

BHUTAN NATIONAL BANK LIMITED



Open Tender

For Supply & Delivery of Office Equipment, Computer Hardware, Furniture & Other Items for the Year - 2024



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Section 1: Invitation of Bids

The Bhutan National Bank Ltd (Bank) would like to invite sealed bids from the eligible and qualified Bhutanese firms for the "Supply & Delivery of Office Equipment, Computer Hardware, Furniture & Other Items for the Year – 2024," as detailed below: -

Description of Item	Office Equipment, Computer Hardware, Furniture & Other Items for the year 2024
Ref. No.	BNBL/PO-Tender/TH-01/2024/378, dated February 09, 2024
Sale of Tender / Registration	February 09, 2024 to February 26, 2024
Tender / Registration Fee Non-Refundable	Nu. 500.00 (Ngultrum Five Hundred Only Only)
Bid Submission Date	February 26, 2024 (9:00 AM to 11:00 AM BST)
Place of Submission	Procurement Division, 3 rd Floor, Level B, Corporate Office, Thimphu
Bid Opening Date	February 26, 2024, 11:30 AM BST (Tentative)
Place of Bid Opening	Procurement Division, 3 rd Floor, Level B, Corporate Office, Thimphu
Bid Security (EMD) - Refundable	Nu. 20,000.00 (Ngultrum Twenty Thousand Only)
Bid Validity Period	90 (Ninety) calendar days from the bid opening date
Note	The complete set of bidding documents can be purchased from the Procurement Division, located on the 3 rd Floor of Corporate Office, BNBL, Thimphu during office working hours with payment of the above-mentioned tender / registration fee, which is non-refundable. The bid document can also be downloaded from the BNBL website; https://www.bnb.bt/announcements/ . However, the bidder should register and deposit the tender fee in cash on or before the sale of tender / registration date.



Section 2: Instruction to Bidders

2.1 Scope of bid

- a) The BNBL Management intends to outsource the supply and delivery of Office Equipment, Computer Hardware, Furniture & Other Items for the Year 2024 for BNBL office to the eligible and qualified Bhutanese firms.
- b) The successful bidder(s) shall undertake full responsibility for the supply and delivery of the awarded items in accordance with the specifications outlined in this bid document.
- c) If the successful bidder(s) are not able to comply with the scheduled timeline it shall be liable for penalty as per the contract terms and conditions.
- d) The contract shall be valid for a minimum period of one (1) year from the date of signing the contract agreement or commencement order. The Bank reserves the right to extend the contract based on the bidder's satisfactory performance or in accordance with the Bank's requirements.

2.2 Timeline & Deliverables

Deliverables	Timeline
Office Equipment, Computer Hardware Furniture & Other Items for the Year 2024.	Within 45 (Forty-Five) calendar days from the date of issuance of the purchase order.

2.3 Fraud and Corruption

- a) Bank requires that a Bidder(s) and his/her employees, consultants & agents, shall observe the highest standards of ethics during the bidding process and execution of contracts.
- b) Bank shall reject a Bid for award, if it determines that the Bidder(s) recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question.
- c) Bank requires that Bidder(s), as a condition of admission to eligibility, execute and attach to their Bids an Integrity Pact Statement as per Form: Annexure IV of Section 9. Failure to provide a duly executed Integrity Pact Statement may result in rejection of the Bid.



- d) Bank shall report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant agencies, including but not limited to the Anti-corruption Commission (ACC), of the Kingdom of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

2.4 Preparation of Bid

- a) The bidder(s) shall bear all costs associated with the preparation and submission of its bid, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- b) The Bid shall comprise the following:
- i. Form for Submission of Proposal (Annexure-I)
 - ii. Bidder Identification Form (Annexure-II)
 - iii. Bill of Quantity (Annexure-III)
 - iv. Integrity Pact Statement (Annexure-IV)
 - v. Proprietor/Joint Venture Details (Annexure-V)
 - vi. Valid Trade license and Tax clearance certificate
 - vii. Bid security (EMD)
 - viii. The Power of Attorney shall be submitted if an authorized representative is appointed.
 - ix. Any other document required as per bidding document
- c) The entire set of documents submitted as part of the Proposal shall be signed by the bidder(s) on every page.
- d) The bid document shall be filled neatly and clearly. Incomplete or conditional proposals not submitted as per terms and conditions shall not be entertained. Any interlineations, erasures or overwriting shall be valid if they are signed or initiated by the authorized person signing the bid.
- e) The bidder(s) are expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information or documentation required by the bidding document may result in the rejection of the bid.
- f) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder(s) and the Bank, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the bidding document, in which case, for the purposes of interpretation of the Bid, such translation shall govern.



2.5 Price Schedules

- a) The price shall be converted in local currency (Ngultrum) inclusive of all taxes, duties and other service charges.
- b) The price shall be firm and irrevocable and not subject to any change whatsoever even due to increase in the cost till validity of the contract period.
- c) The Bank may contact the selected Bidder(s) for additional supply of enlisted items at the same quoted/approved price on a repeat order basis during the contract period.
- d) The bidder(s) are required to quote the price in the BOQ –Annexure III of Section 9 provided in this Bid.

