

Open Tender for Supply & Installation of Centralized Water Heating System

**BHUTAN NATIONAL BANK LIMITED**



**Tender Document**

For Supply & Installation of Centralized Water Heating System

Open Tender for Supply & Installation of Centralized Water Heating System at BNBL Corporate Office, Thimphu

**Ref. No. BNBL/PO-Tender/TH-03/2021/799, dated: 26<sup>th</sup> April 2021**



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## Open Tender for Supply & Installation of Centralized Water Heating System

### OPEN TENDER

Bhutan National Bank Ltd (BNBL) is pleased to invite sealed bids from eligible Bhutanese firms for the **"Supply & Installation of Centralized Water Heating System"** at BNBL Corporate Office, Thimphu according to the following time frame and terms & conditions;

<b>Tender Calling Date</b>	26 <sup>th</sup> April, 2021
<b>Tender submission date</b>	3 <sup>rd</sup> May 2021, 11:00 AM
<b>Date &amp; Time of Tender Opening</b>	3 <sup>rd</sup> May, 2021, 11:30 AM (tentative)
<b>Name of the Work</b>	Supply & Installation of Centralized Water Heating System
<b>Bid Submission Form</b>	Refer: Annexure-I
<b>Bidder Identification Form</b>	Refer: Annexure-II
<b>Bill of Quantity (BOQ)</b>	Refer: Annexure-III
<b>EMD</b>	Nu. 20,000/- (Refundable)
<b>Tender Fee</b>	Nu. 1,000/- (Non-refundable)
<b>Note:</b>	Tender document can be purchased from the <b>Procurement Section of Bhutan National Bank Limited, located on the 3rd floor of Corporate Office, Thimphu</b> on all working days from 9:00 AM to 5:00 PM (Monday - Friday). The tender documents can also be downloaded from BNBL website: <a href="http://www.bnb.bt">www.bnb.bt</a> . However, the bidder should deposit the tender fee on or before the last date of sale of tender.



## Open Tender for Supply & Installation of Centralized Water Heating System

### SECTION 1: INTRODUCTION

#### 1.1 Background

The BNBL Management intends to seek Supply & Installation of Centralized Water Heating System at Corporate BNBL office from the eligible/selected Bhutanese firms.

#### 1.2 Scope of work

- The successful bidder shall undertake full responsibility for the Supply & Installation of Centralized Water Heating System as per specifications provided by the bank.
- The scope of work as specified by BNBL is to provide & installation of Centralized Water Heating System through this contract in an efficient, timely and dependable manner.

#### 1.3 Timeline and deliverables

Sl. No.	Deliverables	Timeline
1	Supply & Installation of Centralized Water Heating System as per specifications provided by the bank.	Within 45 (Forty five) calendar days from the issuance of the supply order.

If the successful bidder fails to comply with the scheduled timeline the bidder shall be liable for penalty as per the contract and supply terms & conditions.

#### 1.4 Price Schedule

The price quoted shall be in local currency (Ngultrum) inclusive of all taxes and service charges. The bidder is required to quote the price in the BOQ –Annexure III provided in this tender. The price shall be firm and irrevocable and not subject to any change whatsoever even due to increase in the labor cost till validity of the contract period.

#### 1.5 Tender submission

- Complete bids shall be submitted within the deadline specified in this document. Bids received by the BNBL shall be registered and maintained for record.
- Only complete submissions shall be registered. Incomplete or partial submissions shall not be accepted.
- All submissions, including any accompanying documents, shall become the property of the BNBL. Hence, submission of response to the tender shall be deemed as responds' license, and grant all rights to the BNBL to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.



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### 1.6 Requests for information/clarification

- The bidders are required to direct all communications related to this Tender to;

**The Procurement Officer,  
HRA Department,  
Corporate Office,  
Bhutan National Bank Limited, Thimphu  
Contact # 02-328586 (Ext. No.1222)  
Email: [ugyen.t.d@bnb.bt](mailto:ugyen.t.d@bnb.bt)**

- All questions related to the tender, technical or otherwise, must be addressed to the above address. Interpersonal communications shall not be entered into and the respondent shall be disqualified if attempting to enter into such communications.
- BNBL shall try to respond to all the queries raised by the bidders. However BNBL reserves the right of not responding to any query, if the BNBL feels that the same is not required to be answered.

