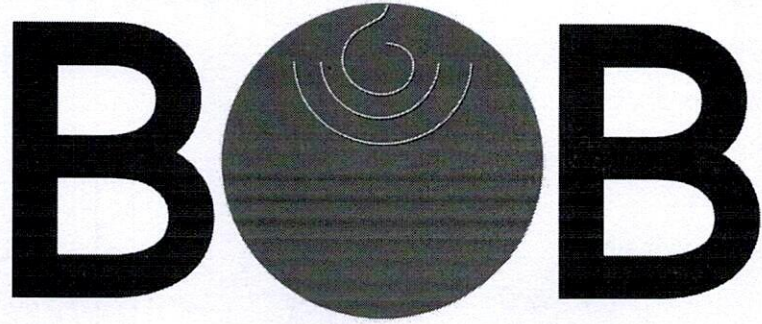


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BANK OF BHUTAN

A **dhi** Company

Banker to the Nation since 1968

**REQUEST FOR PROPOSAL (RFP) FOR
SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS**

Tender No.: 000/BoB/Tender/2026/012

Date: 28th April 2026



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NOTICE INVITING TENDER

Date: 29th April 2026

NIT No.: 000/BoB/Tender/2026/012

- Purchaser Name: Bank of Bhutan

Bills of Quantities (BOQ) with Specifications

#	Item	Description	Qty	Remarks
1	Conference-type Table	<p>Curved Type Table Specification</p> <p>1. General Requirement Supply and installation of a custom-made curved table with integrated lockers (inbuilt) and counter, suitable for office/customer service areas with durable and modern design and should be of high-quality products.</p> <p>2. Dimensions Overall size: 5000 mm (L) × 600 mm (W) × 750 mm (H), designed in a continuous curved layout which shall accommodate staff in one table as shown in the layout in the remark column.</p> <p>3. Material & Finish Constructed from laminated particle board (18-25 mm thick) with high-quality, scratch-resistant laminate and 2 mm PVC edge banding.</p> <p>4. Structure & Features Strong, anti-wobble framework with precise curved fabrication; includes inbuilt lockable lockers, workstation partitioning, and adequate leg space.</p> <p>5. Installation & Performance Includes on-site installation, leveling supports, moisture/termite resistance, suitable load capacity, and minimum 1-year warranty.</p>	2	the disigne for confrence type table is attache for the reference. Please chaeck number 2 in the design
2	Coffee Table	<p>1. General Requirement Supply and installation of high-quality branded coffee table suitable for office lounges, reception, and discussion areas, with modern design and durable materials.</p> <p>2. Dimensions & Structure</p>	4	

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BOB

BANK OF BHUTAN

A-94, Corner

Market Street, Thimphu, 2002, Bhutan

RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

	<p>Approximate size: 1060 mm (L) × 605 mm (W) × 445 mm (H); constructed with a sturdy frame (engineered wood/metal) ensuring stability and anti-wobble performance.</p> <p>3. Material & Finish Tabletop made of engineered wood (18-25 mm thick) with laminate/lacquered finish; scratch-resistant, smooth edges, and durable powder-coated or laminated structure.</p> <p>4. Design & Features Contemporary design in rectangular/oval/round shapes with optional storage shelf; includes floor protectors and level adjustment (model dependent).</p> <p>5. Performance & Compliance Load capacity of 25-40 kg, moisture and termite resistant, knock down (KD)/assembled installation, and minimum 1-year warranty; must be Featherlite or equivalent (need to show the proven record) meeting specifications.</p>	
<p>3 Table</p>	<p>Office Table Specification (1500 × 600 mm)</p> <p>1. General Requirement Supply and installation of a premium office table suitable for workstation use, ensuring durability, functionality, and modern design.</p> <p>2. Dimensions Size: 1500 mm (L) × 600 mm (W) × 750 mm (H), designed for standard ergonomic use.</p> <p>3. Material & Finish Made of high-density particle board (E1/E0 grade), 25 mm thick top with HPL finish; scratch, heat, and stain resistant with 2 mm PVC edge banding.</p> <p>4. Structure & Features Sturdy anti-sag structure with reinforced joints; includes cable management provision and optional drawer/pedestal.</p> <p>5. Performance & Installation</p>	<p>3</p>

RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

		Moisture and termite resistant, load capacity 40–60 kg, supplied in KD/pre-assembled form with complete installation and minimum 1-year warranty.		
4	Credenza	<p>Credenza Specification (3000 × 600 mm)</p> <p>1. General Requirement Supply and installation of a premium credenza for office storage, designed for durability, functionality, and a professional finish.</p> <p>2. Dimensions Size: 3000 mm (L) × 600 mm (D) × 750-800 mm (H).</p> <p>3. Material & Finish Made of high-density laminated particle board (E1/E0 grade), 25 mm top and 18 mm panels with HPL finish; scratch-resistant with 2 mm PVC edge banding.</p> <p>4. Structure & Storage Sturdy carcass with reinforced joints and anti-sag shelves; includes lockable shutters, drawers, and adjustable internal shelving with soft-close fittings.</p> <p>5. Performance & Installation Moisture and termite resistant, heavy-duty usage, supported on plinth/levelers; supplied KD/assembled with complete installation and 1 year warranty.</p>	2	
5	TV set	55 inches, 4K - Resolution	1	

Note: Bidders are strongly encouraged to visit the Bank of Bhutan premises and carefully inspect the counter setup space before submitting their quotation. This will help ensure a clear understanding of the site conditions, measurements, and specific requirements, enabling accurate pricing and proper planning of the proposed work.

RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

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 and email us at sangay.namgay2989@bob.bt OR dupchen.lepcha@bob.bt OR 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

All Bids must be accompanied by Bid Security for an amount of Nu. 20,000.00 [Twenty Thousand Only] 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:

RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

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.

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** 13th May 2026 at 1430 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 13th May 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

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, delivery, and installation 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 Corporate Counters 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.



RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

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, delivery, and installation of goods at the site.
- 18.2. The payment shall be made after completion of the work and shall be within 30 working days after submitting the invoices.
- 18.3. 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

RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

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:

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[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.

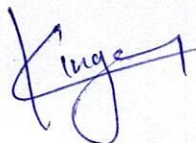
Signed: _____ [insert signature of the person whose name and capacity are shown]

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]



RFP FOR SUPPLY, DELIVERY, AND INSTALLATION OF COUNTERS

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	Conference-type Table	2		
2	Coffee Table	4		
3	Table	2		
4	Credenza	2		
5	TV set (55 inches)	1		
6	Installation charges	1		
Total Amount in BTN (Lot I)				
Total Bid Price (in words)			
Project time period		The maximum time period for supply, delivery, and installation shall be 60 calendar days		
Name of Supplier:				Bidder Official Stamp & Signature
Contact No.:				
Email id:				
Date:/...../2026				