2.6 Clarification and amendment of Bids

- a) The Bank reserves rights to issue any amendment on the Bid document at any time prior to the last date of submission. This may be done either on the bank's own initiative or in response to a clarification request from a prospective bidder(s). Such amendment shall be notified to those bidder(s) who have purchased the tender document in writing including by electronic email to the bidder(s).
- b) Likewise, bidder(s) may request for bid clarification from the Bank in writing including by electronic email and the Bank shall send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidder(s). Should the Bank deem it necessary to amend the Bid document as a result of a clarification, it shall do so after following the due procedure. Bidder(s) shall not be allowed to seek clarification of the bidding document in person or by telephone or other verbal means.
- c) A pre-bid meeting shall be conducted only if strictly necessary to clarify doubts and concerns of the bidder(s) prior to submission of bids. Minutes of the pre-bid meeting shall be circulated to all bidder(s) that have purchased bidding document.



- iv. In case of successful bidder(s), if the bidder(s) fails to produce the performance security and sign the contract agreement within the prescribed time.

2.9 Submission of bid

- a) The sealed bids (Technical/Financial) shall be submitted in one sealed envelope marked as "Confidential" and address to:

Bhutan National Bank Limited
Corporate Office
Thimphu

Attention: The Procurement Officer, HRA Department, BNBL, Thimphu

- b) bear the name and identification number of the contract;
- c) Provide a warning not to open before the specified time and date for bid opening as defined in the bid document.
- d) Upon the received of submission, the Bank shall register the bid response. Only complete submissions shall be registered.
- e) All submissions, including any accompanying documents, shall become the property of the Bank. Hence, submission of response to the bid shall be deemed as responds' license, and grant all rights to the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copy right or other intellectual property right that may subsist in the submission or accompanying documents.

2.10 Deadline for submission of Bids

- a) Bids shall be delivered by hand to the bank at the address and no later than the date and time indicated in the bidding document.
- b) The Bank may, at its discretion, extend the deadline for the submission of bids by amending the bidding document in accordance with ITB clause 2.6 (a), in which case all rights and obligations of the Bank and the Bidder(s) previously subject to the deadline shall thereafter be subject to the deadline as extended.



2.11 Late Bid submission

- a) The Bank shall not considered any bid that is submitted after the deadline for submission of bids. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder(s).
- b) The Bank has no liability to any respondent who lodges a late Bid submission for any reason whatsoever including Bid responses taken to be late only because of another condition of responding.

2.12 Withdrawal, Substitution, and Modifications of Bids

- a) No Bid may be withdrawn, substituted or modified in the interval between the deadline for submission of Bids and the expiry of the period of Bid validity specified in the bidding document.

2.13 Requests for information/clarification

- a) Respondents are required to direct all communications related to this Bid to:

The Procurement Officer,
HRA Department,
Bhutan National Bank Ltd., Thimphu
Contact No. 02-328588, IP: 1276
Email: ugyenwangdi@bnb.bt

- b) All questions related to the Bid, technical or otherwise, shall be addressed to the above addresses, interpersonal communications shall not be entered into and the respondent shall be disqualified if attempting to enter into such communications.
- c) Bank shall try to respond to all the queries raised by the bidder(s). However, Bank reserves the right of not responding to any query, if the Bank feels that the same is not required to be answered.



2.14 Bid Opening

- a) The Bank shall conduct the bid opening in presence of Bidders' designated representatives who choose to attend, and at the address, date and time specified in the bidding document.
- b) The Bidder(s), their representative(s) and other attendee(s) at the bid opening shall not be permitted to approach any members of the Bid Opening Committee or any other Bank officials.
- c) The sealed envelope shall be opened one at a time. The Bidders' names, the Bid prices, the total amount of each bid, and such other details as the Bank may consider appropriate shall be announced by the Bank at the Bid opening.
- d) Complaints or other comments made by the bidders' representative(s) during the bid opening shall be submitted in writing to the address under ITB clause 2.13 (a), within five (5) calendar days from the date of opening of the bids.

2.15 Evaluation and comparison of Bids

2.15.1 Confidentiality

- a) Information relating to the examination, evaluation, comparison and post qualification of Bids, and recommendation of Contract Award, shall not be disclosed to Bidder(s) or any other persons not officially concerned with such process until publication of the Contract Award.
- b) Any effort by Bidder(s) to influence the Bank's authorized representative(s) in the examination, evaluation, comparison and qualification of the bids or contract award decisions may result in the rejection of its Bid.

2.15.2 Clarification of Bids

- a) To assist in the examination, evaluation, comparison and post qualification of the Bids, the Bank may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the Bid.