### 1.7 Notification

- The BNBL shall notify the selected bidders in writing as soon as possible about the outcome of its tender submission including if the bidders' submission has been rejected. The BNBL shall not be obliged to provide any reasons for any such rejection.



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**SECTION 2: SPECIAL TERMS AND CONDITIONS**

- 2.1 The bidder (s) shall confirm on the specifications of goods before submission of the bid and no claim whatsoever on such account shall be entertained by the BNBL under any circumstances.
- 2.2 The successful bidder, on award of contract / order must sign the contract / order acceptance in writing, within 7 (seven) calendar days of award of contract / order failing which the bid will be rejected without any further notice.
- 2.3 The necessary deductions on account of income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the vendor and necessary TDS certificate will be issued.
- 2.4 If the item / items supplied by the successful bidder is / are found defective within the period of contract / Warranty the same shall be replaced unconditionally failing which Performance security will be forfeited.
- 2.5 The bidders (s) shall not be under a declaration of ineligibility for the corrupt practices issued by the Royal Government of Bhutan.



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**SECTION 3: GENERAL TERMS & CONDITIONS**

*Bidders shall comply with the following terms and condition:*

- 3.1 The bidder must have valid trade license and tax clearance certificate.
- 3.2 The bid shall be valid for a minimum of 1 (one) month from the date of submission.
- 3.3 BNBL reserves right to cancel and reject any and all tenders without explanation.
- 3.4 BNBL reserves rights to issue any amendment on the tender documents at any time prior to the last date of submission. Such amendment shall be notified to those bidders who have issued with the tender documents in writing or by standard electronic means.
- 3.5 Likewise, selected bidder (s) may request for bid clarification from the BNBL and the BNBL shall send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders. Should the BNBL deem it necessary to amend the Bid document as a result of a clarification, it shall do so after following the due procedures.
- 3.6 The entire set of documents (all pages) submitted as part of the Proposal shall be sealed and signed by the bidder.
- 3.7 The bid document must be filled neatly and clearly. Incomplete or conditional proposals shall not be entertained. Overwriting if any shall be duly signed by the concerned bidder.
- 3.8 All notices or other communications to the bidder (s) shall be delivered through post or through email at the address mentioned and the bidder (s) should acknowledge the receipt of the notices/communications by return mail within 3 (three) calendar days.
- 3.9 The Bidder (s) shall fill up and submit the Bid Submission form (Annexure I) and Bidder Identification Form (Annexure II) along with the tender documents.
- 3.10 The sealed bids shall be submitted in one sealed envelope marked as **"Original" – "Open Tender for Supply & Installation of Centralized Water Heating System"** on **3<sup>rd</sup> May 2021** on or before 11.00 AM and addressed to the following:

