

Tender Number: DHI/PROC-13/2023/443

Dtd. 19th May 2023



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DRUK HOLDING & INVESTMENTS LTD.

REQUEST FOR PROPOSAL

Hiring and Installation of Tent and related services

May 2023

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



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NOTICE INVITING TENDER

[Hiring and Installation of Tent and related services]

NIT No. DHI/PROC-01/2023/,

Date: 19/05/2023

Druk Holding and Investments Limited (DHI) invites eligible bidders to submit your bid for the hiring and installation of Tent and related services as per the following Terms and Conditions:

Terms and Conditions

1. Scope of Supply

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

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from Senior Analyst, DRIVE, DHI or email at chiragsharma@dhi.bt contact no: 17455208 not later than seven days from the date of bid submission.

3. Documents comprising bid

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

- Bid Submission Form (Annexure II)
- Bid Security
- Valid Trade license
- Tax clearance
- Price Schedule (Annexure III)
- Any other relevant documents

4. Bid Price

- 4.1. All prices shall be quoted in Ngultrum (Nu.). The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery.

- 4.2. The final place of delivery is at Jigme Namgyel Wangchuck Super Fab, DHI, Serbithang, Thimphu (ThimphuTechpark premises) and Thimphu Clock Tower addressed to Associate Director, Corporate Services Division, Druk Holding and Investments Limited.

- 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 a 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

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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. 30,000/-** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft/Bank Deposit in the name of The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security shall be valid for up to 3 months.
- b) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
- c) The if the bidders' options to Bank Transfer the bid security, it may be deposited to the DHI's BOBL account no: 100893691, and submit the transaction details along with other documents during bid submission as well as email to pemachoden@dhi.bt

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 deadline

7.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated **5th June 2023 before 12 noon**.

8. Bid Opening

8.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend **on 5th June 2023 at 14:30 hrs. in the DHI Meeting room 1**. In case the due date of the opening of the bid falls on non-working days, the opening of the bid shall be on the next working day at the same time. [Evaluation of Bid](#)

8.2. 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 bid 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.

8.3. Where there is discrepancy between the unit rate and the line-item total resulting from

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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.

- 8.4. 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.
- 8.5. The method of Selection shall be **Quality and Cost Based Selection (QCBS)**. In the case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in clause 9.6.. The firm achieving the highest combined Technical and Financial score will be invited for negotiation.
- 8.6. The formula for determining the financial scores is the following: $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the Technical(T) and Financial Proposals (F) are:
T = 40%
F = 60%

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

- 9.1. 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.

10. Quantity Variation

- 10.1. 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.

11. Award of Contract

- 11.1. 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.
- 11.2. The contract period shall be at the discretion of the Purchaser.

Evaluation Criteria and Scoring System

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The proposal shall be evaluated based on the following qualifying criteria and weightages of the points under each criterion.

SN	Qualifying Criteria	Weightage of Points
1	Experience of Firm's relevant to the assignment	70%
2	Adequacy of the Proposal	30%

The points to be awarded under each qualification criterion shall be based on the experience, level of expertise, and supporting documents of such experiences submitted by the Consultant.

1. Experience of the Firm's relevant to the assignment (70%)

1.1 General experience of the Firm relevant to the assignment (35 points)

The bidding firm shall have general experience in the digital asset space. General experience can pertain to the four main digital asset market segments- exchanges, payments, custody and mining. Additionally, the bidder can also highlight their experience in the legal and regulatory space.

The point scoring shall be done as per the number of years of experience.

