

# **Supply of IT And AV Equipment**



**Royal Thimphu College  
Ngabiphu Thimphu**

**2<sup>nd</sup> January 2026**

# Bidding Documents for the Supply of IT And AV Equipment

## BIDDING DOCUMENTS

Royal Thimphu College (RTC or the Purchaser) would like to solicit quotations from interested bidders/suppliers having valid trade licence for the supply of above mentioned items.

The terms and condition for the supply of IT and AV Equipment has been detailed out as follows:

### Terms and Conditions:

1. Quotations/bids must be submitted in sealed envelopes, and shall be addressed to the Procurement Officer, Royal Thimphu College, Thimphu.
2. The invitation of bids/quotations is open to all licensed vendors. Quotations should be accompanied by valid Trade License, Tax Clearance Certificate, Product Brochures(Color Print) and Power of Attorney/Authorisation.
3. Sealed bids/quotations, One Original and One Copy must be submitted at the Royal Thimphu College campus at Ngabiphu on or before **11 AM of 14th January 2026(Wednesday)** and it will be opened on the same day at **2:00PM. (Opening of the bid will be carried out as per the convenience of the purchaser and Bidders need not attend the opening)**
4. ***The rates quoted should be inclusive of all taxes, incidental charges, and delivery to the Royal Thimphu College campus at Ngabiphu. All bids must be accompanied with relevant samples/brochure/catalogues as mentioned above wherever applicable.***
5. Suppliers should quote their rates on the list provided in the price schedule / Bill of Quantity provided in the Annexure.
6. The rates shall be valid for a period of at least 3 months(90 days) from the date of opening of the bid.
7. Delivery Schedule / Period of Completion: 30 days from the date of order.
8. Suppliers should submit their quotations along with an Earnest Money Deposit (EMD) of 2% of the total bid amount only in the form of cash warrant or demand draft or an unconditional bank guarantee in favour of **M/s Royal Thimphu College** which shall be valid for at least 6 months. RTC has the option to reject tender/quotations without EMD without assigning any explanation or reasons thereof.
9. Evaluation of Bids: Best value for money quoted by the best evaluated and substantially responsive bid(s) evaluated on a items wise basis with due regard for quantitative & qualitative completeness of the technical specifications as determined by the evaluation committee.
10. **Performance Security:** A performance security valued at 10% of the total contract price will need to be furnished by the Supplier within 5 days of issuance of the Supply Order / Letter of Acceptance in the form of cash warrant or demand draft or an unconditional bank guarantee in favour of Royal Thimphu College.

The performance security shall be valid for at least 12 months from the date of issue of supply order. Should the supplier fail to fulfil the supply in accordance to the terms and conditions of the contract, the performance security will be forfeited accordingly.

11. Goods to be supplied shall conform to the given specifications. Should any inspected goods fail to conform to the Specifications, the Purchaser may reject them, and the supplier shall either replace the rejected Goods or make alterations necessary to meet the requirements of the Specifications, free of cost to the RTC. In case the Supplier requires additional time to fulfil the supply under this case, the performance security should be valid for the extended time period and the validity of the performance security will need to be renewed if necessary.
12. The RTC reserves the right to accept or reject any bid, and to annul the bidding process and reject all or any Bids or any item of the bid at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchaser's action without assigning any explanation or reasons thereof.
13. To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
14. The RTC will not be responsible for any damage, loss, shortage or breakage of any items/ quantity in transit.
15. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, RTC shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as **liquidated damages**, a sum equivalent to 2% of the delivered price of the total contract price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 8 % of the total Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract. In case of termination of the Contract, the performance security shall be forfeited.
16. **Termination of the Contract:** If the supply delay exceeds 1 month beyond the stipulated delivery schedule, the client reserves the right to terminate the contract if it so determines that the contractor for some reason or other is incapable of continuing with the project. In such a case, the performance security will be forfeited
17. **Warranty Period:** All the Equipment supplied under the contract shall be covered by Manufacturer's Warranty for 12 months from the date of delivery and acceptance of the goods by the Purchaser. The Supplier should indicate explicitly if the items under supply are NOT covered by warranty or if warranty is not applicable.
18. The RTC reserves the right at the time of award of Contract to increase or decrease by up to twenty percent (20%) the quantity of goods specified in the Specifications, without any change in price or other terms and conditions. All bid prices must be quoted in Bhutanese Ngultrum only.
19. Payment terms: Payment will be made within 30 working days of the successful delivery and acceptance of the entire items stated in the supply order.
20. The Purchaser shall deduct 2% from every bill on account of Tax Deduction at Source (TDS), as per the rules and regulations of the Department of Revenue and Customs, Ministry of Finance if applicable. The 2% TDS shall be deposited by the Purchaser with the Department of Revenue and Customs, and the deposit information shall be furnished to the Supplier.
21. The decision of the RTC tender committee shall be final and binding. RTC reserves the right to accept or reject the bids without assigning any reasons thereof.

