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**DRUK HOLDING & INVESTMENTS LTD.**

## **GROUP STANDARD BIDDING DOCUMENT**

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### **GOODS**

Supply of Office Furnitures

August 2022

Druk Holding and Investments Limited,  
P.O Box 1127, New BOBL Building, Norzin Lam, Thimphu, Bhutan  
Tele# +975-2-336257/58, Fax# +975-2336259  
Website: [www.dhi.bt](http://www.dhi.bt)

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## NOTICE INVITING TENDER

NIQ No.: DHI/Procurement-02/2022/480

August 26, 2022

1. The Druk Holding and Investments Limited, (DHI) invites e-Bid from eligible firms (hereafter referred to as the “bidder” / “Consultant”) with valid trade license for: Supply of Furniture
2. DHI would like to inform the interested firms to kindly visit the website [www.tender.bt](http://www.tender.bt) for vendor registration and to submit the proposal online.
3. The user manual for vendor registration and bidding process is available on the website [www.tender.bt](http://www.tender.bt) or else can be downloaded from following links:
  - User manual for vendor registration
  - User manual for Bidding process
4. Proposals shall be opened in the presence of Bidder’s representatives who choose to attend as per the information given in T&C .
5. All Bids must be accompanied by Bid security for an amount of Nu 50,000.00 [Ngultrum Fifty Thousand and shall remain valid for 3 months from the date of the opening of the bids.
6. DHI reserves the right to accept or reject any Proposal partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no Consultant/ intending Consultant shall have any claim arising out of such action of the company.

### 7. SBD Timeline

NIT No	:	DHI/PROC-02/2022/480
Bid Submission date & time	:	8 <sup>th</sup> September 2022 (12:30 pm)
Opening date & time	:	8 <sup>th</sup> September 2022 (2:30 pm)
RfP shall be available at	:	<i>www.tender.bt</i>

## Terms and Conditions

### 1. Scope of Supply

- 1.1. The bidder(s) must quote for all items as per the technical specification and the Price Schedule as attached at Annexure -II.

### 2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from address below during office hours [9am to 5pm] no later than 4<sup>th</sup> September 2022.

Tenzin Tsheltrim

Email: [tenzintsheltrim@dhi.bt](mailto:tenzintsheltrim@dhi.bt)

Manager, Procurement

Druk Holding and Investments Ltd., (DHI)

New BOBL Building, Norzin Lam, Thimphu

Tel: [+975-2-336257/8], Fax: [+975-2-336259]

### 3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:

- i. Bid Security
- ii. Bid Proposal Form
- iii. Price Schedule
- iv. Any other relevant documents

### 4. Bid Price

- 4.1. All prices shall be quoted in Ngultrum (Nu). The quoted price shall be **DDP including taxes, duties and other levies to the final place of delivery**, if required.

- 4.2. The final place of delivery is as per delivery schedule.

- 4.3. The bidder(s) must quote for all the items under this bid. Price bids will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

### 5. Bid Validity

- 5.1. The bid shall be valid for **90 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.

### 6. Bid Security

- 6.1. The bid shall be accompanied by the bid security of Nu.50,000 in the form of Bank Deposit/Bank

Transfer/Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in in favor of The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu in and separate envelope marked as “Bid Security” Issued by the Financial Institution enforceable in any Banks in Bhutan. In case if the bidder opts for Bank Deposit/Bank Transfer) the bid security of Nu. 50,000/- shall be deposited/transferred to the DHI’s BOBL account no: 100893691, and submit the transaction details along with other documents during bid submission.

- a) The Bid security shall be valid up to 31<sup>st</sup> December 2022.
- b) The Bid Security is to be submitted as a part of the Bid
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.2. 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 price bid in the form attached may be submitted electronically on Tender.bt ([www.tender.bt](http://www.tender.bt).)

## 8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated 8<sup>th</sup> September 2022 (12:30 pm) Bids in hard copy shall not be accepted.

## 9. Bid Opening

9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend at 8<sup>th</sup> September 2022 (2:30 pm) at DHI Conference Hall. 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. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. 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;

10.2. 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.

- 10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.
11. **Purchaser's Right to Accept Any Bid, and Reject Any or All Bids**
- 11.1. The Purchaser 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.
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 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. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.
14. **Delivery Schedule**
- 14.1. The supply of the Goods and related service shall be completed within 20 days from the date of issue of the Purchase Order, or the signing of the contract [if applicable].
15. **Performance Security**
- 15.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of bank transfer (MBoB, Mpay, TPay...), cash warrant, demand draft or unconditional Bank Guarantee in the name Assocaite Director, CSD 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 till the end of warranty period and will be returned after the end of warranty period.
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. **Payment Terms**
- 17.1. 100% shall be released on the delivery of goods in a serviceable condition at site and on submission of bills.
- 17.2. 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 Purchaser shall furnish necessary TDS Certificate to the

Bidders, issued by the Department of Revenue & Customs, RGoB.

