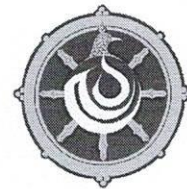




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Tender Document

Supply of Servers - 2020

Open tender for supply of servers - 2020

Reference No. BNBL/PO-Tender/TH-14/2020/2586, dated: 15th October 2020

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Website: **www.bnb.bt**





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OPEN TENDER

Bhutan National Bank Ltd (BNBL) is pleased to invite seal bid from selected Bhutanese firms for the **"Supply of Servers"** at BNBL Corporate Office, Thimphu according to the following time frame and terms & conditions:

| | |
|--|--|
| Tender Calling Date | 15 th October, 2020 |
| Tender Closing Date | 29 th October, 2020. 5:00 PM |
| Tender submission date | 30 th October, 2020. 11:00 AM |
| Date & Time of Tender opening | 30 th October, 2020. 11:30 AM |
| Name of the work | Supply of Servers |
| Bill of Quantity (BOQ) | Refer- Annexure-I |
| Cost of Tender Document | Nu. 1,000.00 |
| EMD / Bid Security | Nu. 20,000.00 |

Note: Tender document can be purchased from the Procurement Section of Bhutan National Bank Limited, located on the 3rd floor of Corporate Office, Thimphu on all working days from 9:00 AM to 5:00 PM (Monday - Friday). The tender documents can also be downloaded from BNBL website: www.bnb.bt. However, the bidder should deposit the tender fee on or before submission of the tender.

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SECTION 1: INTRODUCTION

a) Background

The BNBL Management intends to seek Limited Tender for the supply of servers from the eligible Bhutanese suppliers/Vendors.

b) Scope of Work

The successful bidder (s) has to undertake full responsibility for the supplying & delivery at the Corporate Office, Thimphu of servers.

c) Timeline and Deliverables

| Sl. # | Deliverables | Timeline |
|-------|---|---|
| 1 | Supply (including delivery to BNBL Corporate Office, Thimphu) of servers. | 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.
- The contract shall be valid for a period of 1 (one) year from the date of signing of the contract agreement.

d) Price Schedule

The price shall be in local currency (Ngultrum) inclusive of all taxes and service charges. The bidder shall be required to quote the price in the BOQ –Annexure I provided in this tender. The price shall be firm and irrevocable and not subject to any change for any reason, whatsoever till the validity of the contract period. The selected vendor may be contacted for additional supply of the enlisted item (s) in future on a repeat order basis during the entire contract period.

e) Tenders 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.

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ii. Only complete submissions shall be registered. **Incomplete or partial submissions shall not be accepted.**

iii. 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.

f) Requests for information/clarification

i. The bidders may direct all their communications related to this Tender to the following:

The Procurement Officer,
HRA Department, Corporate Office,
Bhutan National Bank Limited, Thimphu
Contact # 02-328577 (Ext. No.1222)
Email: ugyen.t.d@bnb.bt

ii. 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.

iii. 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.

g) Notification

i. The BNBL shall notify the selected bidder(s) in writing as soon as possible about the outcome of its tender submission.

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- ii. BNBL shall also inform the bidders whose submissions are rejected. The BNBL reserves all rights to accept or reject any or all the bids and shall not be obliged to provide any reasons for its decision, including the rejection of a bid.

SECTION 2: GENERAL TERMS & CONDITIONS

Bidders shall comply with the following terms and condition:

- 2.1 The bidder must have valid trade license and tax clearance certificate.
- 2.2 The bid shall be valid for a minimum of 3 (three) months from the date of submission.
- 2.3 BNBL reserves all rights to cancel and reject any and all tenders without assigning any reason or explanation.
- 2.4 BNBL reserves rights to issue any amendment(s) to the tender documents at any time prior to the last date of submission. Such amendment shall be notified to those bidders, who have been issued with the tender documents, in writing or by standard electronic means (email).
- 2.5 Likewise, a 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 the 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 procedure.
- 2.6 The entire set of documents (all pages), submitted as part of the Proposal/Tender/Bid shall be sealed and signed by the bidder.
- 2.7 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.
- 2.8 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) shall acknowledge the receipt of the notices/communications by return mail within 3 (three) calendar days.

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2.9 The Bidder (s) shall fill up and submit the form for Submission of Proposal (Annexure II) and Bidder Identification Form (Annexure III) along with the tender documents.

2.10 The sealed bids shall be submitted in one sealed envelope marked as "Original" – "Open Tender for Supply of Servers - 2020" on 30th October, 2020 on or before 11.00 AM and addressed to the following:

Bhutan National Bank Limited

Corporate Office,

Thimphu

Attention: The Procurement Officer, HRA Department, Thimphu

2.11 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.

2.12 Full payments shall be made within 30 (thirty) calendar days of the completion of supply of the wall calendars and after proper handing taking with the designated official of the BNBL.

2.13 The BNBL reserves the right at the time of the contract to increase or decrease the quantity of item (s) tendered, without any change in price or other terms and conditions.

2.14 BNBL reserve the rights to reject a L1 bidder (bidder with the lowest price quote), if the specification is inferior to the next bidder. Or If two or more bidders quote the same L1 rates and the same specifications, 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.

2.15 If the item/items supplied by the firm is/are found defective within the period of 'Performance Security' the same shall be replaced by the firm unconditionally failing which Performance Security will be forfeited.

