



**BIDDING DOCUMENTS FOR THE SUPPLY OF COMPUTER HAREDWARE,  
FURNITURES AND FIXTURES AND ELECTRICAL APPLIANCES FOR THE  
FINANCIAL YEAR 2026**



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T BANK LIMITED

POST BOX: 631

HEAD OFFICE : TCC Complex Building, Samten Lam,  
THIMPHU: BHUTAN

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**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 – Other Equipments
Bid Details		Particulars
2	a. Sale of Tender Documents	1 <sup>st</sup> May 2026
	b. Cost of documents (Non-refundable)	Nu. 500.00 (Ngultrum five hundred) only
	c. Place of Sale of documents	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	d. Last date for submission	14 <sup>th</sup> May 2026 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)	Nu. 30,000 /- (Ngultrum) 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 " <b>Confidential</b> "	Yes
		b. Bid for, Number and Date	Yes
		c. Addressed to: <b>ADM/HR Department, T Bank</b>	Yes

S.N#	Particulars	Details	Requirement
		Ltd, Thimphu d. Written Warning, "Not to be opened before the specified time and date".	
2	Number of Copies	<b>Two Copies:</b> 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 (i)	System	Dell, HPe, Lenovo	
		Processor	Type	Intel Core i5 latest Generation
			Clock Speed	2.6 GHz
			Bus Speed	8 GT/s
			Cache	12.0 MB
			Core	4 (logical 8) or Higher
			Installed size	8 GB
			Channel	Dual
		Storage	Capacity	512 GB SSD
		Video Graphics	Controller	Intel UHD Graphics

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
		and Display	Display	1024x768 (HD)
		Wire Network	10/100/1000 Gigabit	Wire Network
		Wireless Network	Ethernet network	
		1/0 Ports	interface adapter.	
			802.11ac	Wireless Network
			HDMI, headphone	1/0 Ports
			/speaker out, Mic,	
			USB Type C.	
		Power adaptor	AC Adapter	AC adapter
		Operating System	Operating System	Genuine Windows 11 Pro 64 Bit
			Productivity tools	Genuine MS Office 2021 Pro Plus
		Accessories and others	Carry case (laptop bag pack) and wireless mouse.	
		Warranty	One year	

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
		System	Dell Latitude/HP/Lenovo/Acer	
		Processor	Type	Intel Core i5 14 <sup>th</sup> generation
2	Desktop Set		Clock speed	Max Turbo Frequency 4GHz and above Performance-core base frequency 2GHz and above Efficient-core base frequency 1.8 GHz and above

Lot I – Computer Hardware				
S.N	Particulars	Features	Description	
			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 System	Genuine Windows 11 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 I – Computer Hardware**

S.N	Particulars	Features	Description
3	Monitor with HDMI Cable	Screen	19 inch

**Lot II – Furniture and Fixtures**

S.N	Particulars	Brand/Size	Features	Remarks
2	Officers Chair	Any brand	a. Revolving Chair b. Without Headrest c. Color: black	
3	File Rack/Cabinet	Any brand	Medium	
4	Steel Amirah	Godrej or Equivalent	Large (6 ft. and above)	
5	Computer Table	Any brand	a. 1200x600x750mm b. Walnut colour	
6	Guest chair	Any brand	Reception waiting chairs with 3 seats (black PU leather seats)	
7	Notice Board	Any brand	65 cm X 85 Cm	
8	Manager's Table	Any brand	L 1200 X D 600 X H 750	
9	Table with Drawer	Any brand	2 set Drawer	

