

BHUTAN NATIONAL BANK LIMITED



Open Tender  
Supply of RAM and Hard Disk for  
CISCO HCI Server  
April 20, 2026



## Table of Contents

<b>Section 1: Invitation of Bids</b> .....	<b>4</b>
<b>Section 2: Online Bid Submission Instructions</b> .....	<b>5</b>
2.1 Introduction.....	5
2.2 Mode of Submission of Bids.....	5
2.3 Bid Submission Procedure .....	5
2.4 Online Tender Submission Conditions .....	5
<b>Section 3: General Bidding Instructions</b> .....	<b>7</b>
3.1 Scope of Bid.....	7
3.2 Timeline & Deliverables .....	7
3.3 Fraud and Corruption .....	7
3.4 Preparation of Bid .....	8
3.5 Price Schedules .....	9
3.6 Clarification and amendment of Bids .....	9
3.7 Period of validity of Bid .....	10
3.8 Bid Security .....	10
3.9 Deadline for submission of Bids.....	11
3.10 Withdrawal, Substitution, and Modifications of Bids.....	11
3.11 Requests for information/clarification .....	11
3.12 Evaluation and Comparison of Bids .....	12
3.12.1 Confidentiality .....	12
3.12.2 Clarification of Bids .....	12
3.12.3 Responsiveness of Bids.....	12
3.12.4 Preliminary examination of Bids.....	13
3.12.5 Evaluation of Bids .....	13
3.12.6 Bank's Right to Accept Any Bid, and to reject any or All Bids .....	13
3.13 Award of Contract .....	14



<b>Section 4: Performance Security .....</b>	<b>15</b>
<b>Section 5: Service Delivery Penalty.....</b>	<b>15</b>
<b>Section 6: Force Majeure.....</b>	<b>16</b>
<b>Section 7: Terms of Payment.....</b>	<b>16</b>
<b>Section 8: Warranty .....</b>	<b>17</b>
<b>Section 9: Termination .....</b>	<b>17</b>
<b>Section 10: Patent Indemnify .....</b>	<b>17</b>
<b>Section 11: Bidding Forms .....</b>	<b>18</b>
Annexure I: Bid Submission Form .....	18
Annexure II: Bidder Identification Form .....	19
Annexure III: Bill of Quantity (BOQ).....	20
Annexure IV: Integrity Pact Statement (IPS) .....	21
Annexure-V: Letter of Intent to Award the Work .....	24
Annexure-VI: Letter for unsuccessful bid .....	26
Annexure VII: Contract Agreement .....	27



## Section 1: Invitation of Bids

Bhutan National Bank Ltd. (the Bank) invites bids from eligible and qualified Bhutanese firms through online submission, as per the details provided below.

Work Details	Supply of RAM and Hard Disk for CISCO HCI Server
Sale of Tender / Registration	20/04/2026 – 05/05/2026
Date & Time of Tender Submission Deadline	05/05/2026 [11.00 AM] System auto-closes at deadline time
Tender Fee (Non-refundable)	Nu. 500.00
EMD/Bid Security	Nu. 20,000.00 (Lumpsum amount)
Bid Submission Mode	Online Submission through the portal <a href="https://procurement.bnb.bt">https://procurement.bnb.bt</a> .
System User Registration Requirement	Registration is mandatory prior to bid submission

**Note:** Bidders must register, deposit the tender fee, and submit the bid security on or before the bid submission deadline. Failure to comply will result in rejection of the submitted bid via eProcurement system.



## Section 2: Online Bid Submission Instructions

### 2.1 Introduction

- a) The BNBL invites online bids from eligible and qualified bidders for the works as specified in this bidding document.
- b) Bidders must carefully read all instructions, specifications, terms and conditions before submitting their bids.
- c) Submission of a bid shall be deemed as acceptance of all the conditions contained in this bidding document.

### 2.2 Mode of Submission of Bids

- a) Bids shall be submitted online through the portal <https://procurement.bnb.bt> within the deadline specified in the Tender Notice.
- b) No physical submission of bids shall be accepted. Bids submitted physically shall not be accepted.

### 2.3 Bid Submission Procedure

- a) The bidder shall follow the steps below while submitting the bid:
  - ii. Register on the e-procurement portal.
  - iii. Download the bidding document and review all requirements.
  - iv. Prepare the technical and financial proposals in accordance with the instructions provided.
  - v. Upload all required documents in the designated sections of the e-procurement system.
  - vi. Submit the bid before the closing date and time specified in the tender notice.