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- 2.16 Power of Attorney shall be submitted if an authorized representative is appointed.
- 2.17 The bidder (s) shall not be under a declaration of ineligibility for the corrupt practices issued by Royal Government of Bhutan.
- 2.18 BNBL reserves right to reject all or part of the items supplied by the successful bidder (s) during physical verification/technical testing if it believes that the goods supplied are non-standard/non-specific and unreliable in terms of quality.
- 2.19 **EMD of Nu. 20,000/-** shall be enclosed in the form of Draft/Cash Warrant/Bank Guarantee favoring to Bhutan National Bank Ltd. and shall have validity for at least 3 (three) months.
- 2.20 The bid without the Bid security (EMD) or Bid security which does not comply with above terms shall be disqualified or considered as non-responsive.
- 2.21 Bid security (EMD) of "Responsive" but unsuccessful bidders shall be returned after receiving the Performance security and signing of contract with the "Successful bidder".
- 2.22 Bid Security (EMD) of "Successful bidder" shall be returned after receiving the Performance security and signing of contract.
- 2.23 The bid security (EMD) shall be forfeited;
- a) If the bidder (s) withdraws its bid during the period of bid validity; or
 - b) If the bidder (s) does not accept the arithmetical corrections of its bid price; or
 - c) In case of the successful bidder (s) fails;
 - d) To sign the contract agreement within the prescribed time; or
 - e) To furnish the performance security within the prescribed time.

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SECTION 3: TENDER EVALUATION CRITERIA

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

3.1 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 2019 | Mandatory |
| 3. | Security Deposit (EMD) Nu. 20,000/- | Mandatory |
| 4. | BOQ (Annexure I) | Mandatory |
| 5. | Bid Submission Form (Annexure II) | Mandatory |
| 6. | Bidder Identification Form (Annexure III) | Mandatory |
| 7. | Entire Proposal should bear official seal and signed by the proprietor or Authorized Representative. Power of attorney is required for Authorized Representative | 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

3.2 Evaluation Criteria and Process

Bids submitted by the bidders, who fulfill the mandatory qualification criteria defined under 3.1 above, shall be evaluated as follows:

a) Specifications & brand submitted by the Bidder

If the specifications and brand of servers is not as per the **Bill of Quantity (BOQ) ANNEXURE I**, it shall not be evaluated.

b) Price Rate Quoted

The price rates quoted by the bidders shall be noted and the bidders ranked into L1, L2, etc. based on the quoted price. Bidders shall note only one rate shall be quoted for the each server. If any bidder (s) quotes two rates for one server, it shall not be evaluated.

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SECTION 4: PERFORMANCE SECURITY

- 4.1 The successful bidder (s) shall be required to furnish performance security equivalent to 10% of the quoted amount issued from any authorized financial institutions within 7 (Seven) calendar days after awarding the work.
- 4.2 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.
- 4.3 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 (only), and as such, the successful bidder should renew the same for another 6 (six) months based on bank's requirement.
- 4.4 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.
- 4.5 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 5: SERVICE DELIVERY PENALTY CLAUSE

Delay in supply;

5.1 If the vendor fails to supply the required items on specified time, the following penalty clause shall be applied on the bill payable or Performance Security:

- Delay up to one week- 2% (on the total order value).
- Delay exceeding one week but not exceeding two weeks- 5% (on the total order value).
- Delay exceeding two weeks but not exceeding one month- 10% (on the total order value).

5.2 Delay of more than one month, supply order shall be revoked and the performance security deposited shall be forfeited without any further notice. Further, if the supplier wishes to make the partial or remaining delivery of item (s) thereafter, the BNBL on its discretion shall accept the delivery. However, late delivery penalty of 10% on the partial or remaining delivery items shall be charged.



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Annexure I: Bill of Quantity (BOQ):

(Refer attachment)

Annexure II: Form for Submission of Proposal

[Please submit in bidder's letter head]

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-14/2020/2586, dated. 15th October 2020**, hereby offers to supply of item (s), in accordance with terms and conditions set out or specified in the Tender documents.

I/We agree to abide by this Proposal/Bid for a period of 3 (Three) months 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: | |

Footnote: /* Compulsory field

[Please submit in bidder's letter head]

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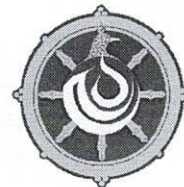




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Annexure III: Bidder Identification Form

| | |
|--|--|
| 1. Firm (s) Information | |
| * Name and Address: | |
| * Telephone/Mobile: | |
| * Email address: | |
| * Legal Representative: 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 stamp of the Bidder: | |

Footnote: /* Compulsory field

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Annexure IV: Contract Agreement

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

THIS CONTRACT AGREEMENT is made on the [insert number] day of [insert month], [insert year],

BETWEEN

(1) [Insert complete name of bank], having its registered head office at [insert address] (hereinafter called "the bank"),

And

(2) [Insert name of successful bidder], holding certificate No. [Insert certificate number] (Hereinafter called "the successful bidder").

WHEREAS the BNBL invited Bids- Tender for [Insert brief description of work] and has accepted the Proposal by the successful bidder for the supply of [Insert details of work] at the sum of [insert contract price in words and figures, expressed in the contract currency] quoted by the successful bidder (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.
2. The following documents shall constitute the Contract between the BNBL and the successful bidder, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Tender terms & conditions;

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- (c) The successful bidder's Proposal and original Price Schedules;
- (d) The bank's Notification of Award of Contract;
- (e) The form of Performance Security;
- (f) Negotiation of bids (if any).

3. The 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 WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the bank

for and on behalf of the successful bidder

(_____)

(_____)

[Insert title or other appropriate designation][Insert title or other appropriate designation]

Witnessed by: _____

Witnessed by: _____

[Insert identification of official witness]

[Insert identification of official witness]

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