Request for Quotations

(RFQ)

For the supply of Laptops

Requested by:

Druk Holding and Investments Limited,
P.O Box 1127, Norzin Lam, Thimphu, Bhutan
Tele# +975-2-336257/58, Fax# +975-2336259
Website: www.dhi.bt

Part- 1: Notice Inviting Quotations

NIQ No.: DHI/Procurement-01/2020/556 **02nd November, 2020**

Notice Inviting Quotation

The Druk Holding and Investments Limited, (DHI) invites e-Bid from eligible printing firms (hereafter referred to as the "bidder") with valid trade license for the supply of the **Laptops**.

DHI would like to inform the interested firms to kindly visit the website **www.tender.bt** for vendor registration and to submit the proposal online.

The EMD amount must be submitted physically to DHI office before the tender submission date. In case the covid-19 situation continues, please refer the covid-19 situation clause mentioned in the RFP. Failure to submit the EMD amount, the respective firm will not be considered.

The user manual for vendor registration and bidding process is available on the website www.tender.bt or else can be downloaded from following links:

i. User manual for vendor registration
ii. User manual for Bidding process

Interested firms may obtain further information at the address below during office hours [9am to 5pm].

Proposal must be submitted online by **16th November, 2020 before 12 noon.**

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
Norzin Lam, Thimphu
Tel: *[+975-2-336257/8],* Fax: *[+975-2-336259]*

Druk Holding & Investments Ltd.

Part-2 General Terms and Conditions

1. SCOPE OF WORK

Supply of Laptops.

2. BIDDING DOCUMENTS

DHI would like to inform the interested firms to kindly visit the website **www.tender.bt/www.dhi.bt** for bidding documents. For further information at the address below during office hours [9am to 5pm]:

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
Norzin Lam, Thimphu
Tel: *[+975-2-336257/8],* Fax: *[+975-2-336259]*

3. SUBMISSION AND OPENING OF THE BID

i. Quotations for the items should be submitted on or **November 16th, 2020 before 12 noon and will be opened on the same date at 14:30 hrs. in DHI, Meeting Room 1.**

ii. Quotations with complete details in form of **Annexure 1 & 2** should be addressed to **The Associate Director, Druk Holding and Investments Limited, Norzin Lam, Thimphu**. For any further information please contact **Procurement Unit,** contact no. +975-2336257/58 (103). The quotation submitted by the firm shall comprise the following:

(a) Bid Submission Form (Annexure-1)
(b) A duly completed and signed price quotation as per the Schedule of Item(s) and the Price Quotation. (Annexure -2)
(c) A valid Trade License;
(d) A valid Tax Clearance Certificate;
(e) The required bid security
(f) Any other requirements specified in this document

4. PRICE OF BID

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

5. PLACE OF DELIVERY

The final place of delivery is DHI, Norzin Lam, 5th Floor new BOBL Building, Thimphu, addressed to Associate Director, Corporate Services Division, Druk Holding and Investments Limited.

6. COVID -19 SITUATION

In case the covid-19 situation extends during the submission date of the tender, the bidder is requested to kindly submit the following:

6.1 Integrity Pact: Signed copy of the integrity pact to be submitted. No need for legal stamp during the submission, but would be required to sign again during the contract signing.
6.2 Bid Security (EMD): the lump sum amount of **Nu. 10,000/-** to be deposited to the DHI's BOBL account no: **100893691,** and submit the transaction details along with other documents during bid submission.

7. BID SECURITY

The quotation shall be accompanied by lump sum amount of **Nu. 10,000/-** Earnest Money Deposit (EMD/Bid Security) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 3 months in favour of **The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu** in and separate envelope marked as "Bid Security".

7.1 Any bid not accompanied by bid security shall be treated as non-responsive.
7.2 The bid security of unsuccessful bidders shall be returned within 15 days from the date of finalisation of the tender.
7.3 The bid security of the successful bidder shall be returned immediately after or adjusted against the submission of the performance security by the successful bidder to whom the contract is awarded.
7.4 The bid security shall be forfeited:
    7.4.1 if a bidder withdraws its bids during the bid validity period,
    7.4.2 if a bidder doesn't accept the arithmetical corrections of its bids,
7.5 In the case of successful bidder, if the bidder fails to:
    7.5.1 sign the contract within the specified prescribed time and
    7.5.2 Furnish the performance security within the prescribed time.

