



GROUP STANDARD BIDDING DOCUMENT

GOODS (BDS)



Tender Reference: BPC/PD/Office Equipment/2023/04 dated March 11, 2023





# Contents

SECTION II. BID DATA SHEET ......1





#### SECTION II. BID DATA SHEET

The Bid Data Sheet (BDS) contains information and provisions that are specific to a particular bidding process. The Purchaser must specify in the BDS only information that the Instructions to Bidders (ITB) request be specified in the BDS. All information shall be provided, and no clause shall be left blank. To facilitate the preparation of the BDS, its clauses are numbered with the same numbers as the corresponding ITB clauses. This guide provides information to the Purchaser on how to enter all required information, and includes a BDS format that summarizes all information to be provided.

ITB	Particulars				
1.1	Tender No.: BPC/PD/Office Equipment/2023/04 dated March 11, 2023				
1.1	Tender Name: The Supply and Delivery of Office Equipment and Miscellaneous items for the Maintenance of Transformers				
1.1	Purchaser: Procurement Division, Bhutan Power Corporation Limited, Yarden Lam, Post Box No. 580, Thimphu, Bhutan.				
1.1	The number	and identification of Lots comprising this tender are:			
	Lot No.	Lot No. Lot Description			
	1	Office Equipment			
	2	Computers and Server			
	3	Miscellaneous items for the maintenance of Transformers			
8.2	For Bid clarification purposes, the Purchaser's address is: Attention: The General Manager. Address: Procurement Division, Bhutan Power Corporation Limited, Yarden Lam, Post Box No. 580, Thimphu, Bhutan. Telephone number: +975-2-326289 Electronic mail address: gorabdorji@bpc.bt copy to: psd.bpc.thimphu@gmail.com/kinzangwangmo@bpc.bt				
8.3	Bid Clarification request will be received on or before: Time: 17:00 hour Date: March 29, 2023				
8.5	Date : Marc				



	Further, the Bidder shall submit the following additional documents with its Bid: a) Copies of valid Trade License b) Latest Tax Clearance Certificate c) Manufacturing License in case OEM (original equipment manufacturer) bids directly
15.1	Alternative Bids shall <b>not</b> be permitted.
16.3	The Bidder shall quote prices in <b>DDP</b> (Delivered Duty Paid) for all the lots/items as per incoterm 2020.
	Notwithstanding any possible misinterpretation/ambiguity in interpretation, it is explicitly clarified that the offered prices shall be all inclusive covering all costs including but not limited to transportation, insurance, taxes and duties and any other costs for delivery of the materials to the Purchaser at the designated place of delivery/destination.
	However, unloading of the materials at the place of destination shall be under the scope of supplier. The Purchaser shall issue the certificate upon acceptance of the Goods in good condition.
16.3 (a) (iii)	Place of Destination: Central Stores, Pasakha, Phuentsholing, BPC, Bhutan.
16.3 (b) i, ii, & iii	The price shall be inclusive of all taxes, duties and incidental charges that are applicable both inside and outside the purchaser's country.
16.5	Bids are being invited for lot/Item.
18.1	The prices quoted by the Bidder <i>shall not be adjustable</i> except under the circumstances specified under Clause 38.3 (e)
19.1, 19.2 and	Bid Prices shall be quoted in <b>Ngultrum</b> for goods offered from Bhutan, in <b>Indian Rupees</b> for goods offered from India; and in US dollar/major foreign currencies for goods offered from other Countries.
19.3	Bid Prices expressed in Indian currency and US Dollars/major foreign currencies shall be accepted and evaluated in accordance to ITB 38. For bid evaluation purpose the exchange rate will be based on the Telegraphic Transfer (TT) selling rate published by the Royal Monetary Authority (RMA) of the Kingdom of Bhutan on the day of bid opening or the immediate preceding date as posted by the RMA.
20.1	Technical Specifications
nent Divi	The minimum technical specification (where ever required) are detailed out under respective <b>Lot</b> and <b>Price schedule</b> . Any technical deviation shall be brought out in the deviation sheet provided.
18	*