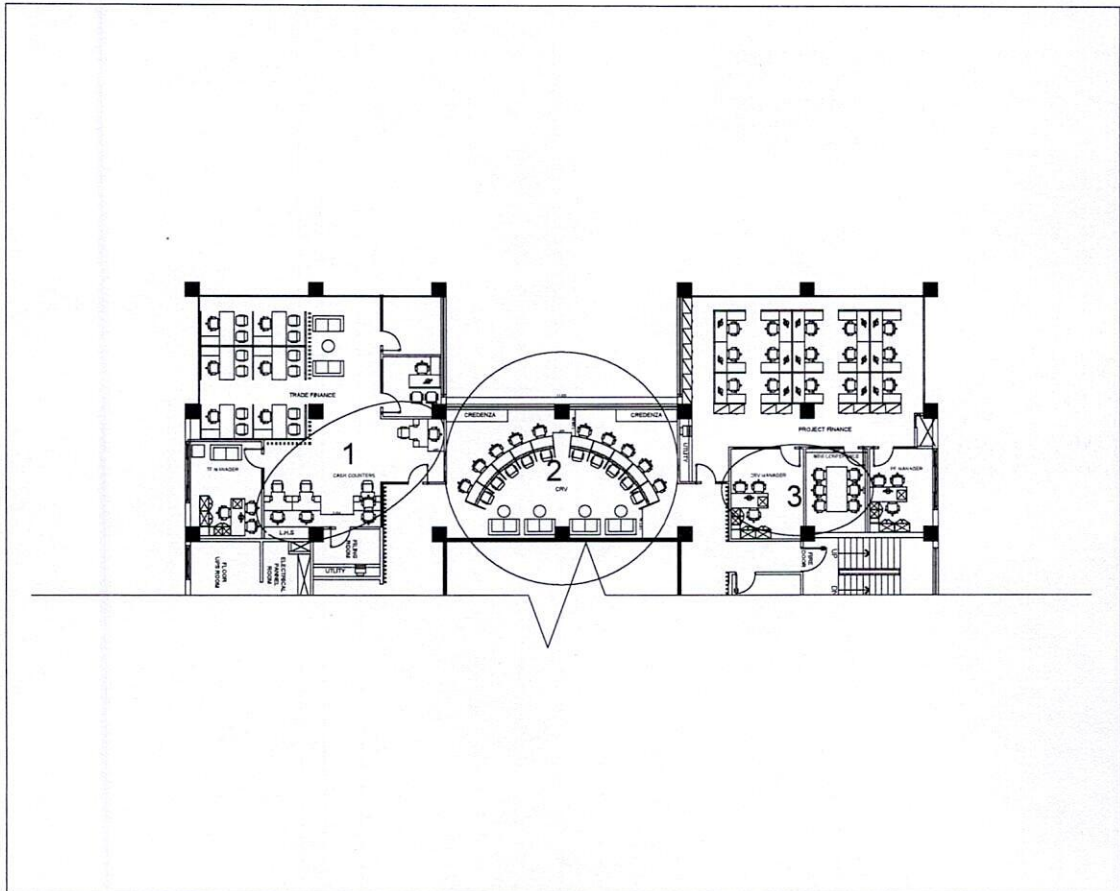
Note: Please note that the tender shall be awarded as a single lot.