2.15.3 Responsiveness of Bids

- a) The Bank's determination of a Bid's responsiveness shall be based on the contents of the Bid itself, and is to determine which of the Bid's received are responsive and thereafter to compare the responsive Bids against each other to select the best evaluated Bid.
- b) A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bidding document without any material deviation, reservation or omission.
- c) If a Bid is not substantially responsive to the Bidding document it shall be rejected and may not subsequently be made responsive by the Bidder(s) by correction of the material deviation, reservation or omission.

2.15.4 Correction of errors in price bid:

- a) Arithmetical errors shall be corrected at the time of evaluation of Price Bids and the corrected figure shall be considered for the purpose of evaluated bid price.
- b) If there is a discrepancy between the unit price and the total price (product of unit price & quantity), the unit price shall prevail and the total price shall be corrected, unless in the opinion of Bank, there is an obviously gross misplacement of decimal point in the unit rate, in which case, the total of line item as quoted shall prevail and unit rate shall be corrected accordingly.



2.15.5 Preliminary examination of Bids

Bidders shall fulfill the following mandatory criteria:

Sl.#	Description	Status
1.	Bid Submission Form (Annexure-I)	Mandatory
2.	Bidder Identification Form (Annexure-II)	Mandatory
3.	BOQ (Annexure-III)	Mandatory
4.	Integrity Pact Statement (Annexure IV)	Mandatory
5.	Proprietor/Joint Venture details (Annexure V)	Mandatory
6.	Valid trade license and tax clearance certificate	Mandatory
7.	Bid Security (EMD)	Mandatory

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

2.15.6 Evaluation Criteria and Process

Bids submitted by the bidder(s), who fulfill the mandatory qualification criteria defined under 2.15.5 above, shall be evaluated as follows:

a. Specification submitted by the Bidder

The items' specifications must meet or exceed those specified by BNBL (Annexure III: BoQ). If the bidder's specifications are lower than those provided by BNBL, the bid for that particular item will be disqualified and excluded from the final evaluation, i.e., 'Rate Quoted.' **To adhere to this requirement, brand and model details must be provided in the "Remarks Column," Annexure III: BOQ, followed by yes/no or any relevant remarks for each specification. Failure to comply will result in the rejection of the proposal for the specific item, making it ineligible for financial evaluation. If the designated column lacks remarks, the proposal will be deemed non-responsive and excluded from the financial evaluation process.**

b. Financial Evaluation; 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 for the particular items. Bidders shall note only one rate shall be quoted. **If any bidder(s) quotes two rates for one item, it shall not be evaluated & the bid will be marked as disqualified for the particular item.** The contract shall be awarded item wise and it is not mandatory to quote for all the items.



2.15.7 Bank's Right to Accept Any Bid, and to reject any or All Bids

- a) The Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.
- b) The Bank reserves the right to hold negotiations with bidder(s), 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(s) shall have written authority to negotiate and conclude a contract.

2.16 Award of Contract

- a) The Bank shall award the Contract to the Bidder(s) whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding document.
- b) The Bank 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.
- c) The Bank shall communicate in writing [in the format in Annexure-VI hereafter called the "Work Awarding Letter"] to inform the winning bidder(s) of its intent to award the bid, ensuring compliance with mandatory requirements. Simultaneously, unsuccessful bidders shall receive written notifications [in the format in Annexure-VII hereafter called the "Letter to unsuccessful bidder(s)"] about the outcome, and all bidders shall be provided with information on the name and amount of the successful bidder(s). Such notification shall be communicated in writing including by electronic email to all the bidder(s) on the same day of dispatch.
- d) On receipt of the Bank's notification [ITB 2.16 (c)], an unsuccessful bidder has seven (7) calendar days to make a written complaint/request to the Bank for a debriefing. The bank shall provide a response/debriefing to all unsuccessful Bidder(s) whose request is received within this deadline.
- e) Where a complaint/request for debriefing is received within the deadline, the Bank shall provide a response/debriefing within five (5) calendar days.
- f) The Bank shall discuss only such bid but not the bids of other competitors. The response/debriefing shall not include:
 - i. Point-by-point comparisons with another bid; and
 - ii. Information that is confidential or commercially sensitive to other Bidder(s).



- g) The purpose of response/debriefing is to inform the aggrieved Bidder(s) of the reasons for lack of success, pointing out the specific shortcomings in its bid without disclosing contents of other bids.
- h) The 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 five (5) calendar days for resubmission of fresh rates. Bank's decision regarding reasonable time shall be final and binding on the bidder(s). Thereafter contract shall be awarded to L1 bidder(s) as per the fresh quotes.
- i) The successful bidder(s), on award of contract/order shall sign the contract/order acceptance in writing, within seven (7) calendar days of award of contract / order failing which the bid shall be rejected without any further notice.