**Note:** Late submissions shall not be accepted by the system.

### 2.4 Online Tender Submission Conditions

- a) The bidder shall ensure that all documents specified in the bidding document are properly scanned and uploaded in the required format (PDF or as specified in the portal).



- b) The bidder shall be responsible for the accuracy and completeness of the uploaded documents.
- c) Any modification or withdrawal of bids shall be made before the deadline for submission through the e-procurement system.
- d) BNBL shall not be responsible for internet connectivity issues, system delays, incomplete submissions by the bidder, or any delay in tender submission resulting from late registration.
- e) The system will automatically lock the submission after the deadline, and no further changes shall be permitted.
- f) If the uploaded files are corrupt, infected with a virus, or unreadable for any reason, the tender will not be considered. Bidders are solely responsible for ensuring that all files are virus-free and uncorrupted.
- g) All submissions, including any supporting documents, shall become the property of the Bank. By submitting a bid response, the respondent grants the Bank a license to reproduce all or part of their submission for evaluation purposes, regardless of any copyright or intellectual property rights that may exist in the submission or accompanying materials.



### Section 3: General Bidding Instructions

#### 3.1 Scope of Bid

- a) The BNBL Management plans to outsource the work as specified in the bidding document to eligible and qualified Bhutanese firms.
- b) The successful bidder(s) shall be fully responsible for carrying out the contract work in accordance with the terms and conditions outlined in this bid document.
- c) In the event that the successful bidder(s) fail to meet the contractual obligations, they shall be subject to liquidated damages as specified in the bidding document.
- d) The contract shall be valid for a minimum of one (1) year from the date of signing the agreement or issuing the work/purchase order. The Bank reserves the right to extend the contract based on the bidder's performance or according to the Bank's evolving needs.

#### 3.2 Timeline & Deliverables

Deliverables	Timeline
RAM and Hard Disk for CISCO HCI Server	Within <b>thirty (30)</b> calendar days from the date the purchase order is issued.

#### 3.3 Fraud and Corruption

- a) Bank requires that a Bidder(s) and his/her employees, consultants & agents, shall observe the highest standards of ethics during the bidding process and execution of contracts.
- b) Bank shall reject a Bid for award, if it determines that the Bidder(s) recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question.
- c) Bank requires that Bidder(s), as a condition of admission to eligibility, execute and attach to their Bids an **Integrity Pact Statement as per Form: Annexure IV of Section 11**. Failure to provide a duly executed Integrity Pact Statement may result in rejection of the Bid.



- d) Bank shall report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant agencies, including but not limited to the Anti-corruption Commission (ACC), of the Kingdom of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

### 3.4 Preparation of Bid

- a) The bidder(s) shall be responsible for all costs incurred in the preparation and submission of their bid. The Bank shall not be held liable for any such costs, regardless of the outcome or progression of the bidding process.
- b) The Bid shall include the following:
  1. Bid Submission Form (Annexure-I)
  2. Bidder Identification Form (Annexure-II)
  3. Bill of Quantity BOQ (Annexure-III)
  4. Integrity Pact Statement (Annexure-IV)
  5. Valid Trade license and Tax Clearance Certificate
  6. Bid Security (EMD)
  7. A power of attorney must be submitted if an authorized representative is designated.
  8. Any other document required as per bidding document
- c) The uploaded/submitted bid document shall be completed in a clear and legible manner. Incomplete or conditional bids that do not comply with the terms and conditions shall not be considered. Any corrections, deletions, or additional conditions shall only be accepted if they are initialed or signed by the authorized person submitting the bid.
- d) The bidder(s) shall thoroughly review all instructions, forms, terms and specifications outlined in the bidding document. Failure to provide all the required information or documentation may lead to the rejection of the bid.
- e) The Bid, as well as all communications and documents exchanged between the Bidder(s) and the Bank, shall be written in English. Supporting documents or printed materials included in the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant sections into the language specified in the bidding document. In case of any discrepancies, the translation shall prevail for the purpose of bid interpretation.



