

C. TECHNICAL SPECIFICATION; SCHEDULE OF ITEMS; PRICE SCHEDULE

I. Installation of Electronic Variable Message Board for RICB Main Entrance Gate

Sl	Description of Goods	Specification	Quantity	Unit price (BTN)	Total Price (BTN)
1	Installation of Electronic Variable Message Board	Outdoor LED screen body (8x2pcs cabinets of 960mm*960mm)Outdoor full color display 62500dot/sqm62500dot/sqm62500dot/sqm	14.7456 Sqm		
2	Control system	Control Systems Card Receiving Card	16 Nos		
3	Control system	Control system Data & Video Transmitter	01 Nos		
4	LED Software	Electronic Variable Message Board Network Software with Multi User License	01 Set		
5	Structures	Edge Frame with galvanized non-corrosive Metal mounted on the roof top of RICBL Entrance to withhold Strong Wind and harsh weather conditions, Installation of Network from Control Center & Required Electrical Power lines with RCCB/MCB.	01 Set		
6	Training	Supply, Installation, configuration, User Training. All necessary items required for the complete installing should be included.	01 Job		

Total Amount (Nu)

In Word:



Supplier's Declarations/Undertaking Form

1. I, **(Name of Firm)** hereby undertake to supply the items as per the Bill of Quantity to the **Royal Insurance Corporation of Bhutan Limited, Corporate Office, Thimphu.**

2. I hereby would like to certify and reconfirm that I have understood all terms & conditions for supply of items against the marked category of items and I, hereby undertake to abide by all required provisions of RICB therein.

3. I would like to certify, reconfirm and validate, that all items shall be supplied to the RICB under the trade license number _____, approved by the Royal Government of Bhutan.

4. I reconfirm that the Validity of above-mentioned trade license is till _____.

5. I would like to certify and reconfirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate is attached (verified copy).

- i. **Signature of Supplier:** _____
- ii. **Name:** _____
- iii. **Address:** _____

- iv. **Telephone No.** _____
- v. **Email Address:** _____

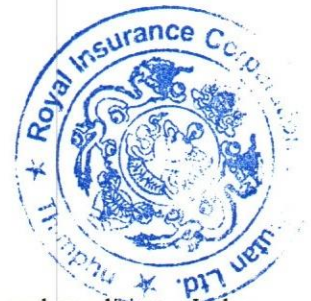
I have read and understood the bid document and therefore, accept all the terms and conditions. I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____



Checklist

SL. No.	Particulars		Remarks
1	Signed & sealed bid document with the mentioned details.	a. Marked 'Confidential'.	
		b. Mention name of the bid and date.	
		c. Address: The Chairman Tender Committee Royal Insurance Corporation of Bhutan Limited. Norzin Lam, Post Box No. 315 Thimphu, Bhutan.	
		d. Written warning not to open before the specified time and date.	
2	Copies inside outer Envelope	One envelope Marked as ' Original ' and One envelope marked as ' Copy ' with the name of the bidder on the envelopes.	
3	EMD	Nu.30,000.00	
4	A valid trade License		
5	Tax Clearance Certificate		



I have read and understood the bid document and therefore, accept all the terms and conditions. I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____

TERMS AND CONDITIONS

1. The sealed tender must reach to the RICB, Corporate Office, Thimphu on or before **30th of June 2022**, at **12:00 Noon**. It will be opened on the same day at **2.30 PM** at the **Corporate Office, Thimphu**.
2. The Tender document can be obtained from **Store, Corporate Office, Thimphu** and a non-refundable payment of **Nu.500.00** (Ngultrum Five Hundred) as tender document fees should be paid at the Finance and Accounts Department, Corporate Office, Thimphu or can be downloaded from RICB Website free of cost.
3. The bidding rates will be valid till for 180 days.
4. All rates should be quoted in Ngultrum and all payments will be made in Ngultrums.
5. The tender document must be sealed and signed in all the pages of the tender document. The seal and signature has to be same on all the pages.
6. Any tender document without valid seal & signature on all pages of the tender document shall not qualify for the final bidding.
7. The Bidder should submit two sets of tender documents inside the Outer envelope marked as '**Confidential**' along with the address specified herein. One should be marked as '**Original**' and one marked as '**Copy**'.
8. The sealed tender document must be accompanied by the earnest money deposit (EMD) of **Nu.30,000.00** (Ngultrum Thirty thousand), as non-interest bearing in the form of Bank Guarantee or Demand Draft payable in favor of RICBL, Corporate Office, Thimphu. The Original of the EMD should be enclosed with the envelope marked "**Copy**".
9. Successful Bidder's EMD shall be returned upon submission of the Performance Guarantee and the EMD of the unsuccessful bidders shall be returned upon issuance of letter of acceptance to the successful bidder.
10. Any tender document submitted without earnest money will be rejected straight away.
11. The sealed tender document must be submitted with copies of following documents:
 - (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced
 - (b) A valid Trade License.