Section 3: Performance Security

- 3.1. The successful bidder(s) shall be required to furnish performance security equivalent to 10% of the quoted amount issued from any authorized financial institutions of Bhutan within seven (7) calendar days after awarding the work.
- 3.2. If the successful bidder(s) fails to provide the performance security within seven (7) calendar days of the issue of the work awarding letter, the bid shall be considered as invalid and the particular work shall be given to next lowest bidder(s).
- 3.3. The performance security shall be in the form of demand draft/cash warrant/bank guarantee and shall be valid for minimum of six (6) months. The performance security shall be renewed further by the successful bidder(s) during the contract period based on bank's requirement.
- 3.4. The Performance security shall be discharged with or without deductions (as applicable) to the successful bidder(s) upon completion of performance obligations, including warranty obligations, as described in the contract terms.
- 3.5. The provision outlined in ITB 3.4 is also applicable to repeat orders fulfilled during the validity period of the deposited performance security, as defined in the service delivery penalty clause [ITB 4.1 (d)]. In instances of delays, penalties for delay will be levied based on the total order value of the specified purchase order issued.



Section 4: Service Delivery Penalty

4.1. If the Successful bidder(s) fails to supply & deliver the goods 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)
- d) Supply delay more than one month, purchase order shall be revoked and the entire performance security deposited shall be forfeited without any further notice. Further, if the successful bidder(s) wishes to make the partial or remaining delivery of items thereafter, the bank on its discretion shall accept the delivery. However, late delivery penalty of 10% on the partial or remaining delivery items shall be charged.

Section 5: Force Majeure

- 5.1. The successful Bidder(s) 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 failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 5.2. For purpose of this Clause, "Force Majeure" means an event or situation beyond the control of the bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of Bidder. Such events may include, but not limited to, acts of the Purchaser (Bank) in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 5.3. If a Force Majeure situation arises, the successful bidder(s) shall promptly notify the Bank in writing of such condition and the cause thereof along with documentary or pictorial evidence acceptable to Bank. Unless otherwise directed by the Bank in writing, the successful Bidder(s) shall continue to perform its obligation under the Contract.

Section 6: Terms of Payment

- 6.1. Payment of the invoice shall be arranged by the Bank upon submission of original invoice and TPN number, against the actual supplied quantities of goods as listed in the purchase order.



- 6.2. Payment shall be made within thirty (30) calendar days and upon successful completion of the supply items listed in the purchase order. The necessary deductions on account of income tax, service tax etc. shall be deducted at source, as applicable, as per Government Rules from the bills submitted by the successful Bidder(s) and necessary TDS certificate shall be issued.

Section 7: Warranty

- 7.1. The successful Bidder(s) warrants that all Goods are new, unused, and of the most recent or current models or as specified in the bidding document. Unless specified in the bidding document, the warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to or accepted at the final destination. Any goods found defective shall be replaced/repared by the successful Bidder(s) at no cost to the Bank, within fifteen (15) calendar days from the date notification.
- 7.2. If the successful Bidder(s) fails to rectify and or replace the defective goods or parts thereof, within a specified timeline as notified, the Bank shall do it at the cost of the concerned Bidder(s).

Section 8: Termination

- 8.1. The Bank may, by written notice, terminate the purchase order (or Contract if applicable) in whole or in part at any time for its convenience;
- a) If the Successful Bidder(s) fails to perform any other Terms and Conditions specified within the purchase order, or exceeds the maximum amount of liquidated damages or if the Successful Bidder(s) does not take any remedial action within a period specified by the Bank.
- b) If the Successful Bidder(s), in the judgment of the Bank, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this purchase order.

Section 9: Delivery and Installation

- 9.1. The Successful bidder(s) is obligated to cover independently the expenses related to the delivery, installation, and security of their collocated items. However, for items necessitating installation in specific locations beyond the designated delivery location and exceeding our capabilities, the bank will assume the associated costs.



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- 9.2. The items are required to meet or exceed the specifications outlined in Annexure III: BOQ. In the event of any deviations, BNBL retains the right to return the entire lot at its own expense.



Section 9: Bidding Forms

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 Ltd., Thimphu vide ref.# BNBL/PO-Tender/TH-01/2024/378, dated 09/02/2024, hereby offers to supply and delivery of Stationery and Printing items, in accordance with terms and conditions set out or specified in the document.

I/We agree to abide by this Proposal/Bid for a period of Ninety (90) calendar days from the date for Bid submission 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 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 performance security deposit, absolutely.