1.1	Number of Firm's Years in Service (35 points)	
	Number of Years	Points
	more than 10 years	35
	5 to less than 10 years	20
	1 to less than 5 years	5
1.2	Project experience of the Firm relevant to the assignment (35 points)	
	Number of Projects	Points
	more than 15	35
	10 projects to less than 15	20
	less than 10 projects	5

2.	Adequacy of the Proposal by the bidder (30%)	
	The proposal by the Consultant on technical approach and methodology, organization and staffing, and work plan shall be reviewed by DHI and points awarded for clarity, completeness and adequacy of such proposals. The adequacy of the proposal is subdivided into three categories as below:	
2.1	Technical Approach and Methodology (15 points)	
	The Consultant shall submit a proposal with clear objective and methodology covering all requirements of the Term of Reference (ToR). The Consultant shall be awarded the full 15 points for fulfillment of the criteria and thereafter pro-rate for approach and methodology of others as per their write-up.	
2.2	Organization and Staffing (7.5 points)	
	The Consultant submitting the best write up on Organization & Staffing shall be awarded 7.5 points, and thereafter pro-rated for write-ups that are not very clear.	
2.3	Work Plan (7.5 points)	
	The Consultant submitting the best write up on a Work Plan with a well-defined job with timeline shall be awarded 7.5 points, and thereafter pro-rated for write-ups that are not very clear.	
SN	Work Plan	Points
a)	Well defined job with timeline	7.5
b)	Job not well defined with timeline	5
c)	Well defined job without timeline	3

12. Delivery Schedule

- 12.1. The service shall be completed before 20th July, 2023

13. Performance Security

- 13.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in the name The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon

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issuance of notification of the award.

- 13.2. The performance security shall be discharged and returned to the owner/firm after completion of the work.
- 13.3. The performance security shall be forfeited if the successful bidder fails to adhere to its obligations within the contract period.

14. Liquidated Damage

- 14.1. If the Supplier fails to deliver any or all 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 0.1% per day for each day of delay to a maximum of 10% of the quoted price.

15. Verification and Acceptance

- 15.1. DHI shall carry out detailed verification and acceptance on the required items, and in case of fault, mis- matching of specification or any other issues found, DHI reserves the right to reject any or all of the items without assigning any reason. It will be at the DHI's discretion to take the final decision on such a situation if pertains.

16. Payment Terms

- 16.1. The payment shall be made within 30 days upon verification and acceptance by DHI, based on the receipt of bill/invoice from the firm.
- 16.2. 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 Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

17. Submission of Bid

- 17.1. 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.
- 17.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

18. Termination

- 18.1. 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:
- 18.2. If the Supplier fails to perform any other terms and conditions specified with the Purchase

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Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and

- 18.3. 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 7 days after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

19. Governing Law

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

20. Dispute Resolution

- 20.1. 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 and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.

21. Additional Work

- 21.1. DHI may require the consultant to carry out additional work that is not mentioned in the scope of work, for which it will be at the discretion of the DHI management to decide and award the work based on the man-month rate quoted by the consultant.

Annexure- I : Terms of reference and Technical Specifications

The following table consists of the requirement for services from 24th July till 28th July, in the premises of Thimphu Tech Park Limited, Serbithang, Thimphu. The tents must be installed/commissioned 3 days before the event. All the audio visual equipment must be tested 3 days before the event. If any of the item/equipment malfunctions, the items will need to be replaced immediately.

Sl. No	Item	Dimension (feet)	Nos.	Particulars
1	Event Area			
1.1	Main Tent with platform	Main tent (130x40x40)	1	Tent should be able to house 500 personnel, it should be wind and waterproof. Must be covered from all sides, portions of the sides should be retractable to allow for daylight and ventilation. It should have four entrance/exit doors. The floor should be covered in carpet. The platform (25x25x4.5) located inside the main tent will serve as a base for the LED big screen and for performances, speech etc. The platform should have a Carpet. The platform must have a podium, with space for a standing person with a laptop stand, it should consist of a power supply and at least 4x power sockets. It should have the following connections from the AV mixer station: - 3.5 mm jack connection audio for audio out, - HDMI connection for Video out - a wired or wireless microphone with muting capabilities.
1.2	Chairs		400	The chairs should have cushions for sitting and back support cushion
1.3	Tables		6	Located inside the tent, on the side or the back. Table to support water bottles, coffee and tea, cups and a bin.
1.4	Small Tents	10x10	15	Stalls should have 1 table and 2 chairs, each stall will need to have power supply and 4x power sockets
1.5	Standing Fans		8	
2	AV SYSTEM			See attached diagram
2.1	LED screen with AV mixer station and 6 speaker system and 5 wireless microphones	16x10	1	The LED should be located on the stage platform, it should be connected to an AV mixer station. With its own power supply/backup generator to power all required. It should have multiple video inputs and outputs, and multiple audio inputs and outputs. With audio and video multiplexing capabilities (ability to give the same audio or video to multiple outputs). Should have the ability to play audio and video also. Next to the AV mixer station an external computer will be located. This computer will require the following connections from the AV mixer station: - HDMI cable for send video to the AV mixer station - HDMI cable to receive video from the AV mixer station - 1/4 TRS audio cable to send audio to the AV mixer station - XLR audio cable to receive audio from the AV mixer station - (Optional) USB Audio interface to connect the audio cables to the external