I have read and understood the bid document and therefore, accept all the terms and conditions, I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____



(c) A valid Tax Clearance Certificate.

(d) A work experience for similar work in Bhutan for at least 3 or more sites installation. (Must enclose Work Completion/Experience Certificates issued by clients/authority).

e) A Certificate of ISED Compliance & Certificate of PSE Compliance must be enclosed with the tender.

(f) A manufacturing authorization letter/certificate to authenticate the product genuine.

12. Bidders must make a demonstration upon intimation by the RICB Office after the bid opening

13. The bidders must have established service and showroom maintaining stock of spare parts and tools.

14. The Supplier should supply the equipment(s) as per the specification provided by RICB and any sub-standard items are liable to be rejected.

15. The supplier should warrant that all the goods are new, unused, and of the most recent or current models.

16. The supplier should further warrant that the goods are free from defects arising from any act or omission of the supplier.

17. The supplier should provide a warranty period for a minimum of 1 year and if any faults are detected within the warranty period, the supplier shall be bound to replace the defected parts and Free servicing for the 2nd Year.

18. The successful Bidder must install, configure, and test the equipment in RICB office, and the payment will only be made after completion of above formalities.

19. The Equipment supplied should be of full set in original as per the specification of the quotation along with necessary user manuals, CD drives and software.

20. Any tender document submitted without payment of tender document fees, will be rejected straight away.

21. Any tender document received through email, fax or photocopied shall not be accepted under any circumstance.

22. All forms of taxes (TDS) shall be applicable to all items, which shall be in accordance with the Taxation Rules and Regulation (TRR) of the Royal Government of Bhutan at the prevailing rates and the same shall be deducted at source, i.e, at the time of payment.

I have read and understood the bid document and therefore, accept all the terms and conditions. I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____



23. All rates have to be quoted for the **Corporate Office, Thimphu**, in the tender document and the rates must be inclusive of all taxes & any other unforeseen expenses it may have in future.

24. The RICB will not provide any advance payment for the supply of any items mentioned in the tender document.

25. The selected Bidders should have enough stock to supply within stipulated time and shall not exceed 45 working days from the date of issuance of the Supply Order unless the item is specific to RICB and has to be ordered separately. In case of delay in supply, a penalty of 0.1% of the quoted value will be deducted per day.

26. Any product which is found defected should be replaced or rectified within 45 days from the day of notice issued to the Supplier. In case, the product does not reach RICB within the specified time, the Supplier will be charged a penalty of 0.1% per day.

27. In case of failure to deliver the item by the lowest bidder within the stipulated time as per the supply order, the RICB will re-issue the supply order to the second lowest Bidder. The difference in cost will be adjusted from the security deposit of the lowest evaluated Bidder.

28. The RICB reserves the right to vary the quantity with the same specification.

29. The Management of RICB reserves the right to reject any / all quotation without assigning any reasons thereof and Management decision shall be final and binding in all respects.

30. The tender which do not comply with the terms and conditions outlined above will be considered non-responsive and will be treated as null and void.

31. All Bidders are required to enclose Undertaking Letter in original, assuring on the understanding and fulfillment of above Terms and Conditions along with the tender documents.

32. All bidders are required to submit the catalogue of the items (if any) they have quoted to enable proper evaluation of the tender.

Management

I have read and understood the bid document and therefore, accept all the terms and conditions. I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____



❖ **Address for Correspondence**

All correspondence relating to submission of the bid documents should be addressed to: -

**The Chairman,
Tender Committee
Royal Insurance Corporation of Bhutan Limited.
Norzin Lam, Post Box No. 315
Thimphu, Bhutan**

I have read and understood the bid document and therefore, accept all the terms and conditions. I also confirm that all the data herein are true and valid to my knowledge.

Seal and Signature: _____