**Bhutan National Bank Limited**

**Corporate Office,**

**Thimphu**

**Attention: The Procurement Officer, HR&A Department, Thimphu**



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- 3.11 The BNBL reserves the right to hold negotiations with bidders. If necessary such negotiations shall be held at the date, time and address intimated to the qualified and selected bidder (s). Representatives conducting negotiations on behalf of the successful Bidder must have written authority to negotiate and conclude a contract.
- 3.12 The full payment shall be made within 30 (thirty) calendar days of the completion of the supply and proper handing taking with the designated official of the BNBL.
- 3.13 If two or more bidders quote the same L1 rates, fresh quotes for the same L1 rates shall be obtained from both L1 bidders after providing 3 (three) working days for resubmission of fresh rates. BNBL's decision regarding reasonable time shall be final and binding on the bidders. Thereafter contract will be awarded to L1 bidder as per the fresh quotes.
- 3.14 Power of Attorney shall be submitted if an authorized representative is appointed.
- 3.15 BNBL reserves the right to reject all or part, the item (s) supplied by the successful bidder (s) during physical verification / technical testing if it believes that the goods are nonstandard / nonspecific and unreliable in terms of quality.
- 3.16 EMD of Nu. 20,000/- shall be enclosed in form of Draft / Cash warrant / Bank guarantee favoring to Bhutan National Bank Limited and shall have validity for at least 3 (three) months.
- 3.17 The bid without the Bid security (EMD) or Bid security which does not comply with the above terms shall be disqualified or considered as non-responsive.
- 3.18 Bid security (EMD) of 'Responsive' but unsuccessful bidders shall be returned after receiving the performance security and signing of the contract with the 'Successful bidder'.
- 3.19 Bid security (EMD) of 'Successful bidder' shall be returned after receiving the Performance security and signing of the contract.
- 3.20 The bid security (EMD) shall be forfeited;
- If the bidder (s) withdraws its bid during the period of bid validity; or
  - If the bidder (s) does not accept the arithmetical corrections of its bid price; or
  - In case of the successful bidder (s) fails;
    - a) To sign the contract agreement within the prescribed time; or
    - b) To furnish the performance security within the prescribed time.





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### SECTION 4: TENDER EVALUATION CRITERIA

The criteria and process of evaluation are elaborated in this section.

#### 4.1 Mandatory qualification criteria

Bidders shall fulfill the following mandatory criteria:

Sl.#	Description	Status
1.	Valid Trade license	Mandatory
2.	Valid Tax Clearance Certificate for the Financial Year - 2020	Mandatory
3.	Security Deposit (EMD) Nu. 20,000/-	Mandatory
4.	Completion of at least 10 (ten) numbers of centralized water heating system	Mandatory
5.	Trained national who can install and troubleshoot the centralized water heating system	Mandatory
6.	Bid Submission Form ( <b>Annexure I</b> )	Mandatory
7.	Bidder Identification Form ( <b>Annexure II</b> )	Mandatory
8.	BOQ ( <b>Annexure III</b> )	Mandatory

**Note: Verifiable documentary proofs for all the above requirements are mandatory. Proposals will be rejected if a bidder fails to submit any of the verifiable documentary evidence**

#### 4.2 Evaluation Criteria and Process

Bids submitted by the bidders, who fulfill the mandatory qualification criteria defined under 4.1 above, shall be evaluated as follows:

- **Specifications submitted by the Bidder**

Next, the specifications of the items should be higher or equivalent to the specifications provided by the BNBL. If the specifications provided by the bidder are inferior to the specifications provided by the BNBL, the bid will be marked as disqualified and will not be considered for the final evaluation i.e. 'Rate Quoted'

- **Rate Quoted**

Upon meeting the specifications, the rates quoted by the bidders shall be noted and the bidders will be ranked into L1, L2, etc. based on the quoted price. Bidders shall note only one rate shall be quoted for the each item. If any bidder (s) quotes two rates for one item, it shall not be evaluated. Bidders are advised to compulsorily quote all the items of the lot as the evaluation will be done on lot basis and only the total amount of the lot will be considered for the evaluation and if any bidder failing to quote any item of the lot will lead to rejection of the bid of that particular lot.



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**SECTION 5: PERFORMANCE SECURITY**

- The successful bidder (s) shall be required to furnish performance security equivalent to 10% of the contract amount issued from any authorized financial institutions within 7 (Seven) calendar days after awarding the work.
- If the successful bidder (s) fails to provide the performance security within 7 (Seven) calendar days of the issue of the work awarding letter, the bid shall be considered as invalid and the particular work awarded shall be given to next lowest bidder.
- The performance security shall be in the form of demand draft / cash warrant / bank guarantee. The performance security shall be valid for minimum of 12 (twelve) months. However, the maximum validity for draft & cash warrant is up to 6 (six) months, and as such, the successful bidder should renew the same for another 6 (six) months based on bank's requirement.
- The Performance security shall be discharged with or without deductions (as applicable) to the successful bidder upon completion of performance obligations as described in the contract terms.
- The proceeds of this "Performance security" shall be payable to the BNBL as compensation for any failure of the successful bidder to complete his obligations stipulated in the contract.



