DRUK HOLDING & INVESTMENTS LTD.

GROUP STANDARD BIDDING DOCUMENT

GOODS

A dhi Company

"Rectifiers, AC, DC Ventilation's controller, AC and Ventilations & Inverter"

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1. NOTICE INVITING TENDER

NIT No: BT/Office Equipment/2025

Bhutan Telecom Ltd invites eligible supplier to submit your ebids for the **Supply of Office Equipment.**

Bhutan Telecom Ltd would like to inform supplier to kindly visit the website www.tender.bt for vendor registration and to submit the proposal online.

1. The user manual for vendor registration, bidding process and EMD upload is available on the website www.tender.bt.
2. SBD Timeline

NIT No.	**BT/office equipment/2025**
Bid Submission & EMD Submission Date & Time	On or before 11st March 2025 (11:00 hrs)
Bid Opening Date & Time	11th March 2025 (14:00 hrs)
RFP shall be available at	www.tender.bt

2. Terms and Conditions

2.1. Scope of Work

The scope of work is to supply the office equipment as per the technical specification as attached. The bidder(s) have to quote for item wise.

2.2. Clarification to the bidding document

Further information can be obtained in writing from manager.procurement@bt.bt and procurement@bt.bt, not later than 25th December 2024.

2.3. Documents comprising bid

The bid must be accompanied by the following document:

a) Bid Security
b) Valid Trade license
c) Tax clearance
d) Compliance statement/sheet for terms & conditions and scope of work for all the technical and general condition of the tender should be provided. The sample is shown below:

Section No.	Clause No.	Sub-Clause No.	Sub-Clause Part No.	Compliance (Yes/No)	Any Deviations and reasons	Price for Compliance
1 or I	1.0	-	-	Yes		
1	1.1.1	-	-	Yes		
1	..					
1	..					
1	1.1.3	(c)	-	Yes		
1	1.7.1	(b)	(iii)	Yes		
1	..					
2	..					
..	..					
4	4.5.5.2	(a)	(i)	Yes		
4	4.5.5.2	(a)	(ii)	Yes		

e) All supporting document for evaluation criteria
f) Signed Integrity Pack
g) Any other relevant documents as required

2.4. Bid Price

2.4.1. The quoted price shall be **DDP (Delivered Duty paid) Thimphu** as per the Incoterms share in **Annexure IV**.

2.4.2. Item wise shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for the item.

2.4.3. All prices quoted shall be on a per unit basis and valid till for 12 months from the date of bid opening. The selected bidders shall be contacted for additional supply of any enlisted item in future on repeat order basis for the entire contract period.

2.5. Bid Validity

2.5.1. The bid shall be valid for 90 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.

2.6. Bid Security

2.6.1. The bid shall be accompanied by the bid security (EMD) of **2% of the bid value** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Bhutan Telecom Ltd** issued by the Financial Institution enforceable in any Banks in Bhutan.

a) The Bid security shall be valid up to 90 (Ninety) days.
b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope and be submitted to Finance & Accounts Division or to our nearest Branch Office within the specified time in SBD timeline.
c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser and considered as non-responsive.

2.6.2. 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.

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

2.7.1. 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.

2.7.2. The purchaser also reserves the right to cancel the bidding process and reject all Bids at any time before the award of the Contract, without assigning any reason and thereby without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for BT's action/decision.

2.7.3. BT retains the right and authority to negotiate certain terms with the bidder before signing the Contract.

2.8. Quantity Variation

2.8.1. 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.

2.9. Award of Contract

2.9.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid with all the required specification. 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/Purchase Order shall constitute a binding Contract.

2.10. Delivery Schedule

2.10.1. The supplier should supply full quantity of materials within 45 days from the issue of purchase order date failing which the supplier shall be liable for liquidated damages as specified detailed in clause 2.12.

