



**BIDDING DOCUMENTS FOR THE SUPPLY OF LOT I - COMPUTER HARDWARE,
LOT II – FURNITURE & FIXTURES, LOT III – SECURITY ITEMS, AND LOT IV –
OTHER EQUIPMENTS FOR THE FINANCIAL YEAR 2025**



1. FEATURES OF THE BID

Table 1: The following are the silent features of the Bid:

S.N	Particulars	Description
1	Item Lots	Lot I – Computer Hardware
		Lot II – Furniture & Fixtures
		Lot III – Security Items
		Lot IV – Other Equipments
Bid Details		Particulars
2	a. Sale of Tender Documents	20 th May 2025
	b. Cost of documents (Non-refundable)	Nu. 500.00 (Ngultrum five hundred) only in Cash
	c. Place of Sale of documents	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	d. Last date for submission	3 rd June 2025 during office hours (09:00 AM to 5:00 PM)
	e. Place of submission	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	f. Bid Opening Venue	Conference Hall, T Bank Limited, ADM/HR Department, Head Office, Samten lam, Thimphu
3	Bid Security (Lump Sum)	1. Nu. 39,120/- (Ngultrum thirty nine thousand one hundred twenty) only for Lot I- Computer Hardware , 2. Nu. 13,187/- (Ngultrum thirteen thousand one hundred eighty seven) only for Lot II-Furniture & Fixtures , 3. Nu. 47,767/- (Ngultrum forty seven thousand seven hundred sixty seven) only for Lot III- Security Items , and 4. Nu. 15,077/- (Ngultrum fifteen thousand seventy seven) only for Lot IV-Other Equipments/- (Ngultrum one hundred ten thousand eight hundred thirty four) only
4	Validity of Bid	One year from the date of bid opening
5	Quantity	As per the requirement

Table 2: The following are the document checklists for the submission of bids:

S.N#	Particulars	Details	Requirement
1	Signed and Stamped Bid Form	a. Marked " Confidential "	Yes
		b. Bid for, Number and Date	Yes
		c. Addressed to: ADM/HR Department, T Bank Ltd, Thimphu	Yes
		d. Written Warning, " Not to be opened before the specified timeand date ".	Yes

S.N#	Particulars	Details	Requirement
2	Number of Copies	Two Copies: i. Marked " Original " with seal & bidder's address on the envelope. ii. Marked " Duplicate " with seal & Bidder address on envelope.	Yes
3	Valid Trade License		Yes
4	Tax Clearance Certificate (Latest)		Yes

2. INVITATION OF BIDS

T Bank Limited would like to seek invitation of bids from Bhutanese firms with valid Trade License for the supply of Lot I, Lot II, Lot III, and Lot IV items. The following are the specifications and features of each individual lot items:

Lot I – Computer Hardware					
S.N	Particulars	Features	Description		
1	Laptop Specifications (1)	System	Dell Latitude/Lenovo Thinkpad/Thinkbook/Acer TravelMate 14 Inch		
		Processor	Type	Intel R Core™ Ultra 7 Processors (Series 2)	
			Clock Speed	Max Turbo Frequency 5GHz and above	
				Performance-core base frequency 2 GHz and above Efficient-core base frequency 1.7 GHz and above	
		Memory	Total core	12 (logical 14) or higher	
			Technology	DDR5	
				Bus Speed	5600 MT/s
				Installed RAM	32 GB
		Storage	Channel	Dual	
			Technology	M.2 SSD	
				Capacity	512 GB NVMe
		Video Graphics and Display	Optical Drive	Not required	
			Controller	Intel UHD Graphics	
		Display		1920x1080 or higher	
Communications and connectivity	Wire Network		10/100/1000 Gigabit Ethernet network interface adapter.		
	Wireless Network	802.11ac			