**Lot III – Other Equipment**

S.N	Particulars	Brand/Size	Features	Remarks
1	Printer	Canon or equivalent	a. Light Duty b. Imageclass MF271dn	
2	Paper	Gobbler	a. 30L bin capacity	

	shredder (Heavy duty)	a2326 or Equivalent	b. 25 sheets shred capacity at a time (sheet size:70gsm) c. Paper/CD/card cross-cut paper shredder	
3	Smart LED TV	Samsung	d. 55 inches	
4	Sound Speaker	JBL	e. Medium	
5	CTS Machine	Panini Vision XP UA	a. Dual-sided scanning b. MICR capture: (has to capture the magnetic ink character recognition code line)	
6	scanner	HP ScanJet Enterprise Flow N7000 snwl	<b>Scan Speed:</b> Up to 75 ppm / 150 ipm (black-and-white, grayscale, and color at 300 dpi). <b>ADF Capacity:</b> 80 sheets (supported media weight: 43 to 350 g/m <sup>2</sup> ). <b>Daily Duty Cycle:</b> Recommended up to 7,500 pages. <b>Connectivity:</b> Gigabit Ethernet (10/100/1000 Base-T), USB 3.0, Wi-Fi 802.11 b/g/n, and Wi-Fi Direct. <b>Resolution:</b> 600 x 600 dpi (hardware); up to 1200 dpi (output). <b>Scanning Features:</b> Single-pass duplex, HP EveryPage (ultrasonic sensor), auto-color detect, auto-crop, and advanced digital sending (scan to network folder, FTP, SharePoint, or Cloud). <b>Display:</b> 4.3-inch (10.9 cm) color touch panel. <b>Supported File Formats:</b> PDF (including	

			<p>Searchable, PDF/A, Encrypted), JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), and Rich Text (.rtf).</p> <p><b>Maximum Scan Size (ADF):</b> Up to 8.5 x 122 inches (216 x 3099 mm).</p> <p><b>Dimensions:</b> Approximately 310 x 198 x 190 mm (width x depth x height).</p> <p><b>Compatibility:</b> Windows (7, 8.1, 10, 11) and macOS (10.13, 10.14, 10.15 to latest).</p> <p>Included in the Box</p> <ul style="list-style-type: none"> <li>•HP ScanJet Pro N4000 snwl.</li> <li>•Power cord and Power Adapter.</li> <li>•USB Cable.</li> <li>•Install Guide and Flyers.</li> </ul> <p><b>scope:</b> Supply, Installation and commissioning.</p>	
		<p>HP ScanJet Pro N4000 snwl</p>	<p><b>Scan Speed:</b> Up to 40 pages per minute (ppm) / 80 images per minute (ipm) (color, 300 dpi).</p> <p><b>ADF Capacity:</b> 50 sheets (supported media weight: 40 to 210).</p> <p><b>Daily Duty Cycle:</b> Up to 4,000 pages.</p> <p><b>Connectivity:</b> USB 3.0, Ethernet 10/100, Wi-Fi 802.11 b/g/n, and Wi-Fi Direct.</p> <p><b>Resolution:</b> 600 x 600 dpi (hardware).</p> <p><b>Scanning Features:</b> Duplex (two-sided) single-pass scanning, automatic detection of color, size, and blank pages.</p> <p><b>Display:</b> 2.8-inch color touch panel.</p> <p><b>Supported File Formats:</b> PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (.rtf), Searchable PDF,</p>	

			<p>Word, Excel, PowerPoint.</p> <p><b>Maximum Scan Size (ADF):</b> Up to 8.5 x 122 inches (mm).</p> <p><b>Dimensions:</b> Approximately 300 x 172 x 154 mm (width x depth x height).</p> <p><b>Compatibility:</b> Windows (7, 8.1, 10, 11) and macOS (10.13, 10.14, 10.15, latest).</p> <p>Included in the Box</p> <ul style="list-style-type: none"> <li>•HP ScanJet Pro N4000 snw1.</li> <li>•Power cord and Power Adapter.</li> <li>•USB Cable.</li> <li>•Install Guide and Flyers.</li> </ul> <p><b>Scope:</b> Supply, Installation and commissioning.</p>	
7	Khutang (Zambala)	NA	<p>a. Large Size</p> <p>b. Good quality</p>	
8	Air Conditioner (AC)	Blue star	<p>a. Capacity: 1.5 tone</p> <p>b. Features: both heating &amp; cooling</p>	
9	Heater	Any Brand	<p>a. Medium</p> <p>4 sided heater</p>	
10	Printer	P1108 plus or equivalent	Medium	
11	GSM Telephone	Any Brand	SIM card option, Long durability, and portable	
12	Stamp Pad Black Legally Proven	Tritech Forensics	Desk Model (with Mounting screws)	