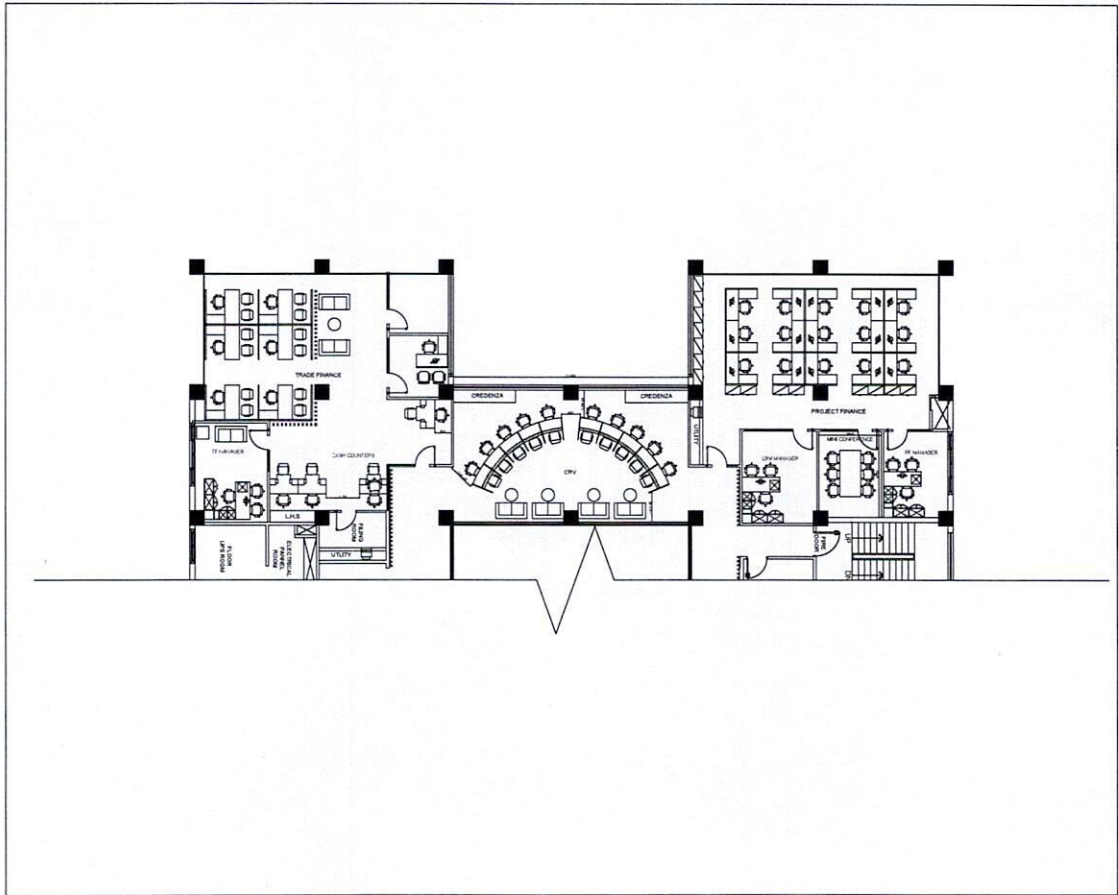
EVALUATION CRITERIA

Financials – 100%

Formula to Calculate Score

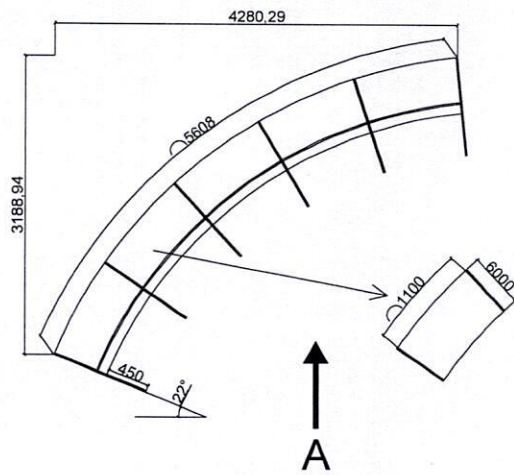
$$\text{Financial} = (\text{Lowest quoted Bid}/\text{Individual quoted Bid amount}) \times 100\%$$





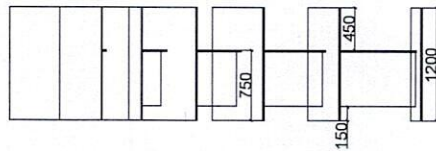
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CRV SECTION TABLE