Best regards

* Signature and seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email:	

Footnote: /* Compulsory field



Annexure II: 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 evaluation of the bids.	
* Signature and stamp of the Bidder:	

Footnote: /* Compulsory field



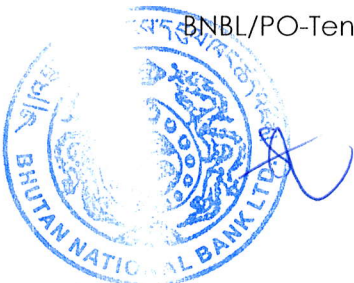
Annexure III: Bill of Quantity (BOQ)

A: Computer Hardware			
SL No	Item Description/Specifications	Remarks <small>(Specify the brand, followed by "Yes/No" or any relevant remarks)</small>	Rate
1	Desktop		
	Preferred Brand: HP / Acer / Dell/Lenovo or Equivalent		
	12 th Generation Intel® Core™ i5 Small Form Factor or Higher		
	Windows 11 Pro 64bit English (with License Key)		
	8GB DDR4 non-ECC Memory (8GB *1)		
	Hard Disk 512GB PCIe Solid State Drive		
	Monitor -21 Inches LCD Screen Resolution: 1920 *1080		
	Wired-USB Keyboard and Optical Mouse		
	OEM Warranty: 1 Year		
	Remarks: BNBL will not accept refurbished desktops and requires that the specifications and operating system of the desktops match the OEM serial number without any parts being altered. If any alterations are found, BNBL reserves the right to return the entire lot at their own expense		
2	Laptop		
	Preferred Brand: HP / Acer/ Dell /Lenovo/ or Equivalent		
	12 th Generation Intel® Core™ i5(2.20Ghz to 4.6 Ghz with turbo Boost, 4 core, 8 Threads, 12 MB Cache or Higher		
	RAM 16 GB DDR4(16GB*1)(upgradable to 32GB RAM)		
	Hard Disk 512GB PCIe Solid State Drive		
	Display 13.3" Anti-Glare, Intel Wi-Fi 6 and Bluetooth @ 5 and above		
	Windows 11 Pro 64bit English (with License Key)		
	Design: Slim		
	Accessories: Portable dock station: Interfaces: USB-C port, RJ45 port, HDMI port, USB3.0 port (same OEM as laptop) Bluetooth Optical Mouse (same OEM as Laptop) & Laptop backpack Case (Same OEM as laptop		
	OEM Warranty: 1 Year		
Remarks: BNBL will not accept refurbished laptops and requires that the specifications and operating system of the laptop match the OEM serial number without any parts being altered. If any alterations are			



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	found, BNBL reserves the right to return the entire lot at their own expense		
3	1 m Patch Cord		
	Preferred Brand: D-Link or Equivalent		
	Warranty: 1 Year		
4	UPS Battery		
	Preferred Brand: Amaron Quanta		
	12V 100Ah with factory crimped thimble (**Battery connector) & interconnecting cable		
	Warranty: 1 Year		
5	8GB RAM for Optiplex 5050 PC		
	Preferred Brand: Kingston/Samsung or Equivalent		
	8GB DDR3L		
	Warranty: 1 Year		
6	16 GB RAM for PC		
	Preferred Brand: Kingston/Samsung or Equivalent		
	16GB DDR4 3200Mhz		
	Warranty: 1 Year		
7	Monitor for Desktop (19 inches)		
	Preferred Brand: Dell		
	Monitor -19 Inches LCD Screen (HDMI)		
	Warranty: 1 Year		
8	Monitor for Desktop (21 inches)		
	Preferred Brand: Dell		
	Display: -21LCD Screen		
	Connectivity: HDMI		
	Resolution: 1920 * 1080 Pixels		
	Special Features: Frameless and ultra-slim body		
	Warranty: 1 Year		



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9	Monitor for Desktop (27 inches)		
	Preferred Brand: Samsung ViewFinity S8 `or Equivalent		
	Display: 27 Inches LCD Screen		
	Resolution: 5k (3840 * 2160 Pixels)		
	Connectivity: Thunderbolt 4 & DP Port		
	Warranty: 1 Year		
10	Headphone		
	Preferred Brand: Platronics, BLACKWIRE C3220 USB-A; P/N:209745-201 `or Equivalent		
	Sound Output: Stereo		
	Connectivity: USB or USB C		
	Microphone Technology: Noise Cancelling		
	Earpiece Type: Binaural		
	Min. & Max Frequency Response: 20hz & 20Khz		
	Warranty: 1 Year		
B: Furniture & Fixtures			
1	High Back Revolving Chair		
	Preferred Brand/Model: Sahu SS853 or Equivalent		
	Headrest		
	Back Type: Mesh		
	Base: Nylon		
	Function: Pushback		
	Adjustable Height & One-Way Adjustable Arms (height)		
	Warranty: 1 Year		
2	Steel Almirah (Big)		
	Preferred Brand/Model: Godrej or Equivalent		
	Interior locker		
	Minimum Dimension Size Requirement: 1900H x 900W x 450D mm		
	Warranty: 1 Year		
Heavy Duty Trolley			



