

# DATA SHEET

## Information to Bidders

- 1.1 The name of the Client:
- \_\_\_\_\_
- 1.2 The name(s), address (es), and telephone/numbers of the Client's Official(s) for the Project:
- \_\_\_\_\_
- 1.3 The Client will provide the following inputs:
- Blue print of the building/Site with the layout of electrical wiring.
  - Equipment purchased (if any) or existing equipment to be given in the annex\_\_.
- 1.4 The contract duration is expected to be of:
- \_\_\_\_\_
- 1.5 Bidders must submit an original and an additional copy of each proposal (Technical and Financial).
- 1.6 **Purpose of the network;** Please specify (*what do you expect to achieve from the network*):

*i.e.; The department of road would like to have up to date inventory of the warehouses throughout the country, which can be accessed and checked by all the officers in the ministry.*

- 1.7 The information to be put on the outer envelope is:
- Tender for\_\_\_\_\_ Project.
  - Tender No.\_\_\_\_\_
- Please feel free to extend in the Annex.

The **two** inner envelopes should respectively bear the information:

- Technical Proposal, and
- Financial Proposal.

***Tenders not submitted in two separate envelopes will not be entertained.***

## **Terms & Conditions**

### **Preamble:**

The standard set fourth by this documentation shall be legally binding. The organisation calling for the bidding process (herein after called “client”) will evaluate the proposal of the organisation submitting its proposal (herein after called “bidder”) in accordance with the terms and conditions (herein after called “T&C”) specified in this document. The bidder failing to comply with these terms and conditions shall be excluded from the evaluation process.

### **Purpose:**

Following the process of evaluation set fourth by this standard T&C, the client will be able to construct efficient computer-networking system with due transparency.

The bidding document (technical proposal) shall cover the following areas:

- Design, layout, and physical cabling of the site
- Installation and configuration of the network equipment
- Security measures
- Installation and configuration of Management Software (if specified by the client).
- Hands-on training for Network Administrator/IS Manager(s) on management of the network.
- Training for the users of the proposed network (if specified by the client).

### **Design, Layout and Cabling:**

1. Cabling standard must conform to the EIA/TIA (Electronic Industry Standard/ Telecommunication Standard) Structured Cabling standard. All cables should be properly concealed and certify with proper methodology.
2. The bidders shall submit a detailed layout diagram of the proposed network and a work plan (i.e.; Gantt chart, Bar chart, etc.) with a description of the proposed execution of the work for evaluation. An approach paper on methodology and a work plan for performing the project should be submitted.
3. On completion of the project, the bidder must provide warranty for the structured cabling. Furthermore, the bidder must submit documentation in accordance with the EIA/TIA standards. All documentation must be submitted in both soft and hard copy.

### **Network equipment installation and configuration**

1. Installation and configuration of the network equipment shall be carried out by certified personnel and/or personnel with similar experiences (i.e.; Microsoft /Cisco

certified or equivalent). The client reserves the right to request proof of certification and/or work experiences.

2. All settings and procedures must be properly documented, and results must be delivered to the client in both soft and hard copy.
3. The curriculum vitae (CV) of technical personnel must be submitted with a copy of certificates attached along with the CV form. *CV form annex 1.*

In the event that the bidder can not offer local personnel with the requisite skill and/or certification, the bidder may associate with non-Bhutanese consultants/personnel to carry out the project; the condition being that there should be transfer of skills to the Bhutanese. The non-Bhutanese consultant will be required to produce the necessary documents as mentioned in point 1 under Network equipment installation & configuration.

### **Other Terms and Conditions**

1. Rates quoted should be in Ngultrum and CIF \_\_\_\_\_, Bhutan
2. The last date for submission of tender is on \_\_\_\_\_. Two copies of the tender are required and should be submitted to \_\_\_\_\_. The sealed envelope containing the tender shall be marked "Tender for \_\_\_\_\_ Project: Tender No. \_\_\_\_\_"
3. ***Award of this tender will be a two-step process. The technical committee will first conduct technical evaluation. Only bidders who pass the technical qualifications will remain in contention for the price evaluations. The client will award the contract upon its evaluation of the financial proposal.***
4. The rates quoted shall be valid for a period of 90 days from tender opening date.
5. Earnest money of 2% of the quoted value is required for bid submission.
6. The client reserves the right to reject any or all of the quotations without assigning any reason therefore.
7. A security deposit will be required of the winning bidder.
8. If the selected bidder fails to successfully complete the project, the client shall recover as liquidated damages, the difference between the contracted rate and the actual amount paid by the client, for selecting and paying for a second contractor to finish the project.
9. Payment toward the contract value will be made as follows:
  - a. \_\_\_\_% upon contract commencement
  - b. \_\_\_\_% upon successful completion of capability test.
  - c. \_\_\_\_% upon completion of project.
10. **Tenders which do not comply with the terms & conditions outlined above will not be evaluated.**