### 3.5 Price Schedules

- a) The price shall be converted in local currency (Ngultrum) inclusive of all taxes, duties and other service charges, except **GST. GST should be included only when raising the bill, along with clearly providing the GSTIN/GST-registered TPN number or a copy of the GST registration certificate.**
- a) The price quoted shall be fixed and final, inclusive of any discounts or rebates, and shall remain unchanged throughout the contract period, even in the event of cost increases.
- b) The Bank reserves the right to contact the selected Bidder(s) for additional supplies of the listed items at the same quoted/approved price on a repeat order basis, during the term of the contract.
- c) The bidder(s) must enter the prices for all items in the Bill of Quantities (BOQ) on the online portal. The **BOQ** is also mentioned in **Annexure III** of **Section 11** of this Bid Document for reference.

### 3.6 Clarification and amendment of Bids

- a) The Bank reserves right to issue amendments to the Bid document at any time before the final submission deadline. These amendments may be made either on the Bank's initiative or in response to a clarification request from any prospective bidder(s). Any such amendments shall be communicated in writing, including by email, to all bidders who have registered for the tender.
- b) Similarly, bidder(s) may request clarifications regarding the Bid document in writing, including via email. The Bank shall provide written responses to these queries, including explanations, but shall not disclose the identity of the bidder(s) raising the questions. If the Bank determines that a clarification necessitates an amendment to the Bid document, it shall follow the appropriate procedure to make the necessary revisions. Bidder(s) shall not be permitted to seek clarifications in person, by telephone, or through any other verbal communication.
- c) A pre-bid meeting shall only be held if deemed essential to address any doubts or concerns from bidder(s) before the bid submission deadline. The minutes of the pre-bid meeting shall be shared with all bidders who have registered for the tender.



### 3.7 Period of validity of Bid

- a) The bid shall remain valid for a minimum of ninety (90) calendar days from the submission deadline. Any bid with a validity period shorter than this shall be rejected as non-responsive.
- b) In exceptional cases, before the expiration of the bid validity period, the Bank may request the Bidder(s) in writing to extend the validity of their bids. Bidder(s) are not obligated to agree to this extension and may decline without forfeiting their bid security. If a bidder refuses the extension, their bid shall not be considered for evaluation or award. For those bidders who agree to the extension, they shall also be required to extend the validity of their bid security accordingly, but they shall not be allowed to alter or modify their bid.

### 3.8 Bid Security

- a) The Bid security (EMD) of Nu. 20,000/- (Ngultrum Twenty thousand) shall be submitted in the form of a Draft, Cash warrant, or Bank Guarantee, made payable to “**Bhutan National Bank Ltd., Thimphu.**” The Bid Security shall remain valid for a minimum of ninety (90) calendar days from the bid submission deadline.
- b) The Bid Security shall be submitted physically before the submission deadline; otherwise, the bid submitted online shall be considered non-responsive and shall be disqualified.
- c) Bids submitted without the required Bid Security (EMD) or with Bid Security that does not meet the above requirements shall be disqualified and deemed non-responsive.
- d) The Bid Security (EMD) of unsuccessful but responsive bidders shall be returned after the contract is signed and the performance security is received from the successful bidder(s).
- e) The Bid Security (EMD) of the successful bidder(s) shall be returned once the contract is signed and the performance security has been deposited by the successful bidder(s).
- f) The Bid Security (EMD) shall be forfeited under the following circumstances:



- i. If the bidder withdraws their bid, in whole or in part, during the bid validity period;
- ii. If the bidder engages in corrupt, fraudulent, collusive, or coercive practices during the bidding process; or
- iii. In the case of the successful bidder, if the bidder fails to provide the performance security and sign the contract agreement within the prescribed time.

### 3.9 Deadline for submission of Bids

- a) The portal shall automatically close for bid submission at the specified deadline.
- b) The Bank reserves the right, at its discretion, extend the submission deadline by amending the bidding document in accordance with **ITB clause 3.6**. In such cases, all rights and obligations of the Bank and the Bidder(s) that were previously governed by the original deadline shall thereafter be governed by the extended deadline.

### 3.10 Withdrawal, Substitution, and Modifications of Bids

- a) No Bid may be withdrawn, substituted or altered after the submission deadline and before the expiration of the bid validity period specified in the bidding document.