20.2	Guaranteed Technical Specifications (GTPs) "is" require				
	Lot Description	Remarks			
	Lot 1: Office Equipment	Required			
	Lot 2: Computers and Server	Required			
	Lot 3: Miscellaneous items for the maintenance of Transformers	To be offered if any			
	a) The bid for that item(s)/Lot(s) shall be rejected if there is a major deviation t the GTP requirement.				
	The bidders are required to duly fill up the GTP forms provided in the bidding document. The catalogue/brochures of the items shall not be considered as GTP of the item. Further, if there are discrepancies between the item catalogue/brochures and the offered GTP, then GTP shall prevail.				
	For convenience purpose, the GTP in Excel format is attached herewith. The GTP must be seal, sign and fill up without any alteration to its format.				
	b) For the item(s)/Lot(s) of which GTP forms are not plot, the bidders may submit the catalogue or drawing offer GTP if there is any.				
20.3	The period of time for which the Goods are expected to be functioning (for the purpose of spare parts, special tools, etc.): <i>Not Applicable</i>				
21.1	Financial Capability				
	The Bidder shall furnish documentary evidence that it meets the financial requirement(s): <i>Not Applicable</i>				
21.2	Experience and Technical Capacity				
	The Bidder shall furnish documentary evidence to demonstrate that it meets following experience requirement(s): ISO Certificate, list of previous clie relevant catalogues, notarized test certificates, list of past performance certificated and manufacturer's profile for all new brands that are introduced in BPC.				
21.3(a)	Manufacturer's Authorization (MA) "is" required/Not Required				
	Lot Description	Remarks			
	Lot 1: Office Equipment	Required			
	Lot 2: Computers and Server	Required			
	Lot 3: Miscellaneous items for the maintenance of Transformers				



			#I cross			
		a) The bid for that item(s)/Lot(s) shall be rejecte Authorization is not submitted for which the Manuf required.	d if the Manufacturer's facturer's Authorization is			
		b) The Bidders are to mention the brand and origin of g and submit the Manufacturer's Authorization accord	oods in the price schedule dingly.			
		c) The brands (restricted/) are mentioned in the price to quote accordingly. Item/lots for which brands are substitute brand shall be accepted and shall be confor that particular item/lot.	restricted, no alternative/			
	21.3 (b)	After sales maintenance, repair, spare parts stocking and related services: <i>are</i> <b>not Required</b> , and the Bidder therefore is <i>not</i> <b>required</b> to be represented by a suitably equipped and able agent in Bhutan.				
	21.3 (c)	Joint Venture, Consortium (JV/C) Bids are permitted: <i>Not Applicable</i>				
	22.1	The Bid validity period shall be 90 days from the last date of bid submission i.e., up to <b>July 03, 2023.</b>				
	23.1	The Bidder shall furnish a bid security in the amount and currencies as shown below in favour of <b>General Manager</b> , <b>Finance and Accounts Division</b> , <b>BPC</b> :				
		Lot Description	Amount (Nu.)			
		Lot 1: Office Equipment	8,000.00			
		Lot 2: Computers and Server	62,000.00			
		Lot 3: Miscellaneous items for the maintenance of Transformers	32,000.00			
Thimphu	Bhutan *	Preferably Bid Security should be submitted for the individual lots. Comb Security would be also accepted. However, if the combined Bid Securit sufficient in terms of total amount, the offer for the entire quoted lots w treated as non-responsive as per ITB 23 and not considered for evaluation.				
ower Corp	oralions	For e-bids, bidders shall submit the Bid Security Procurement Division (PD), Thimphu/Regional Store Stores (CS), Phuentsholing on or before the deadling bids and also upload the scan copy of bid security website	e (RS), Gelephu/Central e for the submission of			
	23.5	The Bid Security validity period shall be valid till <b>August 02, 2023.</b>				
	24.1 & 25.1	In addition to the original Bid, the number of copies is: <i>N</i>	Not Applicable			



25.2(b)	For bid submission purposes only, the Purchaser's add	ress is:			
	Attention: The General Manager Address: Procurement Division, Bhutan Power Corporation Limited, Yarden Lam, Post Box No. 580, Thimphu, Bhutan.				
25.3	Mode of Tendering is Single Stage - One Envelope Process.				
25.8	Bidders are required to submit e-bids through e-procurement (www.tender.bt).				
	Bidders have to visit website <u>www.tender.bt</u> for vendor registration if the has not registered in the e-procurement platform and submit the bid of user manual for vendor registration and bidding process is available download from website <u>www.tender.bt</u>				
26.1	The deadline for the submission of Bid is: April 04, 2023 at 14:00 hours				
29.1	The Bid Opening shall take place at: Address: Conference Hall, Head Office, BPC, Thimphu Date : April 04, 2023 Time : 14:30 Hours Venue : BPC Conference Hall				
37.1	A margin of five percent (5%) Domestic Preference: <i>Not Applicable</i>				
38.3 (a)	Evaluation of the bid will be done as below:				
	Lot Description	Amount (Nu.)			
	Lot 1: Office Equipment	Item Wise			
	Lot 2: Computers and Server	Item Wise			
	Lot 3: Miscellaneous items for the maintenance of Transformers	Lot wise			
	A lot/item with an alternative price shall be rejected and that lot/item shall not be considered for further evaluation.				
	For item wise evaluation, Bids will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Bidder. The bidders are required to quote all the sub- items under the item and missing of any sub-item shall be considered as non-responsive for the particular item				
	For lot wise evaluation, in case some items are not quot if it is determined that the non-quoted items are not a new form an integral element of the lot, the corporation rest the items considering the cost is included. The supplier so items without any cost loading rate.	najor component or do not serve the right to evaluate			