2.10.2. The datasheet should be submitted along with quotation failing to do so will result in rejection of the bid.

2.11. Performance Security

2.11.1. The contractor 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 of Bhutan Telecom Ltd issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of warranty period and will be returned after the end of warranty period.

2.12. Liquidated Damage

2.12.1. If the bidder fails to perform the related Supply/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 to a maximum of 10% of the contract/Purchase order value.

2.13. Payment Terms

2.13.1. The Hundred percent (100%) payment of Contract/purchase order shall be paid after the delivery of all the materials as per delivery terms and no part payment shall be entertained during the execution of the supply order.

2.13.2. 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 the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

2.14. Warranty Period

2.14.1. The Supplier shall provide the warranty for a period of one year, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

2.14.2. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

2.15. Inspection and Testing

2.15.1. The Supplier shall conduct standard tests in presence of Bhutan Telecom representatives to conform to general technical standards.

2.15.2. Should any tested/ inspected equipment fail to conform to the requirement of Bhutan

Telecom may reject them and the bidder shall resupply/redo/rectify without any cost to Bhutan Telecom.

2.16. Submission of Bid

2.16.1. The Bidder shall submit the bid online and Bidder shall submit Bid Submission Form using the Form in the Annexure I if so, required in the clause 2.3 above: 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.

2.16.2. As such a bid in which the Bid Submission Form. Not duly filled, signed and sealed by the bidder shall be rejected.

2.17. Termination

2.17.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience:

a) if the Supplier/contractor fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and

b) If the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the contractor does not take any remedial action within a period of one month after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

2.18. Force Majeure

2.18.1. Either party shall be excused from the performance or punctual performance of any of its obligations under this contract, and such obligations shall be extended for a period reasonable under circumstances, if the performance of this contract is prevented or delayed by any cause beyond the effected parties' reasonable control which, without in any way limiting the generality of the foregoing, shall include acts of God, riots, wars, earth quakes, storms, cyclone landfall, lightning, landslides, accidents, pandemic, embargo or requisition (acts of government), including non- availability of visas and permits for contractors' personnel, or delays in the performance of its subcontractors caused by any such circumstances.

2.18.2. Non-availability or withdrawal of any export/import licenses for the goods or any part thereof in this contract cannot be considered as force Majeure events.

2.18.3. Events caused due to animals and theft cannot be considered as force Majeure events.

2.18.4. In case of Force Majeure, the contractor shall promptly notify the employer in writing and furnish the employer with all relevant information thereto.

2.18.5. Should a cause of force majeure continue for more than two (2) month, either party shall then have the right to terminate this Contract.

2.19. Governing Law

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

2.20. Dispute Resolution

2.20.1. 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.

3. Technical Specification

3.1. General

a) Please submit catalogue for each item failing which bid shall be considered non-responsive
b) Samples will be collected during the time of evaluation if needed.

SI	Item	Description
1	Printer	Light Duty HP LaserJet (with full Accessories) - P1108 series and equivalent
2	Network Printer	HP LaserJet Printer M15 series (with full accessories) and equivalent
3	Scanner	Basic Document Scanner (Format: PDF, JPEG) with, USB Connectivity
4	Vacuum Cleaner	2000 watt and above
5	Panel heater	Panel heater (9 panel)
6	Air Blower	Air Blower
7	Printer with Scanner	Printer with Scanner
8	Head set	High quality microphone with noise cancellation, comfortable ear cups with adjustable headband, wide frequency response for clear audio, compatible call center phone system, lightweight and optional features like mute button and volume control. Preferably “Plantronics” or Jabra with USB connector
9	Carbon rod heater/ Korean shinil heater	Carbon lamp with 325*325*600 lamp minimum in size. Temperature control with non-conductive.
10	Bukhari	Bukhari
11	Reservation Tank 5KL with stand & accessories	Reservation Tank 5KL with stand & accessories
12	Stand fan	Stand fan

