



# NRDCL

**Tender Document for supply of Office and Survey Equipments for 2019**

Tender Submission Date: - 20.02.2019

Tender Opening Date: - 20.02.2019

Tender Opening Time: - 2.15PM

**Tender Opening Venue: Conference Hall, NRDCL, Thimphu.**

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## TERMS & CONDITIONS

### 1. Instructions to bidders:

As per the announcement published in Kuensel issue of dated 23.01.2019, Natural Resources Development Corporation Limited (NRDCL) is pleased to invite sealed tenders from eligible suppliers/dealers with valid trade license for the supply of following items.

### List of items to be purchased

Sl.No.	Particulars	Quantity
1	<p>Laptop computer with following specifications:</p> <p><b>Processor:</b> 8th Generation Intel® Core™ i5-8250U Processor (6MB Cache, up to 3.4GHz)</p> <p><b>Operating System:</b> Windows 10 Pro</p> <p><b>Memory:</b> 8GB 8GBx1 DDR4 2400MHz Single Channel</p> <p><b>Hard Drive:</b> 1TB 5400 rpm Hard Drive</p> <p><b>Display:</b> 15.6-inch FHD (1920 x 1080) Anti-glare LED-Backlit Display</p> <p><b>Optical Drive:</b> Tray load DVD Drive (Reads and Writes to DVD/CD)</p> <p><b>Primary Battery:</b> 3-Cell 42WHr Battery Integrated</p> <p><b>Wireless:</b> 802.11ac + Bluetooth 4.2, Dual Band 2.4&amp;5 GHz, 1x1</p> <p><b>Graphics Card:</b> Intel® UHD Graphics 620 with shared graphic memory</p> <p><b>Adapter:</b> 45 Watt AC Adaptor</p> <p><b>Ports and Slots:</b> i) 3-in-1 SD card reader; ii) USB 2.0; iii) Security cable slot; iv) Power; v) HDMI; vi) Ethernet; vii) USB 3.1 Gen 1 Type-A; viii) USB 3.1 Gen 1 Type-A; and ix) Audio jack</p>	54 nos
2	<p>Printers with following specifications:</p> <p><b>Printer Type 1</b></p> <p><b>Functions:</b> Print/Scan/Copy/Fax</p> <p><b>Print Speed:</b> Black Draft: 31 ppm max; Black ISO Laser: 19 ppm (ISO)</p> <p><b>Paper Management:</b> Input Tray: 250 sheets; Automatic document Feeder: 35 sheets; Output Tray: 150 sheets</p> <p><b>Scanner Type:</b> ADF &amp; Flatbed</p> <p><b>Screen Resolution:</b> 1200 dpi</p> <p><b>Paper Size:</b> 8.5x14 inches</p> <p><b>Networking:</b> Auto Wireless Connect, Built-in-networking, USB Printing, Wireless printing, Ethernet and Scan to email feature.</p> <p><b>Monthly duty cycle:</b> Up to 25,000 pages</p> <p><b>Print speed, black (ISO, laser comparable):</b> Up to 22 ppm</p> <p><b>Recommended monthly page volume:</b> 250 to 1500</p> <p><b>Display:</b> 2.65" (6.75 cm) CGD touch screen</p>	28
3	<p><b>Printer Type 2</b></p> <p><b>Functions:</b> Print</p> <p><b>Print Speed:</b> As fast as 5.6 sec</p> <p><b>Processor:</b> 1200 MHz</p> <p><b>Memory, standard:</b> 256 MB DRAM</p> <p><b>Paper Management:</b> 100-sheet multipurpose Tray 1, 250-sheet input Tray 2; 150-sheet output bin</p> <p><b>Paper Size:</b> Tray 1: A4, A5, A6, B5 (JIS), Oficio, Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Envelope B5, Envelope C5, Envelope DL, Custom Size, A5-R, B6 (JIS); Tray 2 &amp; Tray 3: A4, A5, A6, B5 (JIS), Oficio, Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Custom Size, A5-R, B6 (JIS)</p> <p><b>Networking and Connectivity:</b> 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network</p>	11 Nos.