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3	Material: steel		
	4 wheels (nylon / polyurethane) with double ball bearings and swivel motion		
	Capacity: 500 KG		
	Warranty: 1 Year		
Fixed Visitor/Guest Chair			
4	Low Mesh Back Chair		
	Material: Full Fabric		
	Seat & Back: High Density "Moulded" Injected Foam		
	Base: Sled Type Base		
	Armrest: Fixed L-Shape Polypropylene Armrest		
	Warranty: 1 Year		
C: Office Equipment			
Printer (Multifunctional- Individual Duty)			
1	Preferred Brand/Model: HP LaserJet Pro MFP M329dw or Equivalent		
	Function: Print, copy, Scan		
	Resolution (black): HP FastRes 1200;		
	Monthly Duty cycle: Up to 80,000 pages;		
	Print Technology: Laser;		
	Connectivity Standard: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n; Easy access USB;		
	Paper trays, standard: 2;		
	Security management: Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; HP ePrint: HTTPS with certificate validation, HTTP Basic Access Authentication, SASL authentication; LDAP authentication and authorization; Firewall and ACL; SNMPv3, 802.1X, Secure Boot, authentication via WEP, WPA/WPA2 Personal, WPA2 Enterprise; Encryption via AES or TKIP;		
	Memory, standard: 256 MB;		
	Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, FTP Print,		



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	IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download;		
	Duplex printing: Automatic (standard);		
	Warranty: 1 Year		
	Printer (Multifunctional- Medium Duty)		
	Preferred Brand/Model: HP LaserJet Pro MFP429fdw/ Canon ImageClass MF445dw or Equivalent		
	Function: Print, copy, Scan;		
	Resolution (black): HP FastRes 1200;		
	Monthly Duty cycle: Up to 80,000 pages;		
	Connectivity Standard: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n; Easy access USB;		
	Paper trays, standard: 2;		
2	Security management: Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; HP ePrint: HTTPS with certificate validation, HTTP Basic Access Authentication, SASL authentication; LDAP authentication and authorization; Firewall and ACL; SNMPv3, 802.1X, Secure Boot, authentication via WEP, WPA/WPA2 Personal, WPA2 Enterprise; Encryption via AES or TKIP;		
	Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, FTP Print, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download;		
	Duplex printing: Automatic (standard);		
	Warranty: 1 Year		
	Printer (Multifunctional- Heavy Duty)		
	Preferred Brand/Model: HP LaserJet Enterprise M528dn / Canon ImageClass MF543x or Equivalent		
	Function: Print, copy, Scan;		



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3	Resolution (black): Up to 1200 x 1200 dpi. Resolution technology: FastRes 1200; 1200 x 1200 dpi;	
	Monthly duty cycle: Up to 250,000 pages;	
	Paper trays, standard: 2;	
	Connectivity, standard: 1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network;	
	Security management: Identity management: Kerberos authentication; LDAP authentication; 1000 user PIN codes; optional HP and 3rd party advanced authentication solutions (e.g.; badge readers); Network: IPsec/firewall with Certificate; Pre-Shared Key; and Kerberos authentication; Supports WJA-10 IPsec configuration Plug-in; 802.1X authentication (EAP-PEAP; EAP-TLS); SNMPv3; HTTPS; Certificates; Access Control List; Data: Storage Encryption; Encrypted PDF & Email (uses FIPS 140 validated cryptographic libraries from Microsoft); Secure Erase; SSL/TLS (HTTPS); Encrypted Credentials; Device: Security lock slot; USB port disablement; hardware integration pocket for security solutions; Intrusion Detection with Red Balloon Security Technology - Constant in-device monitoring for attacks; SureStart Secure Boot - BIOS Integrity Checking with self-healing capability; Whitelisting - loads only known good code (DLLs, EXEs, ...); Security management: Compatible with HP JetAdvantage Security Manager, Device Security Syslog Messages processed and accessible in Arcsight and Splunk SIEMs;	
	Duplex printing: Automatic (standard);	
	Warranty: 1 Year	
4	Portable Printer (Black & White)	
	Preferred Brand/Model: HP OfficeJet 200 or Equivalents	
	Resolution: Black, up to 1200 * 1200 rendered dpi(when printing from a computer)	
	Monthly Duty Cycle: upto 500 pages	
	Paper Tray: 1	
	Connectivity: USB 2.0 + Wi-Fi	
	Warranty: 1 Year	
5	Heavy Duty Paper Shredder	
	Preferred Brand/Model: Gobbler a2326 or Equivalent	
	Paper/CD/Card Cross-Cut Paper Shredder	
	25 Sheets Shred Capacity at a time (sheet size: 70	