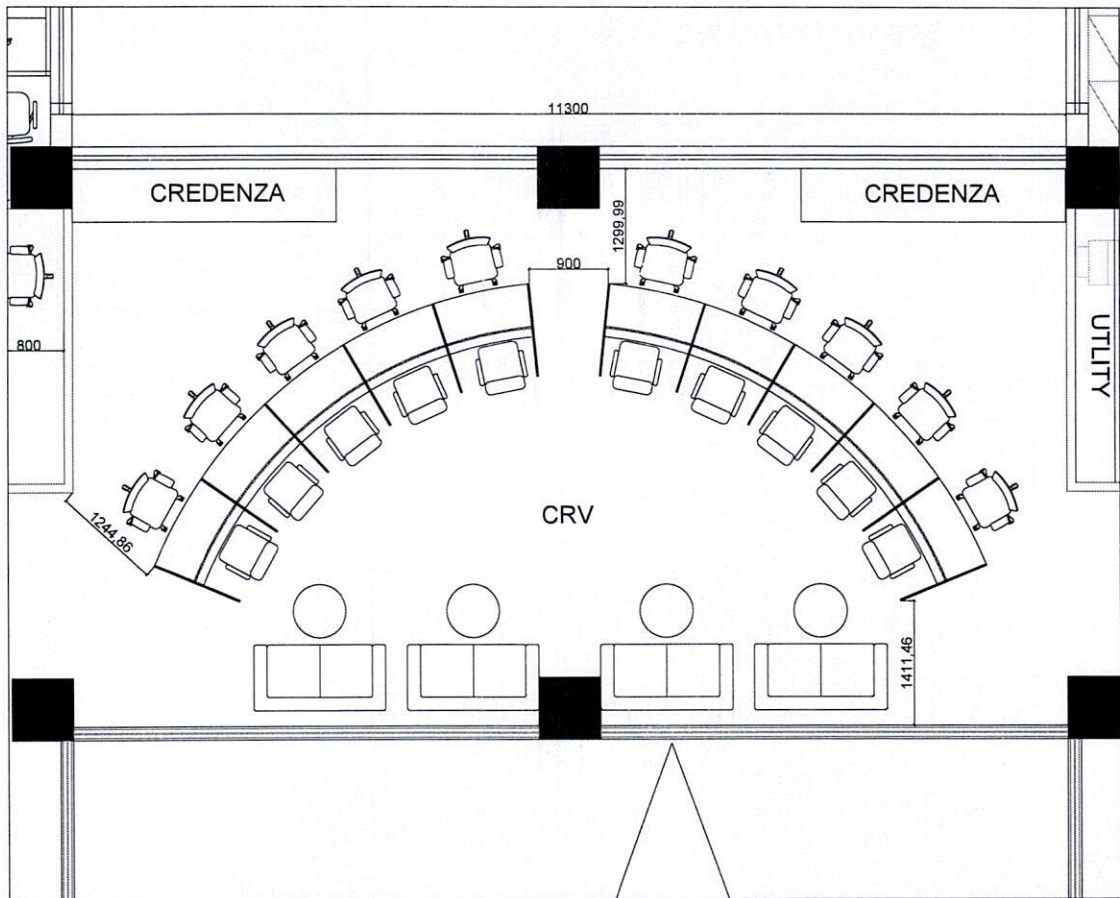
Dimensions Requirement

Total Table Arc Length (officer side): 5608 mm
Individual Table Length (officer side): 1100 mm
Table Height: 750 mm
Partition Height (from table top): 450 mm
Partition Extension (towards client side): 450 mm