4. Forms:

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 permittedand 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 to the Bidding Documents, including Addendanumber: *[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 Scheduleof 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 thespecific 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 Clause 15for 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 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 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 youmay 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 II- Performance Security Form

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] Date: ……. *[Insert date (as day, month, and year) of Bid submission]*

IFB No. and title.....*[Insert no. and title of bidding process]*

Bank's Branch or Office.....*[Insert complete name of Guarantor]*

Beneficiary:.....*[Insert complete name of The Company]*

PERFORMANCE GUARANTEE No.....*[insert Performance Guarantee number]*

We have been informed that.....*[Insert complete name of Supplier]* (Hereinafter called "the Supplier") has entered into Contract No.....*[Insert number]* dated …….. *[Insert day and month],*.....*[Insert year]* with you, for the supply of ……*[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding ……*[insert amount(s)*[1] *in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the …….. *[Insert number]* day of …… *[Insert month]* *[Insert year]*[2], and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to The company's written request for such extension, such request to be presented tous before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]

Annexure III- Contract Forms

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the .....*[Insert number]* day of *[insert month]*, *[insert year]*, BETWEEN

1. (1) [insert complete name of Purchaser], a ……*[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called "The company"), and

2. (2) *[Insert name of Supplier]*, a corporation incorporated under the laws of.....*[Insert country of Supplier]* and having its principal place of business at …… *[insert address of Supplier]* (Hereinafter called "the Supplier").WHEREAS The company invited Bids for certain Goods and ancillary services, viz.,

……*[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of

……..*[insert Contract Price in words and figures, expressed inthe Contract currency/ies]* (hereinafter called "the Contract Price"). NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectivelyassigned to them in the Conditions of Contract referred to.

The following documents shall constitute the Contract between The company and the Supplier,and each shall be read and construed as an integral part of the Contract, viz.:

(a) This Contract Agreement;

(b) The Special Conditions of Contract;

(c) The General Conditions of Contract;

(d) Technical Requirements (including Schedule of Supply and Technical Specifications.)

(e) The Supplier's Bid and original Price Schedules;

(f) The company's Notification of Award of Contract;

(g) The form of Performance Security;

(h) The form of Bank Guarantee for Advance Payment;

(i) [Insert here any other document(s) forming part of the Contract]

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the

documents shall prevail in the order listed above.

In consideration of the payments to be made by The company to the Supplier as

3. Hereinafter mentioned, the Supplier hereby covenants with The Company to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. 5. The company hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum asmay become payable under the provisions of the Contract at the times and in the manner prescribedby the Contract.

5. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordancewith the laws of Bhutan on the day, month and year indicated above.