8. PERFORMANCE SECURITY

8.1 The successful bidders are required to submit 10% of the agreed contract price as Performance Security prior to the signing of the contract and it shall be refunded upon the completion of the supply.
8.2 The performance security should be deposited in the form of unconditional bank guarantee/cash warrant/demand draft in favour of **The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu.**
8.3 The performance security shall be discharged and returned to the owner/firm after completion of the supply.
8.4 The performance security shall be forfeited if the successful bidder fails to adhere by its obligations within the contract period.

9. ADVANCE

No advance shall be provided.

10. EVALUATION OF QUOTATIONS

The bidder(s) may quote for other options with similar specification, but it will be at the discretion of DHI for final consideration and evaluation. Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices.

11. AWARD OF CONTRACT

The award will be made to the bidder who have qualified the technical specification and is offering the lowest evaluated price that meets the requirement of DHI. The successful bidder will sign a contract as per attached form of contract.

12. QUALITY OF THE SUPPLY

The quality/standard of the supply shall be maintained strictly and the work order for the selected firm not meeting the quality/standard of the supply, will be cancelled and forfeit the performance security deposit. The work will be awarded to the next bidder.

13. VALIDITY OF THE OFFERS

Your quotation(s) shall be valid for a period of 03 months from the deadline for receipt of quotation(s). However the period of validity may be extended on mutual agreement.

14. LIQUIDATED DAMAGES

In case a delay in the supply of the laptops, liquidated damages @ 0.1% maximum of 10% shall be levied for the number of days of delay. The work shall be completed within the stipulated date and time.

15. VERIFICATION AND ACCEPTANCE OF LAPTOPS

DHI shall carry out detailed verification and acceptance on the supplied laptops, 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/laptops without assigning any reason. It will be at the DHI's discretion to take the final decision on such situation if pertains.

16. PAYMENTS

The payment for the supply of the laptops, shall be made within 30 days upon verification and acceptance by DHI, based on the receipt of bill/invoice from the firm.

17. RESOLUTION OF DISPUTES

In case of any disputes, it shall be dealt as DHI Procurement Manual 2010, and the governing law and jurisdiction applicable within Bhutan.

18. FORCE MAJEURE

In the event, owner/firm delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, pandemics, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the supplier/bidder shall notify the Procuring agency in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the Procuring agency. Unless otherwise directed by the Procuring agency in writing, the owner/firm shall continue to perform its obligation.

19. TERMINATION OF THE CONTRACT

The contract shall be terminated if in case the owner/firm fails to abide by its obligations and the contract may be awarded to next bidder.

20. GENERAL TERMS AND CONDITIONS

20.1 Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
20.2 The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
20.3 DHI 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.
20.4 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
20.5 The laptops shall be nicely sealed in a box clearly specifying the quantities and shall be delivered as given in the clause 5 of this RFP.
20.6 DHI reserves the right to reject any or all of the tenders without assigning any reason.
20.7 The decision of the tender committee will be final and binding.

Annexure -1

Bid Submission Form

(Use Official Letter Head)

To,

Associate Director,

Druk Holding and Investments Limited

DHI, Thimphu.

Sir:

Subject: Quotations for …….

Dear Sir,

I/We _____ Individual/ firm herewith enclose quotation for selection of my/our firm/organization for **the supply of Laptops**.

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

Annexure – II

Price Quotation Form

Sl.	Item	Description & Details *(minimum specifications)*	Unit	Rate (Nu.)
1	High - end Laptop	• Processor: 10th Generation Intel Core i7-10510U (4 Core, 8M cache, base 1.8GHz, up to 4.9GHz) • Graphics: Nvidia GeForce MX230 w/2GB • Display: 14" HD (1366 x 768), Anti-Glare Non-Touch, Camera, Microphone, WLAN Capable • Memory: 16GB,1x16GB, DDR4 Non-ECC • Hard Disk: 512GB Solid State Drive • Operating system: genuine Windows 10 Pro (64bit) English • Battery: 3 Cell 40Whr Express Charge Capable Battery • Warranty - At least 1-year limited hardware warranty • Carry Case Back Pack Type	5 Nos	