3

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
			I/O Ports	2xUSB Type-A, 1XHDMI, 1Xheadphone /speaker out, Mic, 1XUSB Type C.
		Power adaptor	AC Adapter	AC adapter
		Operating System	Operating System	Genuine Windows 11 Pro 64 Bit (Factory Installed)
			Productivity tools	Genuine MS Office 2024 Pro Plus (Factory Installed)
		Accessories and others	Carry case (laptop bag pack) and wireless mouse.	
		Warranty	One year (covering both spares and technical labour from the date of delivery)	

Lot I – Computer Hardware					
S.N	Particulars	Features	Description		
2	Laptop Specifications (2)	System	Dell Latitute/Lenovo Thinkpad/Thinkbook/Acer TravelMate 14 Inch		
		Processor	Type	Intel Core i5 14 th generation	
			Clock Speed	Max Turbo Frequency 4GHz and above Performance-core base frequency 2 GHz and above Efficient-core base frequency 1.8GHz and above	
				Total Core	6 (logical 12) or Higher
		Memory	Technology	DDR5	
			Bus speed	4800MT/s or Higher	
			Installed Size	16GB	
			Channel	Dual	
		Storage	Technology	M.2 SSD	
			Capacity	512 GB NVMe	
			Optical Drive	Not required	
		Video Graphics and Display	Controller	Intel UHD Graphics	
			Display	1920x1080 or higher	
		Communications and connectivity	Wire Network	10/100/1000 Gigabit Ethernet network interface adapter	
Wireless Network	802.11ac				

Lot I – Computer Hardware			
S.N	Particulars	Features	Description
			I/O Ports 2xUSB Type-A, 1XHDMI, 1Xheadphone /speaker out, Mic, 1XUSB Type C
		Power adaptor	AC Adapter AC adapter
		Operating System	Operating System Genuine Windows 11 Pro 64 Bit (factory installed)
			Productivity tools Genuine MS Office 2021 Pro Plus (factory installed)
		Accessories and others	Carry case (laptop bag pack) and wireless mouse.
		Warranty	One year (covering both spares and technical labour from the date of delivery)

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
3	Desktop Set	System	Dell Latitude/HP/Lenovo/Acer	
		Processor	Type Intel Core i5 14 th generation	
			Clock speed Max Turbo Frequency 4GHz and above Performance-core base frequency 2GHz and above Efficient-core base frequency 1.8 GHz and above	
			Total core 6 (logical 12) or higher	
		Memory	Technology	DDR5
			Bus Speed	4800 MT/s or higher
			Installed size	16 GB
			Channel	Dual
			Capacity	512 GB SSD
		Video Graphics and Display	Controller	Intel UHD Graphics 730
			Display	1920x1080 or higher
		Communications and connectivity	Wire Network	10/100/1000 Gigabit Ethernet network interface adapter.
			I/O Ports	2xUSB Type-A, 1XHDMI, headphone /speaker out, Mic, 1XUSB Type C. 1XVGA.
Operating System	Operating	Genuine Windows 11		

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
			System	Pro 64 Bit (Factory Installed)
			Productivity tools	Genuine MS Office 2021 Pro Plus (Factory Installed)
		Monitor	18.5 Inch, 1XVGA, 1xHDMI	
		Keyboard and mouse	Wired keyboard (100% layout) and wired mouse	
		Warranty	One year (covering both spares and technical labour from the date of delivery)	

Lot II – Furniture and Fixtures				
S.N	Particulars	Brand/Size	Features	Remarks
1	Executive Chair	Any brand	a. Revolving Chair b. With Headrest c. Color: black	
2	Officers Chair	Any brand	a. Revolving Chair b. With Headrest c. Color: black	
3	Customer Chair	Any brand	a. Non-revolving chair b. Color: black	
4	File Rack/Cabinet	Any brand	Medium	
5	Double Cabin File Rack	Any brand	Medium	
6	Steel Amirah	Godrej or Equivalent	Large (6 ft. and above)	
7	Computer Table	Any brand	a. 1200x600x750mm b. Walnut colour	
8	Guest Dewan			
9	Large Chodrum (Credenza)	Board or Equivalent	a. Large size b. Walnut colour	
10	Guest chair	Any brand	Reception waiting chairs with 3 seats (black PU leather seats)	

Features of the GSM Alarm Security:

1. Display screen: 10.9cm (4.3) TFT large digital display screen, Date/clock/arm/disarm/cut down time indication.
2. Function: Operating system with multitasking design, Automatic alarm indicate when offline.
3. App function: App remotely arm/disarm, Parameter setting and accessory management, Rename defence zone.
4. Learning/storage location: Support up to 100 learning/storage location for remote control and

6

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wireless detector.