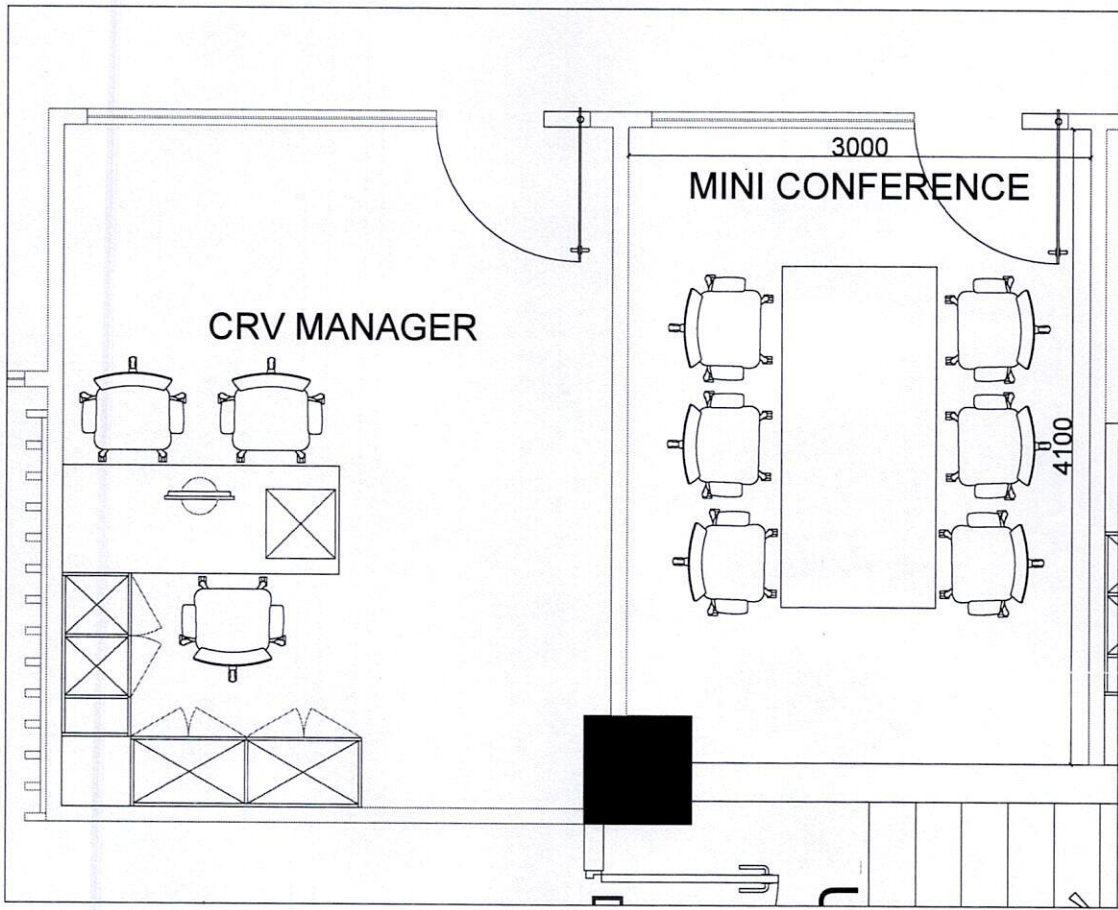


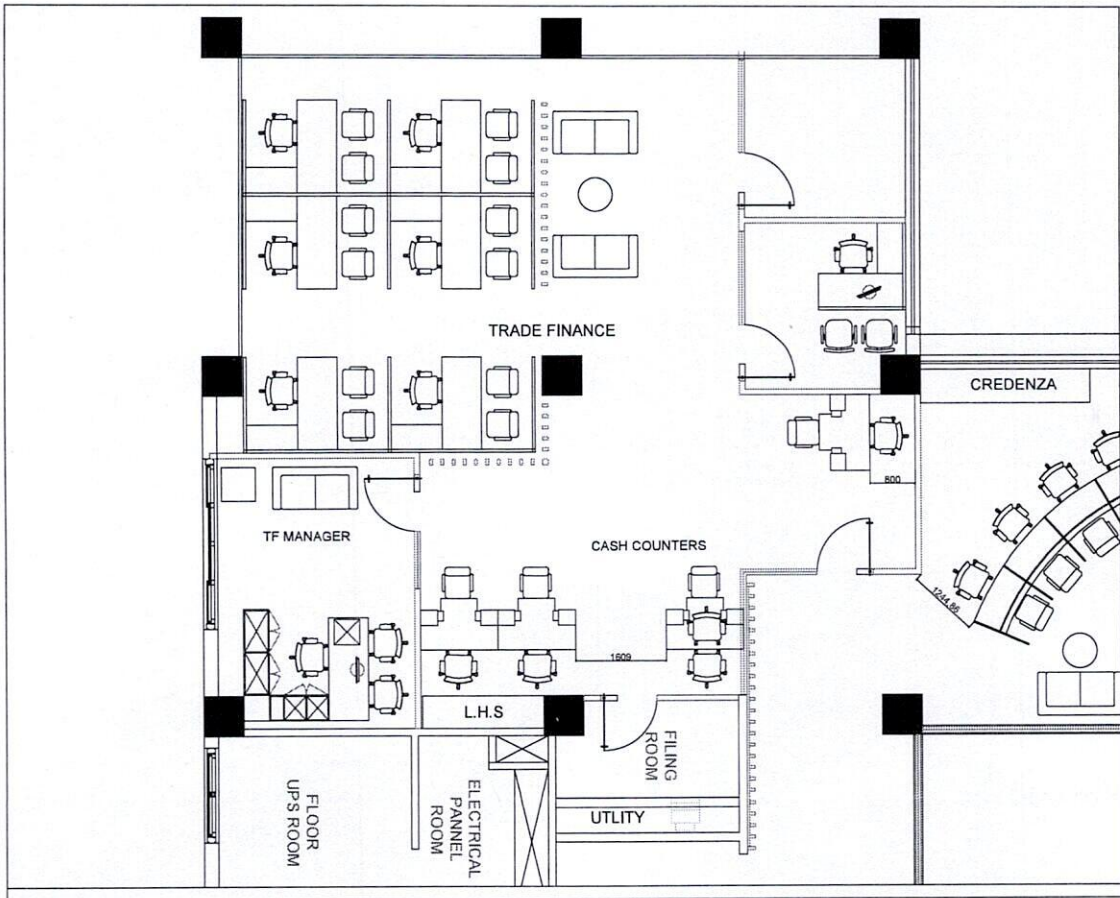
View from A





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