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**SECTION 6: SERVICE DELIVERY PENALTY CLAUSE**

**Delay in supply;**

- If the vendor fails to perform the work as per the contract on specified time, the following penalty clause shall be applied on the bill payable or Performance Security:
  - a) Delay up to one week- 2% (on the total order value).
  - b) Delay exceeding one week but not exceeding two weeks- 5% (on the total order value).
  - c) Delay exceeding two weeks but not exceeding one month- 10% (on the total order value).
  
- Delay more than one month, work order shall be revoked and the performance security deposited shall be forfeited without any further notice. Further, if the vendor wishes to make the partial or remaining completion of works thereafter, the BNBL on its discretion shall accept the work. However, late completion penalty of 10% on the partial or remaining works shall be charged.



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**Annexure I: Form for Submission of Proposal**

Date: [DD/MM/YY]

**To: BHUTAN NATIONAL BANK LIMITED,  
CORPORATE OFFICE,  
THIMPHU.**

Dear Sir/Madam,

The undersigned, having read the tender document of Bhutan National Bank Limited vide ref. **BNBL/PO-Tender/TH-03/2021/799 dated 26<sup>th</sup> April, 2021**, hereby accept all terms and conditions for the Supply & Installation of Centralized Water Heating System at BNBL Corporate office, Thimphu as specified in the Tender document.

I / We agree to abide by this Proposal / Bid for a period of 1 (One) month from the date fixed for Bid opening in the tender, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Proposal is accepted, we undertake to initiate the work specified in our Proposal within the time frame that shall be stipulated in the work awarding letter (s) and to comply with all the provisions of the Contract.

I / We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your company/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said security deposit absolutely.

**Best regards**

* Signature and Seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email Address:	

**Note: The fields marked \* are mandatory field**



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**Annexure II: Bidder Identification Form**

1. Firm (s) Information	
* Name and Address:	
* Telephone/Mobile:	
* Email address:	
* <b>Legal Representative:</b> Name/Surname/Position (if any)	
2. Contact details of persons that BNB may contact for requests for clarification during Bid evaluation	
* Name/Surname:	
* Telephone/Mobile:	
* Email Address:	
Be advised that this person must be available during the two weeks following the Bid opening date.	
* Signature and Seal of the Bidder:	

**Note: The fields marked \* are mandatory**



**Annexure III: BILL OF Quantity (BOQ)**

SL. NO.	Prodcut/Specification	Qty. (No)	Rate (Nu.)	Amount	Remarks (if any)
1	<b>HEAT PUMP:</b>	1			
	Heating Capacity, 10 KW (Air to water)				
	Compressor - Rotary				
	Heat Exchanger - Shell & Tube				
	Input electricity- 2.45Kw				
	Rated current – 11.7A				
	Noise - ≤57 dB(A)				
	Hot water output - 215 L/H				
	Rated outlet temperature - 55 degree				
	Dimension of Heat Pump (LWH),1111 mm x 400 mm x 715 mm				
	Weight of the Heat Pump,82 kg				
	Power supply, 220-240-/1/50				
	2				
500 Ltr					
MS, 50 mm PUFF insulated tank in vertical					
Initial heating time, 3 hrs( to heat 500 ltr by 10Kw heat pump)					
3	<b>ACCESSORIES:</b>				
	Cold inlet boosting pump (1 HP) ALGO - Silent automatic				
	Re-circulation hot water pump 0.5 hp(ALGO)				
	Temperature sensor controller for hot re-circulation pump				
	Y strainer				
	NRV				
	Automatic air release valve				
	Safety Valve				
4	<b>INSTALLATION CHARGE at Corporate office Thimphu (Sym)</b>	1			
			<b>Total Amount:</b>		

Seal & Signature of the Bidder:



Total Amount (in words):