5. Record function: Record 20 seconds alarm voice, if alarm occurs the alarm host will dial preset number and play the record number.
6. Network: Support WIFI/GSM network alarm system, support different alarm channels (App push/SMS/voice monitoring/center alarm to ensure the alarm performance stable and reliable)
7. Telephone function: Support 6 groups preset alarm phone number, SMS on/off and dial on/off can be set respectively, support SMS alarm/disarm and voice alarm/disarm.
8. Defence zone supports: Support gate SOS, bedroom, window, balcony, perimeter, smoke, gas, carbon monoxide, water leaking.
9. Daily operations: Remote control, keyboard, remote SMS, Mobile phone App, GPRS alarm Centre.
10. Power /Battery: Main power failure/backup battery power shortage.
11. Tamper Alert function: Tamper alarm.
12. App: Android and IOS can be compatible

S.N	Particulars	Brand/Specification	S-AL380	Remarks
1	Burglary Alarm	<ul style="list-style-type: none"> a. Power input b. Working current. c. Standby current. d. Alarm current. e. Wireless Frequency. f. Wireless coding. g. GSM bands. h. Wi-Fi bands. i. Standby battery. j. Temperature range. k. Humidity range 	<ul style="list-style-type: none"> a. DC 5V (micro standard interface power supply) b. <120mA c. <80uaA d. <500Ma e. 433MHz f. EV 1527 g. 850/900/1800/1900MHz h. IEEE802.11b/g/nRF standard i. 3.7V/500mAh lithium-ion j. 0 degree Celsius to 55 degree Celsius k. < 80%rh (No freezing) 	
S.N	Particulars	Brand/Specifications		
2	Fire Extinguisher CO2 5 kg Type C	<ul style="list-style-type: none"> a. Should contain mono ammonium phosphate, potassium bicarbonate, or potassium chloride, which are all suitable for putting out this type of fire. 		
3	Smoke Detector	<ul style="list-style-type: none"> a. Jablotron (JA-151ST -A or Equivalent. b. Smoke Detection: Optical Light Scattering. c. Typical Lifetime: Approximately 3 years if powered by batteries. (Battery operators). d. Smoke Detector Sensitivity: m=0.11 – 0.13 Db/m pursuant to EN 14604:2005, EN 54-7. e. Heat Detection: Class A1 according to EN 54-5. 		



S.N	Particulars	Brand/Specification	S-AL380	Remarks
		f. Function: optical smoke detector and temperature detector. g. Signal: in-built of siren. h. Other Requirement: If the detector is operated without being assigned to a control panel, or if communication with the control panel has been lost, it should work in an autonomous mode (EN 14604). i. Battery Replacement: If the batteries are running low, the detector signals the need for replacement through short flashes every 30 seconds (for battery-powered units). j. Power: 9– 15 V DC / 3.5 mA (150 mA during an alarm) or 3pcs of AA 1.5 V alkaline batteries (for battery-powered units). An alternative power source, other than batteries, will be accepted if the specifications mentioned above are fulfilled.		