38.3(e)	The adjustments shall be determined using the following criteria:
	(a) Deviation in Delivery schedule: Yes
	No credit will be given to earlier delivery but Bids offering late delivery schedules (LDS) will be accepted but the Bids shall be adjusted for the purpose of the bid evaluation only adding at the rate of @one (1) percent of the bid price for each week of delay to the bid price. Bids offering delivery schedules beyond 1 (one) month of the delivery period shall be rejected.
	(b) Deviation in payment schedule: NA
	(c) The cost of major replacement components, mandatory spare parts, and service: NA
	(d) The availability in Bhutan of spare parts and after-sales services for the equipment offered in the Bid: NA
	(e) The projected operating and maintenance costs during the life of the equipment: NA
	(f) The performance and productivity of the equipment offered: NA
38.6	Bidders shall be allowed to quote prices for one or more lots. The price schedule must be completed without any alteration to its format.
44.2 &	The successful Bidder shall submit the performance security and sign the
45.1	Contract <b>within fifteen</b> (15) days after the issuance of the Notification of Award.







#### **GROUP STANDARD BIDDING DOCUMENT**

GOODS (SCC)



Tender Reference: BPC/PD/Office Equipment/2023/04 dated March 11, 2023





0						
-	0	73	*	0	13	ts
-	Ç.J	2.5	€.	C	8.5	1

<b>SECTION V SPECIA</b>	L CONDITIONS OF CONTRA	CT
SECTION V SPECIA	L CONDITIONS OF CONTRA	CT





## SECTION V SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General

Refere	nce to the GCC is made as under:
1.1	Place of Destination: Central Stores, Pasakha, Phuentsholing, Bhutan.
	The Consignee is:
	The Sr. Manager,
	Central Stores,
	Bhutan Power Corporation Limited,
	Phuentsholing, Bhutan
	Email: karma.dorji@bpc.bt
	Contact No: 17699287
	The Purchaser is: Procurement Division, Bhutan Power Corporation Limited, Yarden Lam, Post Box No. 580, Thimphu, Bhutan.
	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties there under shall not be as prescribed by: <i>Not Applicable</i>
3.5(b)	The term EXW, CIF, DIP, DDP and other similar terms shall be as per the version of Incoterms 2020
	The language shall be: "English". Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by a <b>notarised</b> and an accurate translation of the relevant passages in English.
7.1	For notices, the addresses shall be: For the Purchaser:
	Attention : The General Manager
	Address : Procurement Division
	Bhutan Power Corporation Limited
	Thimphu, Bhutan
	Telephone : 00975-2-326289/336046
	E-mail address: <i>gorabdorji@bpc.bt</i>
	Copy to : psd.bpc.thimphu@gmail.bt
9	The rules of procedure for arbitration proceedings pursuant to GCC Sub-Clause 9.2 shall be as per the Alternative Dispute Resolution Act of Bhutan 2013.
13.2	The prices charged for the goods supplied and the related services performed "shall not"
13.2	be adjustable



### 14.1 Terms of Payment

Payment shall be made through proper banking channels and the responsibilities of payment transfer and transfer charges lie on the Suppliers.

Advance Payment: Maximum of ten percent (10%) of the Contract Price as advance payment shall be paid after the signing of the Contract. Payment shall be made provided the Supplier presents a request for payment accompanied by an Advance Payment Security in the form of Bank Guarantee issued by a reputable financial institution acceptable to the purchaser for an amount equal to the amount of the advance payment, and shall be valid until the goods are delivered.

**On Acceptance:** Eighty percent (80%) of the goods received shall be paid within Thirty (30) days of receipt of the goods upon the submission of a claim supported by the Acceptance Certificate issued by the Purchaser.

**Retention Payment:** Ten percent (10%) of the Contract Price will be payable after the expiry of defects liability period (for a period not exceeding twelve months after the delivery of all materials). However, prior to the expiry of defect liability period, the payment shall be released to the Supplier on furnishing Retention Security in the form of Bank Guarantee issued by a reputable financial institution acceptable to the purchaser for an amount equal to the amount of retention payment and shall be valid for a period not less than twelve (12) months after delivery of the materials.

