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BANK OF BHUTAN

A dhi Company

Banker to the Nation since 1968

REQUEST FOR PROPOSAL (RFP) FOR

SUPPLY AND DELIVERY OF FURNITURE & FIXTURE

Tender No.: 000/BoB/Tender/2025/11 **Date: 7th April 20**

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NOTICE INVITING TENDER

Date: 7th April 2025

NIT No.: 000/BoB/Tender/2025/11

- **Purchaser Name**: Bank of Bhutan

Items and quantities

Code	Items	Quantity
FF8	Almirah Steel (Big)	8
FF9	Almirah Steel (small)	1
Total		**9**

OWNERSHIP OF THIS REQUEST FOR PROPOSAL (RFP)

The content of this RFP is copyright material of the Bank of Bhutan (BoB).

- **DUE DILIGENCE**

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

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

TERMS AND CONDITIONS OF RFP

1. Scope of Supply

1.1. The bidder(s) price quoted shall be as per the technical specification mentioned above and the Price Schedule as attached in **Annexure -II.**

2. Clarification of the bidding document

2.1. Further information can be obtained in writing from the Admin & Procurement Section **OR** email dupchen.lepcha@bob.bt and kinga.tshering2682@bob.bt not later than five calendar days before the date of the bid submission. Clarification received after the clarification deadline shall not be entertained.

3. Documents comprising the 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.
v. Price Schedule in Annexure II.

4. Bid Price

4.1. The quoted price shall be in Ngultrum. The quoted price shall be in Delivery Duty Paid (DDP), including taxes, duties, and other levies to the final place of delivery.

4.2. The final place of delivery is at BoB Thimphu Main Branch, Norzin Lam.

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 and shall be rejected.

6. Bid Security

The bid shall not be accompanied by a bid security.

7. Submission of Bids

7.1. The bidder(s) shall submit one bid, and the bid should be submitted online via tender.bt. The bid, including all documents, should be duly filled out, signed, sealed and should be uploaded into the system along with other required documents.

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 time is **ON** or **BEFORE** 11th April 2025 at 1300 hours, Bhutan Standard Time (BST). **Late submission of a bid(s) shall not be entertained**.

9. Bid Opening

9.1 The bid(s) shall be opened in the presence of bidders or their representatives who choose to attend on 11th April 2025 at 1500 hours (BST).

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

10. Evaluation of Bid

a. Evaluation of the bid

i. The evaluation shall be carried out with 100% on the quoted amount. However, if the quality of the product is not up to the materials specified in the technical specification, then the bid shall be rejected without any explanation to the bidder.

ii. To assist in the examination, evaluation, and comparison of bids, the purchaser 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 purchaser within the specified time period shall be treated as non-responsive and hence be rejected.

iii. Non-compliance with the technical/product specification shall be considered a non-responsive bid and shall not be evaluated.

b. While evaluating the quotations, the Bank will determine for each quotation and evaluate the price by adjusting the quoted price in case there are any arithmetical errors as follows:

i. Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail.

ii. Where there is a discrepancy between the Unit Rate and the line item, the resulting figure from multiplying the Unit Rate by the quantity shall prevail unless, in the opinion of the Bank, there is an obvious gross misplacement of the decimal point in the Unit Rate; and

iii. If the supplier refuses to accept the correction, this quotation will be rejected, and the bid security shall be forfeited.

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

11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept, reject, or cancel 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 a Notification of Award/Letter of Acceptance OR Purchase Order to the successful bidder.

14. Delivery Schedule

14.1. The supply and delivery of the goods and related services shall be completed within **60 calendar days** from the date of the Purchase Order or issuance of approved KUPA whichever is later.

14.2 Supply, delivery, and installation of Store Rack are at Thimphu Main Branch, Norzin Lam, Thimphu.

14.3 The bidder's quoted delivery schedule of more than 60 days shall be considered as non-responsive.

15. Performance Security

15.1. The successful bidder shall not be required to furnish performance security of 10%, however, 10% of the payment shall be deducted at the time of bill payment and shall be released only after the completion of the warranty period.

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 of the value of undelivered goods and shall be a maximum of **10%** of the total 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 its delay in performance or other failures 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 it 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 the work, and the payment will be made within 30 working days after submitting the invoices. From the invoiced amount, only 90% shall be made after completion of the tendering process and the remaining 10% shall be paid after the completion of the warranty period.

18.2. At the time of the release of payment, all applicable taxes such as Tax Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan shall be deducted.

19. Warranty Period

19.1. The warranty for products shall be for 12 months. If the supplier fails to rectify and or replace the defective goods, the performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

20. Submission of Bid

20.1. The Bidder shall submit the bid submission form using the form in Annexures I, and II. ***This form must be completed without any alterations to its content***. All blank spaces shall be filled with the information requested.

20.2. A bid in which the bid submission form is not duly filled, signed, and sealed by the bidder shall be rejected.

21. Termination

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 fulfil any other terms and conditions specified in the purchase order/contract, or exceeds the maximum amount of liquidated damages.

21.3. If the supplier does not take any remedial action for the default within a given time period after notifying.

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 about 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 the 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 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 the 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 of 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 the 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 the person whose name and capacity are shown]

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

Name: _____[*insert complete name of the 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 Schedule

[Describe below the items, units, and quantity of the Goods and related Services required].

	Description	Qty (Nos)	Rate/Piece (Nu.)	Total (Nu.)	Bidders' Delivery timeline (in Days)
1	Steel Almirah (Big)	8			
2	Steel Almirah (small)	1			
Total Amount					
Total Bid Price (in words)	…… ……				
Project time period	The maximum time period for print, supply, and delivery is 60 calendar days				
Name of Supplier:					**Bidder Official Stamp & Signature**
Contact No.:					
Email id:					
Date: ……/……/2025					

Financials – 100%

Formula to calculate points

Financial = (Lowest quoted Bid/Individual quoted Bid amount) X 100%

Specifications

FF8	Almirah Steel (Big)	✓ Size: 1850*900*450mm ✓ Min. Material Thickness: 1.0 mm ✓ Surface: Electrostatic powder spraying ✓ Fitting: 4 shelves with single lock ✓ No locker compartment is needed.
FF9	Almirah Steel (small)	✓ Min. material: 1.0 mm ✓ Surface: Electrostatic powder spraying ✓ Fitting: 2 shelves making 3 compartments with a single lock. ✓ No locker compartment is needed.