Lot III – Security Items				
S.N	Particulars	Brand/Size	Features	Remarks
1	Smoke Detector	a. Jablotron (JA-151ST -A or Equivalent.	Mentioned in the above table	
2	Fire Extinguisher			
3	Burglary Alarm (GSM)			
4	CCTV Camera	Hikvision	a. 2MP light indoor/outdoor bullet and dome network IP CCTV camera built in Mic with day/night color vision motion detection. b. 4MP/1080P IP colourvu indoor dome/outdoor bullet network IP CCTV camera (night color vision and motion detection)	
5	TV screen for CCTV display	Any brand	21 inches	
6	VGA Extender	ATN		

			<p>a. Transmission Distance: Up to 150 meters (500 feet) over Cat 5e cable.</p> <p>b. Video Quality:</p> <ul style="list-style-type: none"> ✓ Up to 1920×1200 at 30 meters. ✓ Up to 1600×1200 at 100 meters. ✓ Up to 1280×1024 at 150 meters. <p>c. Adjustable Gain Control: Manually adjust signal strength to compensate for distance.</p> <p>d. Compatibility: Supports VGA, XGA, SVGA, UXGA, WUXGA, and multisync monitors.</p> <p>e. Wide Screen Support: Accommodates various screen formats.</p> <p>f. Hot-Plugging: Allows connection without powering down devices.</p> <p>g. ESD Protection: Built-in 8KV/15KV Electrostatic Discharge protection.</p> <p>h. DDC Support: Supports Display Data Channel for the local monitor.</p> <p>i. Installation: Easy setup with plug-and-play functionality; no software installation required.</p> <p>j. Package Contents</p> <ul style="list-style-type: none"> ✓ 1× VE150AT Video Extender (Local unit) ✓ 1× VE150AR Video Extender (Remote unit) ✓ 2× Power Adapters 	
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Lot IV – Other Equipment				
S.N	Particulars	Brand/Size	Features	Remarks
1	Printer	Canon or equivalent	a. Light Duty b. Imageclass MF271dn	
2	Paper shredder (Heavy duty)	Gobbler a2326 or Equivalent	a. 30L bin capacity b. 25 sheets shred capacity at a time (sheet size:70gsm)	

			c. Paper/CD/card cross-cut paper shredder	
3	CTS Machine	Panini Vision XP UA	a. Dual-sided scanning b. MICR capture: (has to capture the magnetic ink character recognition code line)	
4	Trolley	Any brand	a. One in small size (as per the sample of the Bank) b. Two in large size (as per the sample of the bank)	
5	scanner	HP or equivalent	ScanJet Pro 3000S4	
6	Khutang (Zambala)	NA	a. Large Size b. Good quality	
7	Air Conditioner (AC)	Blue star	a. Capacity: 1.5 cooling tone	
8	Blower	Bosch or Equivalent	Normal size	
9	Vacuum cleaner	Karcher or Equivalent	Normal size	
10	Note Binding Machine	a. Heavy duty		

The given table shows the particular items, required quantity, its unit and rate per unit.

S. N	Particulars	Quantity (No.)	Rate Per Unit (Nu.)	Total Quoted Price (Nu.)
1	Lot I – Computer Hardware	Laptop (Specification 1)	1	
		Laptop (Specification 2)	7	
		Desktop Set (Key Board, Mouse & Monitor etc...)	18	
2	Lot II – Furniture and Fixtures	Revolving Chair (Executive Chair)	1	
		Officer Chair	6	
		Customer/Client Chair	11	
		Guest chair (3 seats/bench)	8	
		File Rack	15	
		Double Cabin File Rack	2	
	Steel Almira	13		

S. N	Particulars	Quantity (No.)	Rate Per Unit (Nu.)	Total Quoted Price (Nu.)
	Computer Table	3		
	Guest Dewan	4		
	Large Chodrum (Credenza)	2		
3	Lot III - Security Items	Smoke Detector	7	
		Fire Extinguisher	14	
		Burglary Alarm	6	
		CCTV Camera	22	
		VGA Extender	4	
		Monitor	2	
4	Lot IV- Other Equipments	Printer	3	
		Paper Shredder	1	
		CTS Machine	4	
		Binding Machine	1	
		Trolley	3	
		Khutang (Zambala)	1	
		Air Conditioner	3	
		Blower	1	
		Scanner	1	
		Vacum Cleaner	1	

Note: All the Lot items should have a one year warranty.

3. INSTRUCTION TO BIDDERS

3.1 SCOPE OF BID

The Bidder (S) shall submit the bid in line with the following clauses. If any of the following clauses are not complied with, the bid shall be considered as a nonresponsive bid and the bid shall not be entertained.

