (09:00 AM to 5:00 PM)
	e. Place of submission	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	f. Bid Opening Venue	Conference Hall, T Bank Limited, ADM/HR Department, Head Office, Samten lam, Thimphu
3	Bid Security (Lump Sum)	Nu.80,000/- (Ngultrum eighty thousand) only
4	Validity of Bid	One year from the date of bid opening
5	Quantity	As per the requirement

Table 2: The following are the document checklists for the submission of bids:

S.N#	Particulars	Details	Requirement
1	Signed and Stamped Bid Form	a. Marked " Confidential "	Yes
		b. Bid for, Number and Date	Yes
		c. Addressed to: ADM/HR Department, T Bank Ltd, Thimphu	Yes
		d. Written Warning, " Not to be opened before the specified time and date ".	Yes
2	Number of Copies	Two Copies: i. Marked " Original " with seal & bidder's address on the envelope. ii. Marked " Duplicate " with seal & Bidder address	Yes



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S.N#	Particulars	Details	Requirement
		on envelope.	
3	Valid Trade License		Yes
4	Tax Clearance Certificate (Latest)		Yes

2. INVITATION OF BIDS

T Bank Would like to seek invitation of bids from Bhutanese Firms with valid Trade License for the supply of Lot I, Lot II, and Lot III Items. The following are the specifications and features of each individual Lot items:

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
1	Laptop Specifications (1)	System	Dell Latitude or Equivalent	
		Processor	Type	Intel Core i5 latest Generation (13 th gen and Above)
			Clock Speed	2.6 GHz
			Bus Speed	8 GT/s
			Cache	12.0 MB
			Core	4 (logical 8) or Higher
		Memory	Technology	DDR4 and above
			Bus Speed	3200 MHz and above
			Installed RAM	16 GB
			Channel	Dual
		Storage	Technology	M.2 SSD
			Capacity	512 GB NVMe
			Optical Drive	Not required
		Video Graphics and Display	Controller	Intel UHD Graphics or Iris XE
			Display	1024x768 to 1920X1080(HD)
		Communications and connectivity	Wire Network	10/100/1000 Gigabit Ethernet network interface adapter.
			Wireless Network	802.11ac
I/O Ports	USB, HDMI, headphone /speaker out, Mic, USB Type C.			
Power adaptor	AC Adapter	AC adapter		



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Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
		Operating System	Operating System	Genuine Windows 11 Pro 64 Bit (Factory Installed)
			Productivity tools	Genuine MS Office 2021 Pro Plus (Factory Installed)
		Accessories and others	Carry case (laptop bag pack) and wireless mouse.	
		Warranty	One year	

Lot I – Computer Hardware					
S.N	Particulars	Features	Description		
2	Laptop Specifications (2)	System	Dell or Equivalent		
		Processor	Type	Intel Core i7 latest Generation (13 th gen and above)	
			Clock Speed	2.6 GHz	
			Bus Speed	8 GT/s	
			Cache	12.0 MB	
			Core	6 (logical 12) or Higher	
		Memory	Installed RAM	16 GB	
			Technology	DDR4 and above	
			Bus Speed	3200 MHz and above	
			Channel	Dual	
		Storage	Capacity	512 GB SSD	
		Video Graphics and Display	Controller	Intel UHD Graphics or Iris XE	
			Display	1024x768 to 1920X1080(HD)	
		Communications and connectivity	Wire Network	10/100/1000 Gigabit Ethernet network interface adapter	
			Wireless Network	802.11ac	
			I/O Ports	USB, HDMI, headphone /speaker out, Mic, USB Type C	
		Power adaptor	AC Adapter	AC adapter	
Operating System	Operating System	Genuine Windows 11 Pro 64 Bit			
	Productivity tools	Genuine MS Office 2021 Pro Plus			



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Lot I – Computer Hardware			
S.N	Particulars	Features	Description
		Accessories and others	Carry case (laptop bag pack) and wireless mouse.
		Warranty	One year

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
3	Desktop Set	System	Dell or Equivalent	
		Processor	Type	Intel Core i5-13400 Processor 20M Cache, up to 4.6GHz.
		Memory	Technology	DDR4
			Bus Speed	3200 MHz
			Installed size	16 GB
			Channel	Dual
		Video Graphics and Display	Capacity	512 GB SSD
			Controller	Intel UHD Graphics 730
			Display	1024x768 TO 1920X1080 (HD)
		Communications and connectivity	Wire Network	10/100/1000 Gigabit Ethernet network interface adapter.
			I/O Ports	USB, HDMI, headphone /speaker out, Mic, USB Type C. VGA.
		Operating System	Operating System	Genuine Windows 11 Pro 64 Bit (Factory Installed)
			Productivity tools	Genuine MS Office 2021 Pro Plus (Factory Installed)
			Warranty	One year

Lot I – Computer Hardware				
Printer Specifications				
S.N	Particulars	Brand	Features	Remarks (Write your brand here)
4	Printer	P1108 plus or equivalent	Medium or Heavy Duty	