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	gsm)		
	30L Bin Capacity		
	Warranty: 1 Year		
6	Lamination Machine		
	Preferred Brand/Model: Gobbler type A3- 320 or Equivalent		
	Paper Size: A3 & A4		
	Warranty; 1 year		
7	Scanner		
	Preferred Brand/Model: HP ScanJet Pro 3500 f1 Flatbed or Equivalent		
	Scanner Type: Flatbed, ADF;		
	Scan resolution, optical: Up to 600 dpi (color & mono, ADF)		
	Recommended daily duty cycle: 3000 pages;		
	Automatic document feeder scan speed: Up to 25 ppm/50 ipm (300 dpi);		
	Automatic document feeder capacity: standard, 50 sheets.		
	Compatible Operating Systems: Windows 11, Windows 10 and All Macs		
	Processor speed: 1.3 GHz;		
	Memory: 768 MB;		
	Connectivity: USB 2.0;		
Warranty: 1 Year			
8	Hi Wall Air Conditioner		
	Preferred Brand/Model: Blue Star or Equivalent		
	Type: Inverter Split		
	Capacity: 1.5 Ton		
	Energy Rating: 3 Star		
	Cooling & Heating: Cooling Only		
	Compressor: Rotary		
	Operating Mode: Comfort Sleep, Modes - (Auto/Cool/ Fan / Dry), Precision Cooling-Decimal Setting, Turbo Cooling		
Warranty: 1 year on product, 1 year on condenser, 10 years on compressor			
Hot & Cold Dispenser			



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9	Preferred Brand/Model: Blue Star or Equivalent		
	Power Supply: 230V/50Hz		
	Cabinet Capacity: 16L.		
	Cooling Capacity: 2.5L/hr.		
	Heating Capacity: 5.0L/hr.		
	Power Input Cooling: 90W.		
	Power Input Heating: 500W.		
	Refrigerant: R134a/32gms		
	Cooling Current: 0.8A.		
	Warranty: 1 Year		
Dust Blower			
10	Preferred Brand/Model: Bosch or Equivalent		
	Rated Input Power: 820W		
	Weight: 2.25 kg		
	Volumetric flow rate: 4.5 m³/min		
	No load speed: 16,000 rpm		
	Warranty: 1 Year		
Panel Heater			
11	Preferred Brand/Model: Laminox or Equivalent		
	10 Finns		
	Warranty: 1 Year		
TV Screen 55 inch			
12	Preferred Brand/Model: Samsung or Equivalent		
	Connectivity: HDMI Port, USB Port, WIFI, Bluetooth & screen mirroring.		
	Display; Type: LED		
	Size Diagonal: 55 Inch		
	Resolution: UHD 4K, 3840 x 2160 pixel		
	Led Backlight Type: Direct LED		
	Refresh Rate: 50 Hz or higher		
	Aspect Ratio: 16:09 or higher		



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	Warranty: 1 Year		
13	Resistant Safe Box		
	Preferred Brand/Model: Godrej Centiguard 1060 or Equivalent		
	Capacity: 169 L		
	Dimensions (mm): 1254 X 580 X 587		
	Weight: 236 kg		
	Lock Type: Key Lock & Dual Key Lock		
	Tongue and Groove Construction: should prevent hot gases and smoke from seeping into the locker		
	Fire Resistant: protection of documents from fire		
	Certification: should be Certified for Fire Resistance at international Laboratories		
	Other Requirement: Thick-bodied, specifically designed to bear heavy weight, and features two side handles		
	Warranty: 1 Year		
14	Currency Verifier/Fake Note Detector		
	Preferred Brand/Model: Infres(ICV-2L(MK-II) or Equivalent		
	Ultraviolet Examination		
	Watermarks Examination		
	EM7 detecting		
	Magnetic Ink Examination		
		Warranty: 1 Year	
15	Projector		
	Preferred Brand/Model: Epson/Sony or Equivalent		
	Projection System: 3LCD, 3-chip technology (Portable)		
	Native Resolution: Full HD 1920 x 1080 (1080p)		
	Colour Brightness: 4000 lumens		
	White Brightness: 4000 lumens		
	Connectivity: VGA, USB and HDMI		
	Other Connectivity: Built-in Wireless and Miracast		
	Speaker: Built-in 16W or higher speakers		
	Warranty: 1 Year		



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16	iPAD	
	Generation: 9th Generation or higher	
	Display: Retina Display 10.2	
	Camera: 12MP Ultra-Wide Front Camera, 8MP Wide Back Camera	
	Resolution: 1080p	
	Connectivity: USB C/Lightning Connector	
	Network: 4G LTE Cellular	
	Support: Apple Pencil and smart keyboard	
	Warranty: 1 Year	
D: Security Tools		
1	NVR System for CCTV (System Only)	
	Preferred Brand: HIKVISION DS-7100 Series or Equivalent	
	Video Capture Resolution: 1080p	
	Connectivity Technology: Wired	
	No. of Channels: 8 or higher	
	Connectivity: HDMI	
	Compatible Device: Camera	
	Signal Support: Analog	
	Feature: Third Party network camera supported, Live view from cell phone/internet & easy smart search for motion event during playback.	
Warranty: 1 Year		
2	Fire Extinguisher CO2 5 kg Type C	
	Should be able to extinguish an energized electrical fire.	
	Should contain mono ammonium phosphate, potassium bicarbonate, or potassium chloride, which are all suitable for putting out this type of fire.	
	Warranty: 1 Year	
Smoke Detector		
	Preferred Brand/Model: Jablotron(JA-151ST -A or Equivalent	
	Smoke Detection: Optical Light Scattering	



