



**TENDER BIDDING DOCUMENT OF SUPPLY
EQUIPMENTS & ALUMINIUM PARTITION
WORKS**

**BHUTAN CHAMBER OF COMMERCE &
INDUSTRY,**

THIMPHU

Cost of Tender Document: Nu.00.00



BIDDING GUIDE		
Sl.No.	Item/Activity/Provision	Description of Items/Activity/Provision
1	Bidding Guide Detail	This is the Tender bidding guide for the 'SUPPLY OF EQUIPMETS & ALUMINUM PARTITION WORKS'
2	Address of Bid	Please address your bids to "The Secretary General, Bhutan Chamber of Commerce & Industry (BCCI) Thimphu" . Also please label your bid envelope clearly as "Confidential: Bids for SUPPLY OF EQUIPMETS & ALUMINUM PARTITION WORKS" .
3	Place of supply of goods	The Equipment & Works should be supplied to the following Bhutan Chamber of Commerce & Industry
4	Goods Supplying Agency	The Successful Firm.
5	Firms' eligibility to participate in the invitation for Bids (IFB)	Any National firm with a valid registration for the specified goods with Department of Trade, Ministry of Economic Affairs, Bhutan. The bidder must submit with their bid a copy of the certificate of their firm's registration with the competent authority ideas Trade license, etc. A bid unaccompanied by such eligibility documents may have a high probability of being rejected.
6	Last Date of bid submission	13/10/2020 on or before 10:00 Am and will be opened on the same date at 2:30 pm in the conference hall of BCCI, Thimphu.
7	Bid Validity Period	45 days from the last date of bid submission.
8	Earnest Money Deposit (EMD) CUM Performance security.	A minimum of a Nu.2% of quoted amount in the form of bank demand draft/ cash warrant should be deposited with BCCI, Which shall be considered as EMD and must be valid for 1 year. This should be submitted during submission of bid.
9	Bid Submission Conformity	Please ensure that your bid conform to the following list: (i) the bids are filled in the Bid form and price schedules format, (ii) the bids are accompanied with Earnest Money Deposit cum performance security and other requested documents, (iii) the bids are signed properly by the rightful authority, (iv) the contract agreement form is signed by the bidder, (v) the bids are presented in a sealed and signed envelop, & (vi) the bids conform to any other criterion specified in the Bidding guide.
10	Bid Submission Procedure	Bids are to be submitted in duplicates and shall be delivered by hand, courier or registered post. The Bidder shall seal both the original and the duplicate copies of the Bid (hereinafter referred to as inner envelopes) and submit them packaged inside a single large envelopes shall be sealed with adhesive or other sealant to prevent reopening. i.
11	Bid Form (Annex A)	Please fill up the necessary spaces in "Annexure A: Bid Form" with your bids and others details.
12	Bid Opening	Every bidder is invited to join in the bid opening session at the specified data time. However, whether or not to allow the participation of the bidders in the actual bid evaluation session



		shall be decided by the BCCI procurement committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation into evaluation session.
13	Bid Evaluation Criteria	<p>The price offered by the bidder shall be only one of the criteria for the evaluation of bids. In addition to the price, the bids shall also be evaluated on the basis of :</p> <ul style="list-style-type: none"> i. The origin of goods (Goods of Bhutanese origin shall receive preferential treatment to a maximum of 1 score point), ii. Date of delivery of goods (The BCCI will consider 45 days as base period for 'Good Delivery'. Hence, commitment to supply goods, every days less from base period shall receive an additional score point 0.25) iii. Quoted Rate (As per the rate quoted by the participating firms, lowest bidder shall receive point equivalent to number of participating firm, second lowest bidder shall receive 1 point less than lowest bidder and so on.), iv. Presence of catalogues/brochures/samples etc of the goods being offered with the bid.
14	Rejection of Bids	Any or all bid (s) may be rejected by the BCCI without the liability to offer any explanation if: (i) the bid(s) is not found responsive in accordance with the Bid submission conformity, (ii) the bid(s) is abnormally high, (iii) the bid(s) is abnormally low, (iv) the bid(s) is not accompanied by the earnest money Deposit cum Performance Security and other requested documents, & (v) the bid(s) deviated seriously from the provision for this Bidding Guide.
15	Contract Agreement	The bidder must submit their bid with the contract Agreement (Annex B) included in the Bid Document signed, later, if the bidder turns out to be the successful one, the chairman of the BCCI Procurement committee shall also put their signature in the agreement, and then only the two parties shall have legally entered into concerning the supply of the good in question.
16	Contract Validity Period (price validity period)	The price of reagent should have validity of 1 year from award of contract. The quoted price must remain unchanged for duration of 1 year.
17	Goods Delivery Period	The successful bidder must specify in the bid the goods delivery time after the issue of a supply order. Failure to do so shall be interpreted as the bidder agreeing to supply the goods within 45 days from the date of issue if the supply order.
18	Advance Payment	NONE
19	Payment For Goods Supplied	The payment for supplied shall be made to the supplier in full within 30 days from the date of receipt of the goods in full and this shall be in accordance to clause 23 if this document.
20	Late delivery penalty	Every additional/extra day from the Goods Delivery period taken by the successful bidder to supply the goods shall invite a late penalty equaling to (Total value*0.1*Number of days [late]) to be deducted from the final payment . Failure to still supply the goods shall result in the (i) forfeit of the Performance Security, and (ii) Termination of the contract with the supplier, and the BCCI may then explore other way of acquiring the goods, including