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Lot I – Computer Hardware				
Printer Specifications				
S.N	Particulars	Brand	Features	Remarks (Write your brand here)
	Printer with Scanner	HP laser jet Pro MFPM126A or equivalent	Small or Medium	
	Printer	Konica 205i printer with Duplex or equivalent	Medium	
	Scanner	HP Scanjet pro3000S4	Small	

Lot II – Furniture and Fixtures				
S.N	Particulars	Brand/Size	Features	Remarks
1	Executive Chair	Any Brand	a. Revolving Chair b. With Headrest c. Color: black	
2	Officers Chair	Any Brand	a. Revolving Chair b. Without Headrest c. Color: black	
3	Customer Chair	Any Brand	a. Non-revolving chair b. Color: black	
4	File Rack/Cabinet	Any Brand	Medium	
5	Double Cabin File Rack	Any Brand	Medium	
6	Steel Amirah	Any Brand	a. Medium (5 ft. and above) b. Large (6 ft. and above)	

Lot III – Electrical Appliances				
S.N	Particulars	Brand	Features	Remarks
1	Heater	Any Brand	a. Medium b. 4 sided heater	
3	Induction Stove	Any Brand	Normal size	
4	Blower	Bosch or Equivalent	Normal size	



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Lot III – Electrical Appliances				
S.N	Particulars	Brand	Features	Remarks
5	Water Dispenser	Blue Star or Equivalent	a. Should have a cabinet capacity of 16 Ltr. b. Should have cold and hot facilities.	
6	Pedestal Fan (Table Fan)	Any Brand	Normal size	

The given table shows the particular items, required quantity, its unit and rate per unit.

S.N	Particulars	Quantity (No.)	Rate Per Unit (Nu.)	Total Quoted Price (Nu.)
1	Lot I – Computer Hardware	Laptop (Specification 1)	11	
		Laptop (Specification 2)	11	
		Desktop Set (Key Board, Mouse & Monitor etc...)	23	
		Desktop (only PC)	7	
		Desktop (only CPU)	3	
		Printer (Medium or Heavy Duty)	3	
		Konica 205i printer with Duplex or equivalent	1	
		HP Scanjet pro3000S4 or equivalent (small)	1	
		Printer with Scanner	2	
2	Lot II – Furniture and Fixtures	Revolving Chair (Executive Chair)	4	
		Officer Chair	18	
		Customer/Client Chair	36	
		File Rack	3	
		Double Cabin File Rack	2	
		Steel Almirah	10	
3	Lot III- Electrical Appliances	Heater	13	
		Induction Stove	1	
		Blower	2	
		Water Dispenser	2	
		Pedestal Fan	2	



3. INSTRUCTION TO BIDDERS

3.1 SCOPE OF BID

3.1.1 The Bidder (S) shall submit the bid in line with the following clauses. If any of the following clauses are not complied with, the bid shall be considered as a nonresponsive bid and the bid shall not be entertained.

3.1.2 Bids to be hand delivered, through courier or registered post addressed to "Procurement Division, ADM/HR Department, T Bank Ltd., Thimphu".

3.1.3 Covering envelope to be marked "**Confidential**" marked "**not to be opened before the time and date of bid opening**".

3.1.4 The second envelopes containing the bid (**Original and Duplicate**) should be with bidder address, sealed and signed.

3.2 SOURCE OF FUNDS

T Bank Limited shall finance the works/supply of goods named in the Invitation to Bid under the contract for which these tender documents are issued.

3.3 ELIGIBILITY

The Invitation for Bids is open to all suppliers licensed under the Department of Trade, Ministry of Industry, Commerce and Employment of the Royal Government of Bhutan.

3.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Bank shall in no case be responsible or liable for those costs.

3.5 JOINT VENTURES

Bids submitted by a joint venture of two or more companies as partners shall comply with the following requirements:

3.5.1 The Bidder (s) in case of successful Bid, the Contract form shall be signed to be legally binding on all partners;

3.5.2 One of the partners shall be authorized to be In-charge as the leading partner and this

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authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

3.5.3 The In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;

3.5.4 All the partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and conditions, and a relevant statement to this effect shall be included in the authorization mentioned under clause 3.5.2 above and as well as in the Bid Form and the Form of Agreement (in case of a successful Bid), and

3.5.5 A copy of the agreement entered into by and between the joint venture partners shall be submitted along with the Bid.

3.6 ONE BID PER BIDDER

Each bidder shall submit only one bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company. A bidder who submits or participates in more than one bid will be disqualified.

3.7 BID PRICES

The bidder shall complete the appropriate price schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the goods to be supplied under the contract.

3.8 DEAD LINE FOR SUBMISSION OF BID

The Bid shall be submitted on 26th August 2024 at or before 5 PM, Procurement, ADM/HR Department, T Bank Ltd, Thimphu. The Bids received after the deadline shall not be entertained or returned to the bidder.

3.9 BID OPENING

3.9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the Tender Opening on 27th August 2024 at 3:30PM. In case due date of the opening falls on non-working day(s), the opening of bid shall be on next day at the same time.