	<p><b>Monthly duty cycle:</b> Up to 80,000 pages  <b>Display:</b> 2-line backlit LCD graphic display  <b>Recommended monthly page volume:</b> 750 to 4000  <b>Display:</b> 2-line backlit LCD graphic display</p>	
4	<p><b>Printer Type 3 (A3 Printer)</b></p> <p><b>Functions:</b> Print  <b>Print Speed:</b> Up to 35 ppm, letter; up to 18.5 ppm, tabloid  <b>Processor:</b> 460 MHz  <b>Memory, standard:</b> 48 MB RAM, one open DIMM slot  <b>Paper Management:</b> 100-sheet multipurpose tray 1 - 250-sheet input tray 2 -optional  500-sheet input tray 3; 250-sheet output bin  <b>Paper Size:</b> upto A3  <b>Connectivity:</b> Hi-Speed USB 2.0 port, IEEE 1284 parallel port,one open EIO slot  <b>Monthly duty cycle:</b> Up to 65,000 pages per month</p>	2 Nos.
5	<p><b>Printer Type-4</b></p> <p>Laser-Print Method - Electro photographic Laser Printer  <b>Memory Capacity Standard</b> - 64 MB  <b>Power Source</b> - 220 to 240 V AC 50/60 Hz  <b>Paper Input</b> - Plain Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper,  Bond, Label, Envelope, Env. Thin, Env.Thick.  <b>Paper Output</b> - Up to 120 Sheets.  <b>Scanning</b> - Automatic 2-sided Scanning  <b>Scanning Width</b> - Maximum 210 mm  <b>Scanning Resolution</b> - Up to 19200 x 19200 dpi (interpolated)  <b>Printing</b> - Automatic 2-sided Print  <b>Print Speed</b> - Up to 30 pages/minute (A4 size)  <b>Connectivity</b> - USB, LAN, Wireless</p>	1No
6	<p>Scanner machine with following specifications</p> <p><b>Scanner type:</b> Flatbed  <b>Sensor type:</b> CIS  <b>Light source:</b> 3-color (RGB) LED  <b>Optical resolution:</b> 2400 x 4800 dpi  <b>Selectable resolution:</b> 25-19200 dpi (Scan Gear)  <b>Scanning bit depth:</b> <i>Color:</i> 48 bit (16 bit input for each color (RGB))/48 bit or 24 bit  output (16 bit or 8 bit output for each color (RGB)); <i>Grayscale:</i> 16 bit input/8 bit output  <b>Interface:</b> Hi-Speed USB.  <b>Maximum document size:</b> A4/Letter (8.5" x 11.7"/216 x 297 mm)  <b>Scanner buttons:</b> 4 buttons (PDF, AUTO SCAN, COPY, SEND)  <b>Operating environment:</b> Temperature: 41 to 95 °F (5 to 35 °C), Humidity:10 - 90 % RH  (no condensation)  <b>Power supply:</b> Supplied via USB port (No external adapter required)  <b>Power consumption:</b> In operation: 2.5 W; Stand-by: 1.5 W; Off: 11 mW.  <b>External dimensions:</b> Approx. 9.9 (W) x 14.6 (D) x 1.6 (H) inches; Approx. 250 (W) x  370 (D) x 40 (H) mm  <b>Weight:</b> Approx. 3.4 lb (1.6 kg)</p>	
7	<p>Photocopier machine with following specifications:</p> <p><b>I. Copier Specifications</b>  <b>Copying process:</b> Electrostatic laser copy; indirect  <b>Toner system:</b>Simitri® HD polymerised toner  <b>Copy/print speed A4 mono (cpm):</b> Up to 28 cpm  <b>Copy/print speed A3 mono (cpm):</b> Up to 14 cpm  <b>Autoduplex speed A4 mono (cpm):</b> Up to 28 cpm  <b>1st Copy/print time mono (sec):</b> 5.3 sec.  <b>Warm-up time (sec):</b> Approx. 20 sec., Warm-up time may vary depending on the  operating environment and usage  <b>Copy resolution (dpi):</b> 600 x 600 dpi  <b>Gradations:</b> 256 gradations</p>	3