### 3.11 Requests for information/clarification

- a) Bidders are required to direct all communications related to this Bid to:

The Procurement Officer,  
HRA Department,  
Bhutan National Bank Ltd., Thimphu  
Contact No. 02-328588, IP: 1276  
Email: [procurement@bnb.bt](mailto:procurement@bnb.bt)

- b) All inquiries regarding the bid, whether technical or otherwise, shall be directed to the above contact. The Bank shall not engage in personal communications with bidders, and any bidder found attempting to do so shall be disqualified.



- c) The Bank shall make an effort to respond to all queries raised by bidders. However, the Bank reserves the right to withhold responses to any query it deems unnecessary or irrelevant.

### 3.12 Evaluation and Comparison of Bids

#### 3.12.1 Confidentiality

- a) Information pertaining to the examination, evaluation, comparison and post-qualification of bids, as well as the recommendation for contract award, shall not be disclosed to any bidder or other individuals not directly involved in the process until contract is officially published.
- b) Any attempt by a bidder to influence the Bank's authorized representatives during the examination, evaluation, comparison, or qualification of bids, or in the contract award decision, may lead to the rejection of their Bid.

#### 3.12.2 Clarification of Bids

- a) To assist in the examination, evaluation, comparison, and post-qualification of bids, the Bank may, at its discretion, request clarifications from any bidder. Any clarification provided by a bidder that was not specifically requested by the Bank shall not be considered. Both the Bank's request for clarification and the bidder's response shall be in writing. No changes to the bid prices or substance shall be allowed.

#### 3.12.3 Responsiveness of Bids

- a) The Bank's determination of a Bid's responsiveness shall be based solely on the contents of the Bid itself. The objective is to identify which bids meet the requirements and then compare the responsive bids to select the best evaluated one.
- b) A substantially responsive Bid is one that complies with all the terms, conditions, and specifications of the bidding document, without any material deviation, reservation or omission.
- c) A bid that is not substantially responsive to the bidding document shall be rejected and cannot later be made responsive by the bidder through correction of any material deviation, reservation, or omission.



### 3.12.4 Preliminary examination of Bids

The Bank shall review the bids to ensure that all required documents and technical documentation, as mentioned in the online portal and outlined in the pre-qualification criteria below, have been submitted.

Sl.#	Description	Status
1.	Bid Submission Form (Annexure-I)	Mandatory
2.	Bidder Identification Form (Annexure-II)	Mandatory
3.	Integrity Pact Statement (Annexure IV)	Mandatory
4.	Valid Trade License and Tax Clearance Certificate	Mandatory
5.	Bid Security (EMD) – To Be Submitted Physically	Mandatory
6.	A power of attorney must be submitted if an authorized representative is designated	Mandatory

**Note:** Verifiable documentary evidence for all the above requirements is mandatory. Proposals shall be rejected if a bidder fails to provide any of the required verifiable documentation.

### 3.12.5 Evaluation of Bids

- a) The Bank shall evaluate each bid that has been determined to be substantially responsive up to this stage of the evaluation process.
- b) The evaluation shall be carried out as per the following criteria:
  - i. The bid price quoted (Financial)
  - ii. Compliance with the requirement provided by BNBL (Technical)
  - iii. Preliminary examination of the bids (**clause: 3.12.4**)
- c) Bids shall be evaluated item-wise, not as a single lot.

### 3.12.6 Bank's Right to Accept Any Bid, and to reject any or All Bids

- a) The Bank reserves the right to accept or reject any bid, or to cancel the bidding process and reject all bids at any time before the contract award, without incurring any liability to bidders.
- b) The Bank also reserves the right to enter into negotiations with the selected bidder(s), if deemed necessary. Such negotiations shall take place on the date, time, and the location communicated to the qualified and selected bidder(s). Representatives conducting negotiations on behalf of the successful Bidder(s) shall have written authority to negotiate and finalize the contract.