14	Stand Fan	Any brand	16 inch	
15	Cash Counting Machine	Glory	GFB-800	
16	Boiler	Sharp	1.6L	
17	Water Dispenser	Any brand	3 to 7L cold tank capacity and 1 to 1.5L hot capacity	

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)	12		
		Desktop Set (Key Board, Mouse & Monitor etc...)	19		
		Monitor	1		
2	Lot II – Furniture and Fixtures	Officers Chair	16		
		File Rack/Cabinet	6		
		Steel Amirah	1		
		Computer Table	3		
		Guest chair	6		
		Notice Board	1		
		Manager's Table	1		
		Table with Drawer 2 Sets	1		
		Table and small side table	1		
3	Lot III- Other Equipment	Printer (medium)	1		
		Paper shredder (Heavy duty)	2		
		Smart LED TV	2		
		Sound Speaker	2		

S. N	Particulars	Quantity (No.)	Rate Per Unit (Nu.)	Total Quoted Price (Nu.)
	CTS Machine	2		
	Scanner (HP ScanJet Enterprise Flow N7000 snw1)	17		
	Scanner (HP ScanJet Pro N4000 snw1)			
	Khutang (Zambala)	1		
	Air Conditioner (AC)	3		
	Heater	10		
	Printer (Light Duty)	1		
	GSM Telephone	1		
	Stamp Pad Black Legally Proven	6		
	Stand Fan	5		
	HDMI Cable for Monitor	1		
	Boiler	1		
	Water dispenser	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

T Bank Limited shall finance the works/supply of goods named in the Invitation to Bid under the contract for which these tender documents are issued.

### 3.3 ELIGIBILITY

The Invitation for Bids is open to all suppliers licensed under the Department of Trade, Ministry of Industry, Commerce and Employment of the Royal Government of Bhutan/ licensed under any country.

### 3.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Bank shall in no case be responsible or liable for those costs.

### 3.5 JOINT VENTURES

Bids submitted by a joint venture of two or more companies as partners shall comply with the following requirements:

3.5.1 The Bidder (s) in case of successful Bid, the Contract form shall be signed to be legally binding on all partners;

3.5.2 One of the partners shall be authorized to be In-charge as the leading partner and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

3.5.3 The In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;

3.5.4 All the partners of the joint venture shall be liable jointly and severally for the execution of

the Contract in accordance with the Contract terms and conditions, and a relevant statement to this effect shall be included in the authorization mentioned under clause 3.5.2 above and as well as in the Bid Form and the Form of Agreement (in case of a successful Bid), and

3.5.5 A copy of the agreement entered into by and between the joint venture partners shall be submitted along with the Bid.

### 3.6 ONE BID PER BIDDER

Each bidder shall submit only one bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company. A bidder who submits or participates in more than one bid will be disqualified.

### 3.7 BID PRICES

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 14<sup>th</sup> May 2026 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 15<sup>th</sup> May 2026 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. **30,000**/- (Ngultrum thirty thousand) 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.

### 3.11. BID SECURITY

The bidder shall submit a bid security of Nu. **30,000.00** (Ngultrum Thirty Thousand) only 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.

### 3.12. QUANTITY VARIATION

As per the requirements of the bank.

### 3.13. 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.

### 3.14. 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 0.5% per day on the total amount not exceeding more than 10% of the total value.

### 3.15. 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	45 days	
2	Lot II – Furniture & Fixtures	15 days	30 days	
3	Lot III – Other Equipment	15 days	30 days	

**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, and Lot III, for the Financial Year 2026”** 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: .....