- 3.1.1 Bids to be hand delivered, through courier or registered post addressed or through email with **encrypted password** to the ADM/HR Department, T Bank Ltd., Thimphu".
- 3.1.2 Covering envelope to be marked "**Confidential**" marked "**not to be opened before the time and date of bid opening**".
- 3.1.3 The second envelopes containing the bid (**Original and Duplicate**) should be with bidder address, sealed and signed.

3.2 SOURCE OF FUNDS



The bidder shall complete the appropriate price schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the goods to be supplied under the contract.

3.8 DEAD LINE FOR SUBMISSION OF BID

The Bid shall be submitted on 3rd June 2025 or before 5 PM at Procurement, ADM/HR Department, T Bank Ltd, Thimphu. The Bids received after the deadline shall not be entertained.

3.9 BID OPENING

- 3.9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the Tender Opening on 4th June 2025 at 3:30 PM. In case due date of the opening falls on non-working day(s), the opening of bid shall be on next day at the same time.
- 3.9.2 All members of the tender committee shall examine the conditions of the envelopes and shall sign on the envelopes. In the event that a bid envelope of original documents is found to have been tampered with or opened, the Tender Committee should decide whether that bids is to be treated as cancelled or rejected, or to proceed with the bid opening.
- 3.9.3 The bids are to be opened in view of all participating parties and the contents are checked by the tender committee against the requirements of bidding documents.
- 3.9.4 The Tender Committee has to publicly announce the name of the bidders, the prices offered, the presence or absence of bid security and its amount, any discount offered, and any modification and withdrawals. In case the bidding documents requires the fulfilment of certain formal requirements such as the existence of a business license or the signature of the bid by proper authority; these requirements should be verified and announced. Initially these details shall be written on a notice board for the public to copy. Any bid price, discount etc. which is not announced and recorder shall not be taken into account in bid evaluation.
- 3.9.5 The bid form including appendices to bid form, bill of quantities, price schedules, bid securities, any discount offered, schedule of supplementary information, drawings and specifications and any important documents shall be initialed by all the members of the Tender Committee.
- 3.9.6 The record of bid opening shall be prepared before the closing of the bid opening session and to be signed by all the members of the Tender Committee.

3.10 VALIDITY OF THE BID

The Bid shall be valid for a period of one year from the date of opening of the bid. The place of submission is at ADM/HR Department, T Bank Limited, Head Office, Samten Lam, Thimphu. The Bids received after the deadline shall not be entertained or returned to the bidder.

3.11 GENERAL TERMS AND CONDITIONS

- 3.11.1 Price quoted should be in Ngultrum/INR, Cost, Insurance, and Freight (CIF), **inclusive of all taxes, levies and duties.**
- 3.11.2 All prices quoted should be on "Per Unit" basis and should be valid for one year.
- 3.11.3 Power of Attorney has to be submitted, if a representative is appointed.
- 3.11.4 The entire bid document submitted should bear the seal and signature of the Authorized personnel or the representative.
- 3.11.5 The bidder should not be under declaration of ineligibility for corrupt practices issued by the Royal Government of Bhutan.
- 3.11.6 T Bank reserves the right to cancel or reject the tender without any explanation.
- 3.11.7 T Bank reserves the right to increase or decrease the quantity of items tendered at the time of Contract without any change in price or other terms and conditions.
- 3.11.8 T Bank reserves the right to reject all or any part item supplied by the successful bidder during physical verification/testing if the items are non-standard and unreliable in terms of quality.
- 3.11.9 Prospective bidders requiring further information or clarification may notify the procurement officer in writing or by email at the purchaser's mailing address (jambaywangmo@tbank.bt). The purchaser will respond in writing to any request for information or clarification, which it receives no later than 5 days prior to the deadline for submission of the bid.
- 3.11.10 At any time prior to the deadline for submission of bids, T Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents. The amendment form shall be a part of the bidding document and will be notified in writing to all prospective bidders who had purchased the bidding documents and will be binding on them.
- 3.11.11 The rates (s) should be submitted in the prescribed format provided by T Bank Ltd, as shown in Table.
- 3.11.12 The Bank may place order at any interval based on requirements.
- 3.11.13 The bank shall levy a penalty of 0.05% per day, subject to a maximum of 10 % of the contract value, if the goods are not supplied within the stipulated delivery period.
- 3.11.14 Bid Security of **Nu. 39,120/-** (Ngultrum thirty nine thousand one hundred twenty) only for **Lot I- Computer Hardware, Nu. 13,187/-** (Ngultrum thirteen thousand one hundred eighty seven) only for **Lot II-Furniture & Fixtures, Nu. 47,767/-** (Ngultrum forty seven thousand seven hundred sixty seven) only for **Lot III- Security Items, and Nu. 15,077/-** (Ngultrum fifteen thousand seventy seven) only for **Lot IV-Other Equipment**, and it should be enclosed with the bid in the form of a draft/cash warrant/bank guarantee in favor of "**T Bank Limited, Thimphu**".
- 3.11.15 The bid security of unsuccessful bidder (s) shall be returned on expiry of the bid.
- 3.11.16 The bid security shall be forfeited if a bid is withdrawn from in the interval between the deadline and the expiration of the period.