### 3.13 Award of Contract

- a) The Bank shall award the contract to the bidder(s) whose offer is determined to be the lowest evaluated bid and is substantially responsive to the requirements of the bidding document.
- b) The Bank reserves the right, at the time of contract award, to increase or decrease the quantity of items tendered, without altering the price or any other terms and conditions of the contract.
- c) The Bank shall notify the successful bidder(s) of its intention to award the contract in writing, using the format provided in **Annexure-V**, referred to as the “**Letter of Intent to Award the Contract**,” ensuring compliance with all mandatory requirements. Simultaneously, unsuccessful bidders shall receive written notifications using the format in **Annexure-VI**, referred to as the “**Letter for Unsuccessful Bid**,” informing them of the outcome. All bidders shall also be provided with information regarding the name and bid amount of the successful bidder(s). These notifications shall be sent on the same day, including by email.
- d) Upon receiving the Bank’s notification [ITB 3.13 (c)], an unsuccessful bidder has seven (7) calendar days to submit a written request for a debriefing. The bank shall respond to all such requests for debriefing within this deadline.
- e) If a debriefing request is made within the deadline, the Bank shall provide a response within five (5) calendar days.
- f) The debriefing shall focus solely on the bidder’s own bid and will not include discussions about other competing bids. The debriefing shall not:
  - i. Point-by-point comparisons with other bids; and
  - ii. Information that is confidential or commercially sensitive to other bidder(s).
- g) The purpose of the debriefing is to inform the unsuccessful bidder(s) of the specific reasons for their lack of success, highlighting the shortcomings of their bid, but without disclosing details of other bids.
- h) If two or more bidders submit identical L1 rates, the Bank shall request fresh quotes from both L1 bidders, providing five (5) calendar days for resubmission. The Bank’s decision on the reasonable time allowed for this resubmission shall be final and binding. Following this, the contract shall be awarded to the L1 bidder(s) based on the fresh quotes received.



- i) The successful bidder(s) shall sign the contract acceptance in writing within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent issued. Failure to do so shall result in the bid being rejected without further notice.

#### Section 4: Performance Security

- 4.1 The successful bidder(s) shall be required to provide a performance security equivalent to 10% of the contract amount, issued by any authorized financial institution in Bhutan, within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent.
- 4.2 If the successful bidder(s) fails to submit the performance security within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent, the bid shall be considered invalid, and the contract shall be awarded to the next lowest bidder.
- 4.3 The performance security shall be provided in the form of a demand draft, cash warrant, or bank guarantee and shall remain valid for at least six (6) months. The successful bidder(s) shall renew the performance security, as required by the Bank, throughout the duration of the contract.
- 4.4 The Performance security shall be released to the successful bidder(s) with or without deductions (if applicable) upon completion of all performance obligations, including warranty obligations, as stipulated in the contract terms.

#### Section 5: Service Delivery Penalty

- 5.1 If the Successful Bidder fails to supply and deliver the goods or services at the specified time, the following penalty clause shall be applied proportionately on the bill payable or Performance Security based on total order value and number of days delayed.
  - a) Delay of up to one week – 2% of the total order value.
  - b) Delay exceeding one week but not more than two weeks – 5% of the total order value.
  - c) Delay exceeding two weeks but not more than one month – 10% of the total order value.
  - d) Delay exceeding one month- the purchase order shall be revoked, and the performance security deposited shall be forfeited without further notice. Additionally, any incomplete



work shall be terminated, and the contract shall be awarded to the next lowest bidder or re-tendered, as deemed appropriate.

## Section 6: Force Majeure

- 6.1 The successful Bidder(s) shall not be held liable for the forfeiture of their performance security, liquidated damages, or termination for default if the delay in performance or any failure to meet their obligations under the contract is caused by an event of Force Majeure.
- 6.2 For purposes of this Clause, “Force Majeure” refers to any event or circumstance beyond the control of the successful bidder(s), which could not have been foreseen, is unavoidable, and is not due to negligence or lack of care by the successful Bidder(s). Such events may include, but not limited to, actions by the Bank in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 6.3 In the event of a Force Majeure situation, the successful bidder(s) shall promptly inform the Bank in writing, detailing the nature of the situation and its cause, and provide acceptable documentary or pictorial evidence. Unless otherwise instructed by the Bank in writing, the successful Bidder(s) shall continue to fulfil their contractual obligations.

## Section 7: Terms of Payment

- 7.1 Payment for the invoice shall be processed by the Bank upon receipt of the original invoice and TPN number, based on the actual quantities of goods supplied as specified in the purchase order.
- 7.2 Payment shall be made within thirty (30) calendar days, following the successful completion of the supply of items specified in the purchase order. Applicable deductions, including income tax, service tax etc., shall be made at source in accordance with the Government regulations from the bills submitted by the successful Bidder(s), and necessary TDS certificate shall be issued accordingly.