## Supply of IT and AV Equipment. Bill of Quantity / Price Schedule

LOT A- IT EQUIPMENT							
SN	ITEM	SPECIFICATION	UOM	QTY	RATE	AMOUNT	REMARKS
1	Desktop Set	Acer Veriton ACER M200/H610 i7-14700 Intel Core Processor 14 Gen 16 GB RAM 512 GB SSD 24" Monitor with Keyboard and Mouse Set Warranty 1 Year	Set	45			
2	Wireless Wi-Fi PCIe Cards	TP-Link AC1200 Wireless Wi-Fi PCIe Cards (2.4G/5G Dual-Band PCI Express Adapters)	Nos	45			
<b>TOTAL</b>							

**LOT A TOTAL AMOUNT IN WORDS:**

### LOT B- AV EQUIPMENT

SN	ITEM	SPECIFICATION	UOM	QTY	RATE	AMOUNT	REMARKS
1	Mirrorless Camera	Canon EOS R50 V Mirrorless Camera Kit with RF-S14-30mm F4-6.3 is STM PZ Lens – Black	Nos	6			Product Link mentioned in BOQ
2	Camera Lens	RF24-105mm f/4-7.1 IS STM	Nos	6			Product Link mentioned in BOQ
3	Camera Lens	RF 24-105mm F4USM lens	Nos	1			Product Link mentioned in BOQ
4	Camera Lens	RF50mm f/1.8 STM	Nos	1			Product Link mentioned in BOQ
5	Camera	Canon EOS R8(only Body)	Nos	1			Product Link mentioned in BOQ
6	Microphone for Smartphone & DSLR Camera	Digitek DM-201 Unidirectional Interview Microphone for Smartphone & DSLR Camera	Nos	7			Product Link mentioned in BOQ
7	Microphone Extension Telescopic Boom Pole with Cover	E-Image BA09 8.53ft Aluminum Fiber Microphone Extension Telescopic Boom Pole with Cover for Recording, Interview, Filming (Black)	Nos	7			Product Link mentioned in BOQ
8	Digital Display Dry Cabinet for Cameras	HINISO AD-50S Digital Display Dry Cabinet for Cameras – 50 litres   Built-in Hygrometer & UV Sterilization   Humidity Control   Safe & Durable Lens Storage	Nos	2			Product Link mentioned in BOQ

9	LED Video Light	DIGITEK® Lite (DCL-250 WBC Combo) 250W Bi Color Continuous LED Video Light with 18CM Reflector & Infrared Remote	Nos	6			Product Link mentioned in BOQ
10	Portable Handheld RGB LED Light Wand with Grid, Diffuser & Barn Door	DIGITEK® (DSL-30W RGB) Stick Light Portable Handheld RGB LED Light Wand with Grid, Diffuser & Barn Door Comes with a 5200mAh Built in Battery Pack	Nos	1			Product Link mentioned in BOQ
11	LED Video Light	DIGITEK® (DCL-200 W RGB Combo) 200W Multi Color Continuous LED Video Light with 18CM Reflector, AC Support	Nos	1			Product Link mentioned in BOQ
12	Light DLS Light stand	Digitek Light DLS Light stand 9ft	Nos	10			Product Link mentioned in BOQ
13	Crane	Zhiyun Crane 4	Nos	1			Product Link mentioned in BOQ
14	Lightweight & Portable Soft Box	DIGITEK DSBH-090 (90cm) Lightweight & Portable Soft Box Comes with S2 Type Bracket & 2 Diffuser Sheets   Carrying Case   Compatible with All Flash Speedlights (DSBH-090)	Nos	7			Product Link mentioned in BOQ
16	Touchscreen Camera Field Monitor 4K	VILTROX DC-550 Pro Touchscreen Camera Field Monitor 4K HDMI (5.5 Inch) DSLR Camera Monitor with Battery Sunshade Hood 3D Lut Peaking Focus Assist 1200 nits 160° Wide View Angle DC 12V Type-C 5V in	Nos	1			Product Link mentioned in BOQ
17	SanDisk Extreme SD UHS 64GB Card	SanDisk Extreme SD UHS I 64GB Card for 4K Video for DSLR and Mirrorless Cameras 170MB/s Read & 80MB/s Write	Nos	12			Product Link mentioned in BOQ
18	U3 SDXC Memory Card	Lexar Gold Series Professional 1800x 64GB UHS-II U3 SDXC Memory Card	Nos	2			Product Link mentioned in BOQ
19	UV XD Camera Lens Filter	KODAK 77mm UV XD Camera Lens Filter 2 Layer Anti-Reflective Coating for DSLR Camera Lens Protection	Nos	6			Product Link mentioned in BOQ
20	UV XD Camera Lens Filter	KODAK 58mm UV XD Camera Lens Filter 2 Layer Anti-Reflective Coating for DSLR Camera Lens Protection from UV Rays, Dust & Scratches	Nos	6			Product Link mentioned in BOQ
21	UV XD Camera Lens Filter	KODAK 43mm UV XD Camera Lens Filter 2 Layer Anti-Reflective Coating for DSLR Camera Lens Protection from UV Rays, Dust & Scratches	Nos	1			Product Link mentioned in BOQ
22	Filter	K&F Concept 77mm ND2-ND400(1-9 Stop) Filter, Variable ND Filter(Neutral Density), Ultra-Slim/Nano Coating, for Camera Lens	Nos	1			Product Link mentioned in BOQ

