
STANDARD BIDDING DOCUMENTS

Supply of Laptop



**Royal University of Bhutan
College of Natural Resources
Lobesa, Punakha, Bhutan**

Date: 26th August 2021

Invitation for Quotation (IFO)

Project title: **Supply of Laptop**

Tender No: **CNR/Limited Enquiry – Laptop/2021-2022/August**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following item:Laptop – 01 Nos.
2. The contract shall be awarded as a package.
3. The quotation including all documents as required by the Procurement Rules and Regulations should be addressed to the following address:

The Officiating President,

College of Natural Resources,

Lobesa,

PUnakha, Bhutan.

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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **30th August 2021 at 10:00 AM and will opened on the same day at 10:30 AM**
 5. Bids must be accompanied by a bid securing declaration using the form 1.
 - i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
 - ii. Any bid not accompanied by a Bid-Securing Declaration shall be treated as non-responsive bid
 - iii. The Bid-Securing Declaration shall be executed:
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
 - b) If the Bidder does not accept the correction of the Bid price as Clause per 7 (b) (iii);
 - c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.
 - iv. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of **2% of the bid amount** within 14 days from date of notification by Employer.
 - v. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.
 6. Quotation by fax or by electronic means (**are not**) acceptable
 7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply 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 **College of Natural Resources, Lobesa**
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- b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the 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 item total as quoted shall govern, and the unit rate shall be corrected.
 - iii. if the supplier refuses to accept the correction, this 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 contract as per attached form-2 of contract and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **02 months** from the deadline for receipt of quotation(s).

8. Further information can be obtained from:

**Assistant Administrative Officer,
College of Natural Resources, Lobesa,
Tel. No. 02-376269 or email# schoden.cnr@rub.edu.bt**

9. The [*College of Natural Resources*] has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this request for Quotation is issued.

10. Depending on the final requirement, the purchaser may increase or decrease the quantities as per the requirement of the college.

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11. 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.
 12. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order **form- 5**.
 13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

Schedule of Items and Priced Quotation (bid form)
[Describe below the items, unit and quantity of the goods required].

Sl. No	Item	Description & Details (minimum specifications of goods to be supplied)	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Laptop	Reference: Dell G5 Gaming laptop or Equivalent	Sets	01		
		Sub-Total for Supply of Goods				
		Total Amount for Supply of Goods to Purchaser (including all types of cost)				
		Goods to be supplied to College of Natural Resources, Lobesa				

Total Amount in Nu. (in words)	
Delivery period	
Warranty Provided	

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

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

Technical Specification of the Goods Required

Sl. No	Item	Specification
1	Laptop	Processor; 10th Generation Intel® , Core™i7-10750H (cache,upto5.0 GHz, 6 cores)
		Operating System; Windows 10 Home, 64 bit, English
		Graphics Card; NVIDIA® GeForceRTX™2060 6 GB GDDR6
		Hard Drive; 512GB M.2 PCLE NVMe SSD, 1 TB M.2 Pcle NVMe SSD
		Memory; 16GB DDR4-2933MHz,2x8GB
		Display; 15.6" FHD (1920*1080) 300nits WVA, Anti-Glare LED Backlit Display (non-touch), 144Hz
		Ports & Slots; 1. Standard SD card, 2. Headset jack, 3. Super Speed USB 2.0, 4. Super Speed USB 2.0, 5. Wedge lock slot, 6. Power-in, 7. Mini DP with NVIDIA® GTX 1660Ti and above, 8. HDMI 2.0, 9. Super Speed USB 3.2 Gen, 10. RJ-45 Ethernet on 1650Ti (Killer™ Ethernet E2500V2 on NVIDIA® GeForce® GTX 1660Ti and above) and 11. USB-C with Display Port Alt-Mode only on NVIDIA® GeForce® GTX 1650Ti (Thunderbolt™ 3 Port (USB 3.1 Gen 2 Type-C™ with support for 40 Gbps Thunderbolt and Display Port) on NVIDIA® GeForce® GTX 1660Ti and above)
		Accessories: Carry bag and warranty card
		Dell G5 Gaming laptop or Equivalent

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 License³;
- (c) A valid Tax Clearance Certificate;
- (d) Bid- securing declaration
- (e) Technical Specification of the Goods to be supplied;
- (f) Past performance relevant to similar works carried work like timely submission, quality of goods supplied carried out in past
- (g) Any other requirements specified in this document

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 signing the contract. 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 **[45 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 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. 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.
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- 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
8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.

Bid-Securing Declaration

Date: _____

IFB No.: _____

To: _____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, becausewe:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or
- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the Bid for and on behalf of: _____

Dated on _____ day of _____ Corporate Seal (where appropriate) **Form-**

Affix Legal Stamp

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Suppliers]