## Section 8: Warranty

- 8.1 The successful bidder(s) guarantee that all goods supplied are new, unused, and in accordance with the accepted specifications. Unless otherwise stated in the bidding document, the warranty shall remain valid for twelve (12) months from the date the goods, or any part thereof, are delivered or accepted at the final destination. Any defective goods or not as per the specified requirement shall be replaced by the successful Bidder(s) at no additional cost to the Bank within fifteen (15) calendar days from the date notification.
- 8.2 If the successful Bidder(s) fails to repair or replace the defective goods or parts within the specified timeline, the Bank shall carry out the necessary repairs or replacements at the expenses of the concerned Bidder(s).

## Section 9: Termination

- 9.1 The Bank may, at any time, terminate the purchase order (or Contract if applicable) in whole or in part, for its convenience, by providing written notice.
- a) If the Successful Bidder(s) fails to comply with any of the terms and conditions specified in the purchase order, exceeds the maximum allowable liquidated damages, or fails to take corrective action within the timeframe specified by the Bank.
  - b) If, in the Bank's judgment, the Successful Bidder(s) has been involved in any corrupt or fraudulent practices while competing for or executing the tasks under this purchase order.

## Section 10: Patent Indemnify

- 10.1 The successful bidder(s) shall indemnify and hold the Bank harmless from any claims, damages, or expenses arising from patent infringement related to the goods supplied.
- 10.2 The Bank shall promptly notify the successful bidder(s) of any infringement claims. The successful bidder(s) has the right to defend such claims at its own cost. The Bank shall cooperate but cannot settle without the bidder(s) consent.
- 10.3 If the goods infringe a patent, the bidder(s) shall either:
- a) Secure the right for the Bank to use the goods;
  - b) Modify or replace the goods to make them non-infringing, or
  - c) Accept return of the goods and refund the purchase price.



## Section 11: Bidding Forms

### Annexure I: Bid Submission Form

Date: [DD/MM/YYYY]

To: Bhutan National Bank Limited  
Corporate Office  
Thimphu

Dear Sir/Madam,

The undersigned, having read the tender document, hereby offers to execute and complete the work in accordance with the terms and conditions set out or specified in the document.

I/We agree to abide by this Proposal/Bid for a period of Ninety (90) calendar days from the date for Bid submission in the tender, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Proposal is accepted, we undertake to initiate the work specified in our Proposal within the time frame that shall be stipulated in the letter of intent to award contract and comply with all the provisions of the Contract.

I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your company/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full performance security deposit, absolutely.

Best regards

* Signature and seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email:	

Footnote: /\* Compulsory field



Annexure II: Bidder Identification Form

<b>1. Firm (s) Information</b>	
* Name and Address:	
Telephone/Mobile:	
Email address:	
<b>*Legal Representative:</b> Name/Surname/Position (if any)	
<b>2. Proprietor (s) Details</b>	
*Name:	
*CID Card No.	
Telephone/Mobile No.	
Email Address:	
<b>3. Contact details of persons that BNB may contact for requests for clarification during Bid evaluation:</b>	
* Name/Surname:	
* Telephone/Mobile:	
* Email address:	
<b>Be advised that this person must be available during the evaluation of the bids.</b>	
* Signature and stamp of the Bidder:	

Footnote: /\* Compulsory field



Annexure III: Bill of Quantity (BOQ)

SL No	Particulars	Specifications	Quantity
1	RAM for CISCO HCI Server	64GB DDR%-5600 RDIMM 2Rx4 (16GB)	36
2	SATA SSD for CISCO HCI Server	3.8 TB Enter Value 6G SATA Micron G2 SSD	2

**Note:** The rate and any other pertinent remarks must be entered in the BOQ on the online portal.



## Annexure IV: Integrity Pact Statement (IPS)

### 1. General:

Whereas, the Chief Executive Officer, representing Bhutan National Bank Limited, hereinafter referred to as the “Employer” on one part, and ..... (Name or Designation) representing M/s. .... (*Name of firm*), hereinafter referred to as the “Bidder” on the other part hereby execute this agreement as follows:

**This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document.**

### 2. Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process and contract administration, with a view to:

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

### 3. Scope:

The validity of this Tender shall cover the bidding process and contract administration period.

### 4. Commitments of the Employer:

The Employer commits itself to the following: -

- 4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.





