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Bhutan Trust Fund
for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

☎ 00975-2-339863

🌐 www.bhutantrustfund.bt

STANDARD BIDDING DOCUMENT

Procurement of Goods



Bhutan Trust Fund for Environmental Conservation

February 2020



ཕྱི འབྲུག་རང་བཞིན་གནས་སྡང་ས་ཉམས་སྲུང་གོ་གཏང་མ་དུལ།

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Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Bhutan trust Fund for Environmental Conservation (BT FEC) to be used for Procurement of Equipment.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or enquiry on this Bidding Document or to obtain further information on procurement can contract:

Bhutan Trust Fund for Environmental Conservation (BT FEC)

www.bhutantrustfund.bt

Tel: 02-339861/02-339862,

Fax: 02-339863



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Request for Quotation for supply of Goods.

Package I - Hot-Plug Hard Drive for HP Proliant DL380 Gen9:

- i. 10 K SAS 1.2 TB parts no: 781578-1 No.
- ii. 15 K SAS 300 GB parts no: 759546-1 No.

Package II – UPS 10 KVA or above, with inbuilt batteries -1 No -1 No.



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Invitation for Quotation (IFQ)

Date: 7th February 2019

Terms & Conditions:

1. You are invited to submit your priced bid for the following items:

Package I -Hot-Plug Hard Drive for HP Proliant DL380 Gen9:

- i. 10 K SAS 1.2 TB parts no: 781578-1 No.
- ii. 15 K SAS 300 GB parts no: 759546-1 No.

Package II – UPS 10 KVA or above, with inbuilt batteries -1 No -1 No.

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price for each item.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required and addressed to and delivered at the following address [**Director, Bhutan Trust Fund for Environmental Conservation**].
4. The deadline for receipt of quotation(s) by the purchaser at the indicated address is **28th February 2020 before 12.00 Noon** and will be opened on the same day at **02:30 PM**.
5. The bid shall be accompanied by **5% of the bid amount** as a bid security in the form of cash warrant, demand draft or unconditional Bank Guarantee valid at least for **1 month**, from the date of submission to the **Director, BT FEC**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by any other electronic means **will not** be accepted.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of the Work is an integral part of the Contract.
 - a) PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is **Bhutan Trust Fund for Environmental Conservation, Near Nazhoen Pelri Complex, Thimphu**;



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- b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications which will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
- (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line items total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) If the supplier refuses to accept the correction, the quotation will be rejected and the bid security shall be forfeited.
- c) **AWARD OF PURCHASE ORDER:** the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a purchase order as per attached form and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for period of **60 days (2 month)** from the deadline for receipt of quotation(s).
8. Further information can be obtained from **BT FEC at 339861/339863** during office hours.
9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
10. The purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever to maintain the quality of the goods and the services provided.
11. The bidder whose bid is accepted will be notified of the award of Purchase order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order (sample form attached).
12. **Normal commercial warranty/guarantee shall be applicable to the supplied goods.**



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13. Hundred percent (100%) of the Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.
14. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after Twelve (12) months whichever is later after adjustment of dues if any.

Schedule of Items and Priced Quotation (bid form)

Sl. No.	Item	Description & Details Specification	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Hot-Plug Hard Drive for HP Proliant DL380 Gen9	10 K SAS 1.2 TB parts no: 781578	No.	1		
		15 K SAS 300 GB parts no: 759546	No.	1		
2	UPS	Specifications attached	No.	1		
		Total Amount for Supply of Goods to Purchaser (Including all types of cost) Goods to be supplied to BTFEC Office				

Total Amount in Nu. (in words)	
Delivery period	30 Days
Warranty Provided	1 year from date of supply or commissioning of the Goods.

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	



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Technical Specification of the Goods Required

SI/No	Item Name	Descriptions	Qty.	Remarks
1	Hot-Plug Hard Drive for HP Proliant	10 K SAS 1.2 TB parts no: 781578	1	Please clarify if not clear
2	DL380 Gen9	15 K SAS 300 GB parts no: 759546	1	
3	UPS	10 KVA or above, with inbuilt batteries	1	Inclusive of installation at BT FEC's server room

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier:	Supplier's Stamp
Name of Supplier:	
Date:	

Documents required to be submitted as part of the Quotation:

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

- a. A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- b. A valid Trade License;
- c. A valid Tax Clearance Certificate;
- d. The required bid security
- e. Technical Specification of the Goods to be supplied; and
- f. Any other requirements specified in this document



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Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon placing the purchase order. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed within **30** days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found defective during the warranty period shall be replaced / repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
6. The supplier shall pay liquidated damages at the rate of 1% of the contract amount per day.
7. The Supplier shall promptly notify the Purchaser in writing of the delay of delivery of Goods, its likely duration and its cause. The Purchaser on evaluation of the situation may extend the extension, at its discretion.
8. The Purchaser 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 Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and



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