3.12. LANGUAGE OF BIDS

The Bid, and all correspondence and documents related to the bid shall be in English. Additional documents provided by the bidder related to the bid shall be in English and should be translated in English if the language is foreign.

3.13. BID SECURITY

The bidder shall submit a bid security as outlined under **clause 3.11.14** in the form of a banker's check, cash warrant, bank guarantee, and demand draft in the name of TBank Limited. The bid security will be refunded to the unsuccessful bidder after they are notified that their bid is unsuccessful.

The bid security shall be forfeited in the following situations:

- I. If the bidder withdraws the Bid in between the bid validity period.
- II. If the successful bidder fails to sign the contract or fails to submit the performance security within the specified period.

3.14. QUANTITY VARIATION

As per the requirements of the bank.

3.15. AWARD OF CONTRACT

After being evaluated by the evaluation team, the contract will be awarded to the one who has quoted the lowest price as compared to the other bidders.

3.16. LIQUIDATION DAMAGE

If the vendor fails to supply the goods in the given time period as specified in the purchase order, and work order, the purchaser will deduct 0.05% per day on the total amount not exceeding more than 10% of the total value.

3.17. PAYMENT TERMS

The payment will be made within 45 working days after submitting the invoice.

4. DELIVERY SCHEDULE

The Bidders shall include a schedule of supply that shall include the description of goods or services to be provided and the delivery period of the goods. The delivery period shall be the number of days from the date of issue of purchase order to the supplier to fulfill the delivery obligation.

The delivery schedule shall be as per the table below:

Delivery Schedule				
S.N	Particulars	Earliest Delivery Period	Last Delivery Period	Remarks
1	Lot I – Computer Hardware	15 days	60 days	
2	Lot II – Furniture & Fixtures	15 days	45days	
3	Lot III – Security Items	15 days	45 days	
4	Lot IV – Other Equipment	15 days	45 days	

Note 1: All the interested participants are requested to contact ADM/Procurement Division or visit our T bank head office to look for the samples of file rack, and trolley.

Note 2: Interested participants **MUST** submit the brochures/challan for the specific quoted LOT items (**COMPULSORY**).

5. PROPOSAL SUBMISSION FORM

To:

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Having examined the RFP Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer **“Supply of Lot I, Lot II, Lot III, and Lot IV for the Financial Year 2025”** in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the price schedule attached hereto and made part of this bid.

We undertake, if bid is accepted, to deliver the services as per terms and conditions of the bidding documents in accordance with the delivery schedule specified in the RFP documents.

We agree to abide by this bid for the period of one year from the RFP fixed date, and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a final official document is prepared and executed, this bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(Signature and Seal)

Name:

Title:

Address:

Contact No.:

Email ID: