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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/2026/011 **Date: 17th June 2026**

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NOTICE INVITING TENDER

Date: 17th June 2026

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- **Purchaser Name**: Bank of Bhutan

Bills of Quantities (BOQ) with Specifications

(Please provide catalogue in e-copy) while submitting the bid.

#	Item Name	Qty	Specifications
1	Revolving Chairs	111	**Workstation Chairs (Half-Back)** 1. Color: Black 2. Foam cushioned seat & mesh back 3. Polypropylene (PP) arms 4. Push-back mechanism 5. Revolving 6. Gaslift height adjustment 7. Nylon caster wheels
2	Visitors' Chairs	24	**Visitor Chairs (Half-Back)** 1. Color: Black 2. Foam cushioned seat & mesh back 3. Polypropylene (PP) arms 4. Centre tilt mechanism 5. Revolving 6. Gaslift height adjustment 7. Nylon caster wheels
3	Customers Chair (3 seaters)	44	**3-Seater Customer Chair (With Cushioned)** Stainless Steel with foam cushioned on seat and at the back of the seat.
4	Executive Chair	1	**Executive Chair (High-Back)** Leatherette or seat fabric 2. Moulded arms 3. Centre tilt mechanism with lock 4. Chrome-plated base 5. Nylon castor wheels 6. Gas lift height adjustment

5	Printer Table	19	1. Size: 800 mm (L) × 500 mm (W) × 700 mm (H) 2. Material: Hardwood with metal support 3. Structure: Sturdy tabletop 4. Storage: Open shelf or drawer for paper, toner, and cables 5. Mobility (Optional): Fixed 6. Finish: Laminate or polished surface, scratch-resistant and easy to clean 7. Load Capacity: Suitable for standard office printers (approx. 40-80 kg)
6	Full Secretariat Table (3 drawers)	6	1. Size: 1500 mm (L) × 750 mm (W) × 750 mm (H) 2. Material: Engineered wood (particle board/MDF) or solid wood 3. Structure: Rectangular table with modesty panel and sturdy frame 4. Storage: 3 side drawers (1 lockable) with smooth runners 5. Top: Pre-laminated or polished surface, scratch-resistant 6. Finish: Laminate/veneer with edge banding; termite-resistant treatment 8. Legs/Base: Panel legs or metal frame for stability
7	Half Secretariat Table (no drawers)	21	1. Size: 1200 mm (L) × 600 mm (W) × 750 mm (H) 2. Material: Engineered wood (MDF/particle board) or solid wood 3. Structure: Simple rectangular table with sturdy frame 4. Storage: No drawers (open leg space) 5. Top: Pre-laminated or polished surface, scratch-resistant 6. Finish: Laminate/veneer with edge banding; termite-resistant treatment 7. Legs/Base: Panel legs or metal frame for stability 8. Cable Management (Optional): Grommet hole for wires
8	Chodrom	27	1. Size: 1200 mm (L) × 500 mm (W) × 350 mm (H) 2. Material: Hard wood (traditional hardwood or locally sourced timber) 3. Structure: Rectangular low-height table with sturdy legs 4. Design: Traditional Bhutanese patterns/paintings 5. Finish: Natural polish or painted finish with protective coating 6. Usage: Dining, serving, or seating support in traditional settings 7. Load Capacity: Suitable for regular household use

Note: Bidders are required to submit SAMPLES for Serial no 1, 2, 3, 5, and 8 at the time of bid submission. Failure to submit the sample shall be considered non-responsive.

OWNERSHIP OF THIS REQUEST FOR PROPOSAL (RFP)

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- **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 and email us at 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 Norzin Lam, BoB Corporate Office, Thimphu.