If the Financial institution issuing the advance payment bank guarantee/retention security bank guarantee furnished by the Bidder is located outside the Purchaser's country, the bank guarantee shall be counter guaranteed by a correspondent financial institution located in the Purchaser's country to make it enforceable.

- Tax Deducted at Source (TDS) shall be deducted as per the regulations of Ministry of Finance, RGoB, Bhutan.
- 16.1 The amount of the Performance Security shall be: Ten percent (10%) of contract value
- 16.3 The types of acceptable Performance Securities are:
  - (i) Unconditional bank guarantee issued by a reputable financial institution acceptable to any banks in Bhutan, in the form provided for in the Contract or in any other form acceptable
  - (ii) Cash warrant,
  - (iii) Demand Draft, or
  - (iv) Bank Transfers

If the institution issuing the Performance Security furnished by the Bidder is located outside the Purchaser's country, the Performance Security shall be counter guaranteed by a correspondent financial institution located in the Purchaser's country to make it enforceable.

The performance security shall be renewed by the supplier in the event the delivery is delayed beyond the contract period.





#### 20.1 Part Delivery

Part delivery shall be not accepted for the goods which are required to be used together. Payment shall be made only if those goods which need to be used together are supplied completely

#### Incomplete Delivery

In the event, the goods are not delivered in full quantity as per the contract, the equivalent performance security amount of undelivered goods shall be forfeited.

Details of Shipping and other Documents to be furnished by the Supplier are:

- (i) Copies of the Supplier's invoice showing Goods description, quantity, unit price, and total amount;
- (ii) Suppliers Good Issues Note (Challan);
- (iii) Copy of import declaration form (B-Form) in Bhutan;
- (iv) Original tax paid receipt in Bhutan.
- (v) Manufacturer's or Supplier's warranty certificate;
- (vi) Packing List;
- (vii) Inspection report/Test Certificate

#### 22.2 Subcontracting: *Not Applicable*

#### 25.1 The inspections and tests: *Not Applicable*

To ensure that the goods are delivered in good condition, purchaser may call suppliers/supplier's representatives to be present for the joint inspection of the goods at the BPC warehouse and sign the joint inspection report.

# 25.2 Inspections and tests shall be conducted at: *Not Applicable*

#### 26.2 The packing, marking and documentation within and outside the packages:

The Supplier shall provide packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as per the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified under *Technical Requirements* and in any subsequent instructions ordered by the Purchaser.

# 27.1 Responsibility for transportation of the Goods shall be as specified in the **Incoterms 2020**.

However, unloading of the materials at Central Stores (CS), Pasakha, Phuentsholing, Bhutan shall be under the scope of supplier. The CS shall issue the certificate upon acceptance of the Goods in good condition.



28.3 The period of validity of the Warranty: Twelve (12) months from the date of acceptance of goods at the place of destination.

As a proof of performance warranty, the supplier have to deposit 10% of the supplied value in the form of Bank Guarantee acceptable to the Purchaser which shall be valid for a period not less than twelve (12) months after delivery of last consignment.

Or

As a proof of performance warranty, the purchaser will not release the 10% retention money to cover the defects liability period which shall be minimum of twelve months after the delivery of the last consignment. However, the payment for the retention amount shall be made provided the Supplier presents request for payment accompanied by a Retention Security in the form of Bank Guarantee issued by a reputable financial institution acceptable to the purchaser for an amount equal to the amount of retention payment and the validity of the Bank Guarantee shall be not less than twelve (12) months after the delivery of last consignment.

If the Financial institution issuing the performance warranty bank guarantee/retention security bank guarantee furnished by the Bidder is located outside the Purchaser's country, the bank guarantee shall be counter guaranteed by a correspondent financial institution located in the Purchaser's country to make it enforceable.

28.4 & The period for repair or replacement: As specified in the notification

28.5

#### Defective

The goods which are rejected by BPC due to inferior quality, not as per technical specification, defects and other reasons shall be replaced by supplier within the duration specified by purchaser.

If the goods become defective within the warranty period the supplier shall repair/replace the goods as per the notification issued by purchaser failing which the purchaser shall forfeit the Retention money/equivalent bank guarantee retained with the purchaser.

- The applicable rate for liquidated damages for delay: **0.3** % **per day.**The maximum amount of liquidated damages: 10% of the contract price
- 31.1 The insurance coverage shall be in the scope of supplier.