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				<p>computer"</p> <p>The 6 interconnected speakers connected to the AV mixer station should have the capacity for the speakers/performers to be audible throughout the tent. Five wireless microphones should have muting capabilities and connected to the AV mixer station</p>
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The following table consists of the requirement for services on 23rd July, 2023 at the clock tower or coronation park (subject to approval for the location by Thimphu Thromde). The tents must be installed/commissioned 2 days before the event. All the audio visual equipment must be tested 2 days before the event. If any of the item/equipment malfunctions, the items will need to be replaced immediately.

Sl. No	Item	Dimension (feet)	Nos.	Particulars
4	TENT			
4.1	Tents	10x10	25	The tents should have table, chairs, a display board, power plug points with space for individuals to walk
4.2	Platform with structure	15x15x4.5	1	<p>The platform will be located at the center of the clock tower area. Should have power supply and at least 4x power sockets. It should have the following connections from the Audio mixer station:</p> <ul style="list-style-type: none"> - 3.5 mm jack connection audio for audio out, - 4 wired or wireless microphone with muting capabilities with related accessories - 4 speaker system with related accessories <p>The structure (40x20) should provide protection from sun/rain</p>

Annexure II - Tech Form 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]*.

The
Manager
Procurement
Druk holding and Investment

We, the undersigned, declare that:

- (a) We have examined and have no reservations to 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 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 above clauses for the due performance of the Contract;

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- (h) We have no conflict of interest;
- (i) 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;
- (j) 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.
- (k) 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.
- (l) 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]

Annexure III- FIN Form I: Price Schedule (Ngultrum).

The bidders shall quote as per the following format.

Sl	Description	Quantity	Amount (Ngultrum)
1.	Event		
1. 1	Main Tent with Platform	1	
1. 2	Chairs	400	
1. 3	Tables	6	
1. 4	Small Tents	15	
1. 5	Standing Fans	4	
2.	Audio Visual (AV) system		
2. 1	LED Screen with AV mixer station, speaker system and microphones with necessary accessories	1	
3	One Day Event		
3. 1	Tents	25	
3. 2	Platform with Structure	1	

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	

Annexure IV - Tech Form II: Experience of the Firm

Consultant's Information

{The Consultant shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted}

1	Business Name:
2	Business registration number in case of Domestic Bidder (Also attach the photocopy of the certificate)
3	Certificate of Incorporation:
4	Year of Registration:
5	Principal Place of Business
6	Authorized Representative Name: Designation: Address: Telephone/Fax numbers: E-mail Address:
7	Attached are copies of the following original documents: [check the box(es) of the attached original documents] <input type="checkbox"/> Certificate of Incorporation or Business Licenses along with Tax Clearance Certificate

Sealed and Signed:

Annexure V- Tech Form III: FIRM Relevant Experience Form

Please List All Events Managed by Your firm Below:

SL	Assignment Name:	Client Name:	Start Date (month/year): Completion date (month/year):	Narrative description of the project:	Approximate value of the contract (in Nu
1					
2					
3					
4					
5					

(...Continue the list)