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

6.1. All Bids must be accompanied by Bid Security. A lumpsum bid security of - BTN 40,000 (Ngultrum Forty Thousand only) should be submitted along with the bid submission. The Bid Security shall be in the form of Demand Draft /Cash Warrant /Banker's Cheque/ Bank Guarantee/Cash deposit, addressed to the Chief Executive Officer, enforceable by any financial institutions in Bhutan. The bid security shall remain valid for a period of 30 days beyond the validity period for the bids. The original copy of the above instrument should reach the Admin & Procurement Section, BoB Corporate Office, Thimphu, before the bid submission deadline. The bidder(s) has the option to do a fund transfer in the following account details:

Account Name: Bid Security EMD Money
Account Number: 218773145

Note: If the bidder opts to do a fund transfer, the bidder is required to submit the soft copy (screenshot) along with the bid document online. Bidders who have already submitted the bid security of BTN 40,000 need not submit; however, you are required to write us an email informing us to retain the earlier bid security submitted during the open tendering process.

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** 22nd June 2026 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 22nd June 2026 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:

Bidders are required to quote for all items within a lot, and the award shall be made on a lot-wise basis. Failure to quote for any item(s) within the lot shall result in disqualification of the bid.

a. Evaluation of the bid

i. Detailed Evaluation Process

1. The evaluation shall be conducted on an **item-wise basis**, taking into account both the **quoted price** and the **quality of the samples submitted** by the bidders.
2. Submission of samples is mandatory where required. Only bidders whose samples meet the Bank's technical and quality requirements shall be considered for evaluation.
3. The Bank reserves the right to prioritize overpriced quality. Accordingly, if the lowest-priced item is found to be of inferior quality or does not satisfactorily meet the Bank's requirements, the Bank may award the item to another bidder offering a superior-quality product, even at a higher price.
4. For price reasonableness, the Bank shall use the rates received during the previous Open Tender Process as a benchmark. Any quoted rates found to be unreasonably high in comparison to the benchmark may not be considered for award.
5. All samples shall be evaluated against the specifications, materials, performance standards, and quality requirements stated in the Technical Specifications (may refer to earlier procured items). If bidders are not confident about the quality, please visit Bank of Bhutan Head Office, Procurement Section on the 2nd floor, from 10 AM - 4 PM during weekdays. Any product found to be non-compliant with the prescribed specifications shall be rejected and the corresponding bid shall be considered non-responsive.
6. The decision of the Bank regarding the evaluation of samples, determination of quality, compliance with specifications, consideration of prices, and award of items shall be final and binding.
7. For items where sample submission is not required, bidders must submit the product catalogue, brochure, or technical literature along with their quotation. The catalogue shall be used by the Bank to verify and assess the product's specifications, features, quality, and compliance with the technical requirements. Failure to submit the required catalogue may result in the item being considered non-responsive.

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 contract shall be awarded **Item-Wise.** 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.

14.2 Supply, delivery, and installation of Store Rack are at Norzin Lam, BoB Corporate Office, 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 supply and delivery of goods, and the payment shall be made within 30 working days after submitting the invoices.

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 the 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	Rate/Piece (BTN)	Total (BTN)	Bidders' Delivery timeline (in Days)
Lot I: Seating Furniture					
1	Revolving Chairs	111			
2	Visitors' Chairs	24			
3	Customers Chair (3 seaters)	44			
4	Executive Chair	1			
Total Amount in BTN (Lot I)					
Lot II: Tables & Counters					
1	Printer Table	19			
2	Full Secretariat Table (3 drawers)	6			
3	Half Secretariat Table (no drawers)	21			
4	Chodrom	27			
Total Bid Price					
Total Bid Price (in words)		…… …… ……			
Project time period		The maximum time period for supply, delivery, and installation is 60 calendar days			
Name of Supplier:					**Bidder Official Stamp & Signature**
Contact No.:					
Email id:					
Date: ……/……/2026					

Note: *The bidder's Bid shall meet all the specifications specified in the bills of quantities above.*

EVALUATION CRITERA

Financials & Samples – 100%

Formula to Calculate Score

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