- 6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.
- 6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.
- 7. Monitoring and Administration:
  - 7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
  - 7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* \_\_\_\_\_ on *(date)* \_\_\_\_\_

Affix  
Legal  
Stamp

Affix  
Legal  
Stamp

**EMPLOYER/BANK**  
CID: .....

**BIDDER/REPRESENTATIVE**  
CID: .....

**Witness:** .....  
**Name:** .....  
**CID:** .....

**Witness:** .....  
**Name:** .....  
**CID:** .....



Annexure-V: Letter of Intent to Award the Work

BNBL/PO-TENDER/TH-.../...../

[Date]

[Bidder's Firm Name]

[Bidder's Address]

[City, State]

Subject: Letter of Intent to Award Contract for [Project/Tender Title]

Tender reference No.....

Sir/Madam,

We are pleased to inform you that your bid for the [Project/Tender name] has been selected, and we intend to award the contract to your firm. This letter serves as an official notice of our intent to award the contract to your firm, subject to the conditions outlined below.

Conditions of Award:

1. This Work Awarding Letter is issued on the condition that no formal complaints or objections are received from the unsuccessful bidders within the next seven (7) calendar days from the date of this letter. During this period, unsuccessful bidders may raise any concerns or objections regarding the bidding process.
2. If no valid complaints are received during this period, you are required to report to the Procurement Unit, Human Resource and Administration Department, Corporate Office, BNBL, Thimphu, within seven (7) calendar days after the end of the compliant period to complete the following formalities.
  - a) Sign the Bid Acceptance letter and Contract Agreement;
  - b) Submit a Performance Security deposit amounting to Nu. [in figures/words] (10% of the contract value) in the form of Demand Draft/Cash Warrant/Bank Guarantee, valid of [months/days], in favor of "Bhutan National Bank Limited".
3. You are encourage to begin preliminary preparations for the work. However, please refrain from commencing any work or incurring any related costs the formalities outlined in points 2. (a) & (b) are completed.



Important Notes:

1. If a complaint is received within the specified period, we will notify you promptly. We will then review and address the complaint before providing further instructions.
2. This letter does not constitute a binding agreement until the seven-day period has passed without any objections and the formalities outlined in points 2. (a) & (b) are completed.
3. Please arrange to collect the EMD deposited with us once the formalities outlined in points 2. (a) & (b) are completed.
4. Please note that if you do not complete the required formalities within the specified timeframe, your selection may be revoked, and the EMD may be forfeited in accordance with bidding terms and conditions.

We appreciate your patience and understanding throughout the process. We look forward to a successful partnership on this project. For any further clarifications, please feel free to contact us at [contact details].

Thanking you.  
Yours Sincerely,

[Name of Authorized Official]  
[Designation & Name of Department]

Cc:

- The Procurement In-charge/Officer, HRA Department, Corporate Office, BNBL, Thimphu:  
for information and necessary compliance.

T





## Annexure VII: Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made on the [insert number] day of [insert month], [insert year], BETWEEN

1. [Insert complete name of bank], having its registered head office at [insert address] (hereinafter called “the bank”),

And

2. [Insert name of successful bidder], holding certificate No. [Insert certificate number] (Hereinafter called “the successful bidder/Supplier”).

WHEREAS the BNBL invited Bids- Tender for [Insert brief description of work] and has accepted the Proposal by the successful bidder for the supply of [Insert details of work] at the sum of [insert contract price in words and figures], expressed in the contract [currency] quoted by the successful bidder (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.
2. The following documents shall constitute the Contract between the BNBL and the successful bidder, and each shall be read and construed as an integral part of the Contract, viz.:
  - a) This Contract Agreement;
  - b) Tender terms & conditions;
  - c) The successful bidder’s Proposal and original Price Schedules;
  - d) The bank’s Notification of Award of Contract;
  - e) The form of Performance Security;
  - f) Negotiation of bids (if any).
3. The Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.



Standard Bidding Document for Procurement of Goods

For and on behalf of the bank

For and on behalf of the bidder

( \_\_\_\_\_ )  
[Insert title & designation]

( \_\_\_\_\_ )  
[Insert title & designation]

Witnessed by: \_\_\_\_\_  
[Insert identification of official witness]

Witnessed by: \_\_\_\_\_  
[Insert identification of official witness]

