

Procurement of IT EQUIPMENT



**ROYAL THIMPHU
COLLEGE**

**Royal Thimphu College
Ngabiphu Thimphu**

21st November 2020

**Bidding Documents for Procurement of
various IT EQUIPMENT**

BIDDING DOCUMENTS

Royal Thimphu College (RTC or the Purchaser) would like to solicit quotation from interested bidders/suppliers for the supply of IT Equipment – Computers, CCTV Cameras & Accessories, Printer, Projector, etc.

Set out below are the terms and conditions for the supply.

Terms and Conditions

1. Bids must be submitted in sealed envelopes and shall be addressed to the Procurement Officer, Royal Thimphu College (RTC), Thimphu.
2. Suppliers should quote their all-inclusive rates for delivery at RTC on the list provided in BOQ. The quantity requirement has been given in the list.
3. Bid Security/Earnest Money Deposit is not required at the time of submission of the quotation.
4. **Performance Security:** A performance security valued at 5% 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 3 months from the date of issue of supply order. Should the supplier fail to fulfill the supply in accordance with the terms and conditions of the contract, the performance security will be forfeited accordingly.
5. The invitation of bids/quotation is open to all vendors licensed under the Ministry of Economic Affairs, Royal Government of Bhutan. Quotations should be accompanied by a valid Trade License and Tax Clearance Certificate.
6. Sealed bids must be submitted at the Royal Thimphu College campus at Ngabiphu.
7. Bids are due on or before:
4:00 PM of Tuesday, 1st December 2020. **No public opening of bids will be held**, and the bids will be opened at the convenience of the Client.
8. *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 specifications/catalogues as mentioned above wherever applicable.*
9. *Delivery of the goods should be made within 25 days (including Saturdays, Sundays and Public Holidays) of the date of placing the supply order which includes the mobilization period. In case of additional time requirement, bidders are required to mention expressly in the bid and unless stated otherwise, items should be delivered within 25 days from the date of placing supply order.*
10. Goods to be supplied shall conform to the given specifications. Should any inspected goods fail to conform to the Specifications, the Client 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.

11. The RTC reserves the right to accept or reject any bid, at any time prior to award of supply, 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.
12. 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.
13. The RTC will not be responsible for any damage, loss, shortage, or breakage of any items/ quantity in transit.
14. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Supplier Order, RTC shall, without prejudice to its other remedies and deduct from the total bill amount, as **liquidated damages**, a sum equivalent to 2% of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the total bill amount. Once the maximum is reached, the Purchaser may consider termination of the Supply. In case of termination of supply, the performance of security shall be forfeited.
15. **Termination of the Supply Order:** If the supply delay exceeds 2 months from the intended date of delivery, the client reserves the right to terminate the supply order 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 shall be forfeited.
16. **Warranty Period:** All the Equipment supplied under the contract shall be covered by the Manufacturer's Warranty for 12 months from the date of delivery and acceptance of the goods by the Purchaser.
17. Although highly unlikely, RTC reserves the right to cancel any item from the final award without assigning any reasons at the time of award of the supply. Also, at the time of award of the supply order, RTC reserves the right to increase or decrease the quantity by up to twenty percent (20%) the quantity of goods specified in the Specifications, without any change in price or other terms and conditions.
18. All bid prices must be quoted in Bhutanese Ngultrum only.
19. The Client 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 Client with the Department of Revenue and Customs, and the deposit information shall be furnished to the Supplier.
20. The decision of the RTC tender committee shall be final and binding.
21. Bidders must confer acceptance of all the aforementioned terms and conditions.

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Procurement Officer