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3	Typical Lifetime: Approx. 3 years if powered by batteries		
	Smoke Detector Sensitivity: m=0.11 – 0.13 Db/m pursuant to EN 14604:2005, EN 54-7		
	Heat Detection: Class A1 according to EN 54-5		
	Function: optical smoke detector and temperature detector		
	Signal: in-built of siren		
	Other Requirement: If the detector is operated without being assigned to a control panel, or if communication with the control panel has been lost, it should work in an autonomous mode (EN 14604).		
	Battery Replacement: If the batteries are running low, the detector signals the need for replacement through short flashes every 30 seconds (for battery-powered units).		
	Power: 9– 15 V DC / 3.5 mA (150 mA during an alarm) or 3 pcs of AA 1.5 V alkaline batteries (for battery-powered units). An alternative power source, other than batteries, will be accepted provided that the specifications mentioned above are fulfilled		
Warranty: 1 Year			

Note: The "Remarks" column must include the brand/model followed by yes/no or any pertinent remarks for each row. Failure to adhere to this requirement will result in the rejection of the proposal for that specific item, and it will not be considered for financial evaluation.



Annexure IV: Integrity Pact Statement (IPS)

1. General:

Whereas, the Chief Executive Officer, representing Bhutan National Bank Limited, hereinafter referred to as the "Employer" on one part, and (Name or Designation) representing M/s. (Name of firm), hereinafter referred to as the "Bidder" on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document.

2. Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process and contract administration, with a view to:

2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and

2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this Tender shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer commits itself to the following: -

4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.

4.2 The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.

4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an



appropriate government office for any violation or attempted violation of clauses 4.1 and 4.2.

4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following: -

5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.

5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.

5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.

6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.



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7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place) _____ on (date)

Affix
Legal
Stamp

Affix
Legal
Stamp

EMPLOYER

CID

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Witness:

Name:

CID

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BIDDER/REPRESENTATIVE

CID

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Witness:

Name:

CID

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



Annexure-V: Proprietor/Joint Venture details (for Integrity Vetting Report)

Proprietor (s) Details	
*Name and Present Address:	
*CID Card No.	
*Trade license No.	
*TPN No.	
*Telephone/Mobile No.	
*Email Address:	
Joint Venture(s) Details (if applicable)	
*Name and Present Address:	
*CID Card No.	
*Telephone/Mobile No.	
*Email Address:	
*Signature and seal of the Proprietor (s)	

***Footnote: /* Compulsory field**



Annexure-VI: Work Awarding Letter

The [Insert name of Bidder],
[Insert address (es) of Bidder],

Sub: Work awarding letter

Sir/Madam,

The BNBL is pleased to accept your quotation for the [Insert Name of contract] at BNBL Corporate HQ Building, Thimphu as per Tender vide ref.# [Insert tender reference No. & date]. The contract will be awarded as detailed below.

You are required to report to the Procurement section, HRA Department, Head Office, BNBL, Thimphu within 7 (seven) days of the receipt of this notice to complete the following formalities:

1. Execute Contract Agreement,
2. Deposit Performance security amounting to [Insert amount] only in the form of Demand Draft/Cash Warrant/Bank Guarantee with validity of minimum of six (6) months, addressed to [Insert name of purchaser].

Please be advised that failure to comply with the abovementioned formalities within the specified timeline may result in the rescission of your selection in accordance with the tender terms & conditions. For any queries, please feel free to contact the [Insert name of procurement agency], at [Insert contact nos.] during office hours.

Your kind cooperation on the matter would be highly appreciated.

Thanking you.
Yours Sincerely,

**[Insert name of purchaser]
[Insert designation]**

Copy:

- ✓ The [Insert name o procuring unit], [Insert address (es)]: for necessary compliance.



Annexure-VII: Letter to unsuccessful bidder(s)

The [Insert name of Bidder],
[Insert address (es) of Bidder],

Sub: Regret letter for unsuccessful bid(s)

Sir/Madam,

The BNBL is regret to inform you that, following the evaluation process, your bid offer for the proposed contract: [Insert Name of contract] at BNBL Corporate HQ Building, Thimphu as per Tender vide ref. # [Insert tender reference No. & date] has not been successful in this instance. The details of contract awarded for the year [insert year] are attached herewith for your kind reference.

The BNBL would like to thank you for the time and effort spent in submitting your offer. If you require a debrief on the above, please feel free to contact the Procurement Unit at [Insert name of procurement agency], at [Insert contact nos.] within seven (7) calendar days of the issuance of this notification.

Thanking you.
Yours Sincerely,

**[Insert name of purchaser]
[Insert designation]**

Copy:

The [Insert name o procuring unit], [Insert address (es)]: for necessary compliance.



Annexure VIII: 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/Supplier").

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;
 - c) The successful bidder's Proposal and original Price Schedules;



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- d) Contract; The bank's Notification of Award of
- 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]