23	Filter	43mm ND2 to ND400 Variable Neutral Density ND Filter for Fuji Fujifilm XF 35mm f/2 R WR, XF 30mm f/2.8 R LM WR, XF 23mm f/2 R WR for Canon RF 50mm f/1.8 STM and More	Nos	1			Product Link mentioned in BOQ
24	DSLR Camera Waterproof Backpack	VTs DSLR Camera Waterproof Backpack for Lens Accessories Tripod Monopod Heavy Duty and Video Camera (Black)	Nos	7			Product Link mentioned in BOQ
25	Outdoor Manual Flash Strobe Monolight	Godox AD600BM II Bowens Mount 600Ws GN87 HSS Outdoor Manual Flash Strobe Monolight, 0.01~1.9s Recycle Time, 10.8V/8940mAh Lithium Battery, 500 Full Power Flashes (Godox AD600BM Upgraded)	Nos	1			Product Link mentioned in BOQ
26	Wireless Flash Trigger for Canon	Godox X2T-C TTL Wireless Flash Trigger for Canon, Bluetooth Connection, 1/8000s HSS, TCM Function, 5 Separate Group Buttons, Relocated Control-Wheel, Hotshoe Locking, AF Assist Light	Nos	1			Product Link mentioned in BOQ
27	Wireless Flash Trigger Transmitter for Nikon	Godox X2T-N 2.4G Wireless Flash Trigger Transmitter for Nikon Support i-TTL HSS 1/8000s Group Function LED Control Panel Firmware Update	Nos	1			Product Link mentioned in BOQ
28	Heavy Duty Video Tripod	DIGITEK (DPTR-7060VD) 184CM Platinum Heavy Duty Video Tripod with Aluminium Rod & Non-Slip Foot Pad, 20kg Max Load	Nos	3			Product Link mentioned in BOQ
29	Continuous LED Light	Triopo (MARS 300) Continuous LED Light MARS 300	Nos	1			Product Link mentioned in BOQ
30	Flat Panel LED Video Light	Digitek LED-D1500 Professional Flat Panel LED Video Light with Softbox & Grid	Nos	2			Product Link mentioned in BOQ
31	Camera Cage Holder	CAMTREE Shoulder Kit FF-03 Camera Cage Holder for DV DSLR HDV Nikon Sony Panasonic Canon Video Film Movie Shoot Cameras, Multicolor	Nos	1			Product Link mentioned in BOQ
32	Battery Pack	Canon LP-E17 Battery Pack	Nos	3			Product Link mentioned in BOQ
33	Lithium-ion Rechargeable Battery Pack	DIGITEK® LP E17 Lithium-ion Rechargeable Battery Pack for DSLR Camera	Nos	6			Product Link mentioned in BOQ
<b>TOTAL</b>							

**LOT B TOTAL AMOUNT IN WORDS:**

**IMPORTANT NOTE:** For LOT B - bidders must quote for the exact product specified in the provided link. Quotations for equivalent or alternative products will not be accepted.