3.9.2 All members of the tender committee including the chairman shall examine the conditions of the envelopes and shall sign on the envelopes. In the event that a bid envelope of original documents is found to have been tampered with or opened, the Tender Committee should



decide whether that bids is to be treated as cancelled or rejected, or to proceed with the bid opening.

- 3.9.3 The bids are to be opened in view of all participating parties and the contents are checked by the tender committee against the requirements of bidding documents.
- 3.9.4 The Tender Committee has to publicly announce the name of the bidders, the prices offered, the presence or absence of bid security and its amount, any discount offered, and any modification and withdrawals. In case the bidding documents requires the fulfillment of certain formal requirements such as the existence of a business license or the signature of the bid by proper authority; these requirements should be verified and announced. Initially these details shall be written on a notice board for the public to copy. Any bid price, discount etc. which is not announced and recorder shall not be taken into account in bid evaluation.
- 3.9.5 The bid form including appendices to bid form, bill of quantities, price schedules, bid securities, any discount offered, schedule of supplementary information, drawings and specifications and any important documents shall be initialed by all the members of the Tender Committee.
- 3.9.6 The record of bid opening shall be prepared before the closing of the bid opening session and to be signed by all the members of the Tender Committee.

3.10 VALIDITY OF THE BID

The Bid shall be valid for a period of one year from the date of opening of the bid. The place of submission is at ADM/HR Department, T Bank Limited, Head Office, Samten Lam, Thimphu. The Bids received after the deadline shall not be entertained or returned to the bidder.

3.11 GENERAL TERMS AND CONDITIONS

- 3.11.1 Price quoted should be in Ngultrum, Cost, Insurance, and Freight (CIF), Corporate Office, T Bank Limited, Thimphu inclusive of all taxes, levies and duties.
- 3.11.2 All prices quoted should be on "Per Unit" basis and should be valid for one year.
- 3.11.3 Power of Attorney has to be submitted, if a representative is appointed.
- 3.11.4 The entire bid document submitted should bear the seal and signature of the Authorized personnel or the representative.
- 3.11.5 The bidder should not be under declaration of ineligibility for corrupt practices issued by the Royal Government of Bhutan.
- 3.11.6 T Bank reserves the right to cancel or reject the tender without any explanation.
- 3.11.7 T Bank reserves the right to increase or decrease the quantity of items tendered at the time of Contract without any change in price or other terms and conditions.
- 3.11.8 T Bank reserves the right to reject all or any part item supplied by the successful bidder

during physical verification/testing if the items are non-standard and unreliable in terms of quality.

- 3.11.9 Prospective bidders requiring further information or clarification may notify the procurement officer in writing or by email at the purchaser's mailing address (jambaywangmo@tbank.bt). The purchaser will respond in writing to any request for information or clarification, which it receives no later than 5 days prior to the deadline for submission of the bid.
- 3.11.10 At any time prior to the deadline for submission of bids, T Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents. The amendment form shall be a part of the bidding document and will be notified in writing to all prospective bidders who had purchased the bidding documents and will be binding on them.
- 3.11.11 The rates (s) should be submitted in the prescribed format provided by T Bank Ltd, as shown in Table.
- 3.11.12 The Bank may place order at any interval based on requirements.
- 3.11.13 The bank shall levy a penalty of 0.15% per day, subject to a maximum of 15 % of the contract value, if the goods are not supplied within the stipulated delivery period.
- 3.11.14 Bid Security of Nu.80,000/- (Ngultrum eighty thousand) should be enclosed with the bid in the form of a draft or cash warrant in favor of "T Bank Limited, Thimphu".
- 3.11.15 The bid security of unsuccessful bidder (s) shall be returned on expiry of the bid.
- 3.11.16 The bid security shall be forfeited if a bid is withdrawn from in the interval between the deadline and the expiration of the period.

4. DELIVERY SCHEDULE

The Bidders shall include a schedule of supply that shall include the description of goods or services to be provided and the delivery period of the goods. The delivery period shall be the number of days from the date of issue of purchase order to the supplier to fulfill the delivery obligation. The delivery schedule shall be as per the table below:

Delivery Schedule				
S.N	Particular	Earliest Delivery Period	Last Delivery Period	Remarks
1	Lot I – Computer Hardware	15 days	45 days	
2	Lot II – Furniture & Fixtures	15 days	45 days	
3	Lot III – Electrical Appliances	15 days	45 days	

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5. PROPOSAL SUBMISSION FORM

To:

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Having examined the RFP Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer **“Supply of Lot I, Lot II, and Lot III for the Financial Year 2024”** in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the price schedule attached hereto and made part of this bid.

We undertake, if bid is accepted, to deliver the services as per terms and conditions of the bidding documents in accordance with the delivery schedule specified in the RFP documents.

We agree to abide by this bid for the period of 1 year from the RFP fixed date, and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a final official document is prepared and executed, this bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(Signature and Seal)

Name:

Title:

Address:

Contact No.:

Email ID:

Please visit the ADM/HR Department for the sample of single and double cabin file racks.