**ANNEX. I**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED  
PROFESSIONAL STAFF**

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications/Background (including relevant educational, certification, work experiences, etc.):**

\_\_\_\_\_

\_\_\_\_\_ **Date :** \_\_\_\_\_  
[Signature of staff member and authorized representative of the Firm/Day/Month/Year]

**ANNEX. II**  
**INFORMATION TO BIDDERS**

***1. INTRODUCTION:***

- 1.1 The bidders are invited to submit a technical proposal and a financial proposal for consulting services required for the contract. The Proposal will be the basis for contract negotiations with the selected firm.
- 1.2 The bidders must familiarise themselves with the client's premise and its requirements. To obtain first-hand information, bidders are encouraged to consult with the client before submitting their Proposals. Bidders' representatives should contact the responsible officials named in the Data Sheet to obtain any additional information necessary to complete the project proposals.
- 1.3 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the client, are not reimbursable as a direct cost of the assignment; and (ii) the client is not bound to accept any of the Proposals submitted.
- 1.4 **Bidders and/or their affiliates shall not duplicate any assignment, which by its nature, may be in conflict with another assignment(s).**
- 1.5 Bidders may request a clarification of any of the Tender Dossier documents prior to submission date of the tender.

***2. PREPARATION OF PROPOSAL***

- 2.1 In preparing the technical proposal, the bidders are expected to examine the documents of the Tender Dossier in detail and provide best possible technical solutions in the proposals.
- 2.2 It is desirable that the majority of the key professional staff proposed are permanent employees of the bidding firms or have an extended and stable working relation with the firms.
- 2.4 **The technical proposal shall not include any financial information.**
- 2.5 In preparing the financial proposal, bidders are expected to take into account the requirements and conditions of the documents in the Tender Dossier.

***3. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS:***

- 3.1 **Initials/seals of the bidders must be placed on all the pages of the proposal.**
- 3.2 **When submitting the proposals, the bidders must submit two copies of same technical proposal and two copies of same financial proposal.**
- 3.3 **The bidders must place two copies of technical proposals in one envelope. The bidders must seal the envelope and mark it with, "Technical Proposal." The**

**envelope must contain the following information: Project name, tender number. Please underline the word “Technical Proposal.”**

**3.4 The bidders must place two copies of financial proposals in one envelope. The bidders must seal the envelope and mark it with, “Financial Proposal.” The envelope must contain the following information: Project name, tender number. Please underline the word “Financial Proposal.”**

**3.5 When submitting the bid, the bidders must place these two envelopes (as mentioned above) into one envelope with clearly indicating the project name and the number. It should be addressed to the client and delivered to the client by the dead-line as advertised.**

3.6 The technical proposals will be opened by a tender committee, upon closure of the tender submission. The financial proposals shall remain sealed and will be opened publicly after the evaluation of the technical proposals.

#### ***4. PROPOSAL EVALUATION:***

4.1 The individual members of the evaluation committee appointed by the client will carry out the evaluation of proposals on the basis of their responsiveness to the terms and conditions, applying the evaluation criteria using a point system. Each proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the terms and conditions or if it fails to achieve a minimum technical score. The client shall notify bidders of the rejection of their technical proposals.

4.2 After opening the financial proposals, in the presence of the representative of the technically qualified bidders, the tender committee will examine the rank of the financial proposals and ask for any clarifications/negotiations required.

4.3 Upon completing the negotiation processes, the client will negotiate a final contract with the winning bidder. The client will notify the non-successful bidders promptly.

4.4 The winning bidder shall commence the assignment on the date and the location agreed to with the client.