18. Warranty Period

- 18.1. The Supplier shall provide the warranty for a period of 3 months for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 18.2. Any goods found defective during the warranty period shall be replaced/ repaired 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.

19. Submission of Bid

- 19.1. 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 format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

20. Termination

- 20.1. 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:
- 20.2. 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; and
- 20.3. 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 **10 days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

21. Governing Law

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

22. Dispute Resolution

- 22.1. 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 for Bhutanese Supplier.

23. Rejection of Materials:

In the event of materials being considered inferior and rejected by the purchaser, the suppliers shall

replace the same with appropriate quality at their own cost, including to and fro freight and transit insurance charges and all other incidental charges up to Consignee destination within 15 days from the date of intimation of rejection of materials.

24. **Inspection & Test:**

At its own expense and at no cost to the purchaser, the supplier shall carry out delivery of materials within Thimphu. The purchaser may reject any materials or any part thereof that fail to conform to the required specifications. The supplier shall either rectify or replace such rejected materials or part thereof or make alternatives necessary to meet the specifications at no cost to the purchaser.

25. **Packing & Forwarding:**

The firm shall provide suitable packing for the materials to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation and open storage.

26. **Replacement/Repair:**

If any damages was found in the course of the shipment/transportation, DHI shall intimate the supplier for replacement. The supplier shall replace the damaged item within **30 days** from the date of intimation.



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.
- (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]

## Technical Specification and Delivery Schedule

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

Sl.No	Description	Specification	Total Qty	Dochula	Dagapela	Samcholing, Trongsa	Jamjee, Thimphu	Gedu
1	Single bed (standard size, Rubber wood)	(3ft x 6ft, Rubber wood)	12	3	3	3	3	
2	Dining table with 4 Chairs	Rubber wood	4	1	1	1	1	
3	Cupboard	Medium, Rubber wood	8	2	2	2	2	
4	Office Table (Size L=1200mm x B=600mm)	Rubber wood	8	2	2	2	2	
5	Workstation	Desk for Control room 3 unit (L-2000mmxB-700mmxH-750mm)- 1nos (L-1000mmxB-700mmxH-750mm)- 2nos	4	1	1	1	1	
6	Revolving Chair	High back mesh office chair with arm rest with locking tilt mechanism (without head rest)  Width- 63.5 cm Depth- 57 cm Minimum Height- 86 cm Minimum Seat Height- 46.5 cm Width (Arm to Arm)- 46 cm Arm Rest Height- 66 cm	35	3	6	6	6	6
7	Office Table	No of drawers-3 L-1500mmxB-600mmxH-750mm	12	1	3	3	3	2
8	Visitor Chair with arm rest	Rubber wood	44	8	12	12	12	
9	File Rack with 4 shelves	Wooden File Rack	8	2	2	2	2	
10	Mini conference table	6 seat chair without arm rest Rubber wood	4	1	1	1	1	
11	Couch	5 seater Rubber wood	3		1	1	1	
12	Center Table	Standard Rubber wood	3		1	1	1	
13	Perodical Stand		4	1	1	1	1	
14	Round table	36" in diameter Rubber wood	8	2	2	2	2	

Price Schedule

SL #	Item	Qty	Unit Rate (Nu)	Total Amount (Nu)
1	Single bed (standard size, Rubber wood)	12		
2	Dining table with 4 Chairs	4		
3	Cupboard	8		
4	Office Table (Size L=1200mm x B=600mm)	8		
5	Workstation	4		
6	Revolving Chair	35		
7	Office Table	12		
8	Visitor Chair with arm rest	44		
9	File Rack with 4 shelves	8		
10	Mini conference table	4		
11	Couch	3		
12	Center Table	3		
13	Perodical Stand	4		
14	Round table	8		
	Sub-Total for Supply of Goods			
	Total Amount for Supply of Goods			
Goods and related Service to be executed including transportation and cost of installation.				
1	Dochula, Thimphu	Transportation		
		Cost of Installation		
2	Jamjee, Thimphu	Transportation		
		Cost of Installation		
3	Gedu, Chukha	Transportation		
		Cost of Installation		
5	Dagapela	Transportation		
		Cost of Installation		
6	Samcholing, Trongsa	Transportation		
		Cost of Installation		

Total Amount in Nu. and in words	<i>[insert the Total Amount for Supply of Goods and related Service including all related costs]</i>
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Signature of Supplier:	Supplier's Official Stamp
Name of Supplier :	
Date :	