6. For and on behalf of The company Signed: *[insertsignature]*

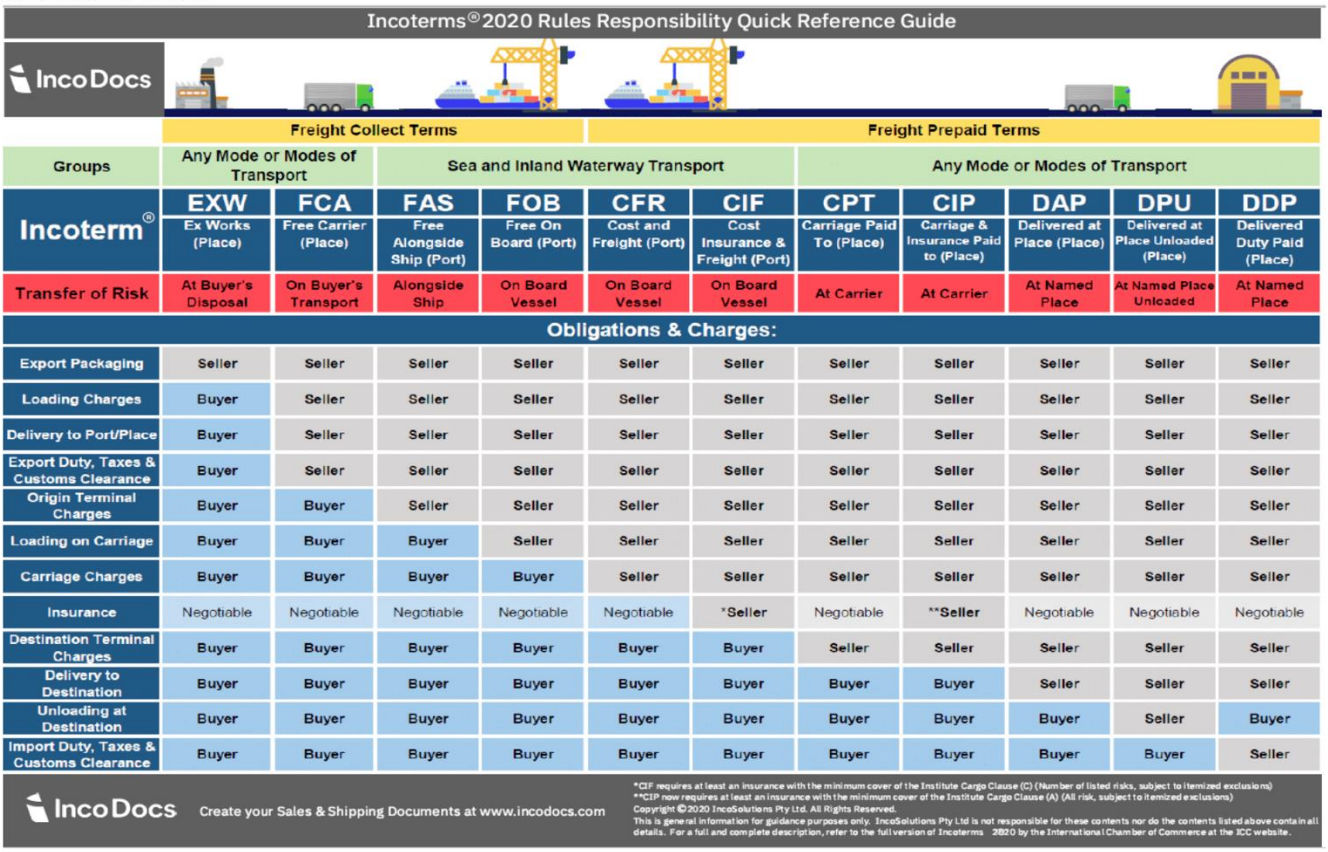
7. In the capacity of [insert title or other appropriate designation] in the presence of ……*[insert signature]*.....*[insert identification of official witness]*

8. For and on behalf of the Supplier Signed:…….[insert signature of authorized representative(s) of the Supplier]

9. In the capacity of [insert title or other appropriate designation] in the presence of.....*[insert signature] [insert identification of official witness*

Annexure IV- INCOTERMS

Incoterms 2020



Incoterms® 2020 Rules Responsibility Quick Reference Guide

IncoDocs

	Freight Collect Terms				Freight Prepaid Terms						
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport				Any Mode or Modes of Transport				
Incoterm®	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
	Ex Works (Place)	Free Carrier (Place)	Free Alongside Ship (Port)	Free On Board (Port)	Cost and Freight (Port)	Cost Insurance & Freight (Port)	Carriage Paid To (Place)	Carriage & Insurance Paid to (Place)	Delivered at Place (Place)	Delivered at Place Unloaded (Place)	Delivered Duty Paid (Place)
Transfer of Risk	At Buyer's Disposal	On Buyer's Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
Obligations & Charges:											
Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Customs Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	*Seller	Negotiable	**Seller	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

IncoDocs Create your Sales & Shipping Documents at www.incodocs.com

*CIF requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (Number of listed risks, subject to itemized exclusions)
**CIP now requires at least an insurance with the minimum cover of the Institute Cargo Clause (A) (All risk, subject to itemized exclusions)
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