		which may be through awarding the contract to the next promising/ lowest bidder or retendering depending upon the convenience of BCCI.
21	Sample of Goods Being Sought	Refers " Annexure 1 " for specification of goods which is being sought by the procuring agency.
22	Sample of Goods Being offered.	The bidders are advised to submit samples of the goods that they are offering. Irrespective of origin of goods, the bidders should provide catalogue indicating proximate analysis of the good. Presence of such catalogue may enhance the likelihood of a bid being considered the most promising one.
23	Transportation and Taxes	For every supply order, the supplier MUST bear (i) the full cost of transporting the good from its own location till the procuring agency that had issued the supply order and (ii) all applicable taxes. Therefore, the bidder is advised to quote the price for the good INCLUSIVE of (i) the estimated transportation cost and (ii) all applicable taxes. Under no circumstances shall the procuring agency bear the cost of transportation or the applicable taxes on the goods.
24	Require Documents/Formalities	All the required documents/formalities regarding manufacturing/import/transportation of the specified goods should be arranged by supplier.
25	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the procurement officer @02-324254. However, please be advised that queries with the motive to entice any employee of the BCCI into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
26	Settlement of Disputes	For whatsoever reason if the BCCI and the supplier get into dispute regarding the contract for the supply of the goods in question, the same shall be forwarded to court of law for arbitration.

ANNEX: A

BID FORM

Name of Contract: Supply of Equipment & Aluminum Partition Works.

The Secretary General,
Bhutan Chamber of Commerce & Industry,
Thimphu.

1. Having examined the bidding documents for the above contract, including the specification, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply laptop in conformity with the said Bidding Documents.



2. We undertake, if our Bid is accepted, **supply of Equipment & Aluminum Partition Works** shall be delivery as specified in the contract agreement and deliver the same.
3. If the Bid is accepted, we will provide the performance security as instructed in the tender document.
4. We agree to abide by this Bid for supply of laptop and it shall remain binding upon us.
5. Until and unless a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest price or any bid you may receive.

Dated this.....day of.....2020.

In witness whereof, the parties have caused this agreement to be executed in accordance with the law of Kingdom of Bhutan on the day and year written above.

Signature with Seal.....
 Name of Bidder.....
 Address.....
 Citizenship ID card No.....
 Telephone No.....

Signature of Witness.....
 Name of
 Address.....
 Citizenship ID card No.....
 Telephone No.....



[Handwritten signature]

ANNEX: B

CONTRACT AGREEMENT

We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & Price Schedule. I, on behalf of the firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency has put their signature on it. I also understand that putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the.....
.....and that this document SHALL NOT become a CONTRACT AGREEMENT until the procuring agency above puts their signature to it. However, once the procuring agency puts their signature to this document below, my firms shall have automatically entered into a formal contract with the procuring agency on the strength of my signature put below, and shall be obliged of executed the contract activity within the confines of the stipulations/provision/terms and conditions of the Bidding Guide.

On behalf of.....

(Bidding firms name and address), I put my signature on this document hereunder on this date.....

(Please affix a legal stamp and put your name, signature, & seal (if available) in the space)

(For Procuring Agency's Use)

In awarding the contract to supply the goods in the contracted Good's list attached herewith, I, on behalf of..... Hereby put my signature to this document. Having done so, theand the firm above have now formally entered into contract for the activity described in provision# I titled "Bidding Guide Details" of the Bidding Guide. On the basis of the firm's authorized signatory's sing above, theshall hereafter hold the firm above responsible to honor their obligation by executing the contract activity as described in provision #1 of the Bidding Guide in the complete adherence to the stipulations/provision/terms and condition of the Bidding guide.

On behalf of the

Head, Administrative & Finance Division



ANNEX: 1

Sl.No	Particular	Specification	Qty	Rate	Remarks
1	Projector Screen Ceiling Mounted	<ul style="list-style-type: none"> • Electric motorized projector screen • Controlled by remote controller • Adjustable screen, length can raise or lower the screen to the desirable length • Ceiling installation design for flexible installation • Ideal for indoor use • Viewing area size (LxW) 10" 6" ft 	1		
	Projector Hanger Drop Ceiling	<ul style="list-style-type: none"> • 3-In-1 Universal Projector Wall Mount Bracket: 1. Flush Ceiling Installation, 2. Telescoping Arm Ceiling Installation, 3. Wall Installation • Universal design compatible with all monitors in the market. The mounting holes on projector must be between 8.85" and 12.40". • Solid steel material with durable powder-coated finish (black) • Full-Motion Design - Pitch: +/- 15 degrees, Roll: +/- 8 degrees, Swivel: 360 degrees, Height Adjustment (ceiling installation): 5 inches to 25.6 inches. Extension from the wall (wall mounted installation): 16.9 inches to 25.6 inches. • Cable management system helps keep cables concealed and organized 	1		
	Amplifier (Ahuja)	TZA-4000@DPM 400 WATTS WITH BUILT-IN DIGITAL PLAYER 2 ZONE PA MIXER AMPLIFIER	1		
	Wireless Conference System Chairman Unit	CWS-8100C	1		
	Wireless Conference System Delegate Unit	CWS-8200D	14		
	Wireless Conference System Host Unit	CWS-8300R	1		
	Wireless Conference System Antenna	CSA-20	1		



	Signboard Design	Embossed Signage	2		
	Aluminum Partition Works	Interested bidder can visit BCCI office and take specific measurement of works			
	NeckBand PA system	NBA-20DP	1		

My



[Signature]