**Multi-copy:** 1 - 9,999  
**Original format:** A5 - A3  
**Magnification:** 25-400% in 0.1% steps; auto-zooming  
**Copy functions:** Chapter; cover and page insertion; proof copy (print and screen); adjustment test print; digital art functions; job setting memory; poster mode; image repeat; overlay (optional); stamping

#### **II. Printer Specifications**

**Print resolution (dpi):** 1,800 (equivalent) x 600 dpi  
**Page description language:** PCL 6 (PCL 5 + XL 3.0); PostScript 3 (CPSI 3016); XPS  
**Operating systems:** Windows VISTA (32/64), Windows 7 (32/64), Windows 8 (32/64), Windows 8.1 (32/64), Windows 10 (32/64), Windows Server 2008/2008 R2 (32/64), Windows Server 2012/2012 R2 (64), Macintosh OS X 10.x, Unix; Linux; Citrix  
**Printer fonts:** 80 PCL Latin; 137 PostScript 3 Emulation Latin  
**Print functions:** Direct print of PCL; PS; TIFF; XPS; PDF (v1.7); encrypted PDF files and OOXML (DOCX; XLSX; PPTX); mix media and mixplex; "Easy Set" job programming; overlay; watermark; copy protection; carbon copy print  
**Mobile printing:** AirPrint (iOS); Mopria (Android); Google Cloud Print (optional); Wi-Fi Direct (optional); Konica Minolta Print Service (Android); Page Scope Mobile (ios); NFC Authentication and Pairing (Android)

#### **III. Scanner Specifications**

**Scan speed colour (opm):** Up to 45 ipm  
**Scan Speed mono (opm):** Up to 45 ipm  
**Scan resolution (dpi): Max.:** 600 x 600 dpi  
**Scan modes:** Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home), Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAN scan  
**File formats:** TIFF; PDF; Compact PDF; JPEG; XPS; Compact XPS; DOCX; XLSX; searchable PDF; PDF/A; linearized PDF  
**Scan destinations:** 2,100 (single + group); LDAP support  
**Scan functions:** Annotation (text/time/date) for PDF; up to 400 job programs; Real-time scan preview

#### **IV. User box specification**

**Max. storable documents:** Up to 3,000 documents or 10,000 pages  
Type of user boxes, Public, Personal (with password or authentication), Group (with authentication)  
**Type of system boxes:** Secure print, Encrypted PDF print, Fax receipt, Fax polling  
**User box functionality:** Reprint; combination, Download, Sending (e-mail/FTP/SMB and fax), Copy box to box

#### **V. System Specifications**

**System memory standard (MB):** 2,048 MB (standard)  
**System hard disc optional (GB):** 250 GB (standard)  
**Interfaces standard:** 10-Base-T/100-Base-T/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11b/g/n (optional)  
**Network protocols:** TCP/IP (FTP; SMB; SMTP; WebDAV) (IPv4/IPv6)  
**Frame types:** Ethernet 802.2; Ethernet 802.3; Ethernet II; Ethernet SNAP  
**Automatic document feeder:** Up to 100 originals; A6-A3; 35-163 gsm, RADF optional available  
**Paper size:** A5-A3; A6S; Thick Paper X/Y size input range: Width: 90-297 mm; Length: 139.7-431.8mm  
**Printable paper weight (g/m<sup>2</sup>):** 60-220 gsm  
**Paper input capacity (sheets):** Standard: 1,100 sheets, Max.: 3,600 sheets  
**Paper trays standard:** Tray 1: 500 sheets; A5-A4; 60-220 gsm, Tray 2: 500 sheets; A5-A3; 60-220 gsm, **Manual Bypass:** 100 sheets; A6-A3; custom sizes; 60-220 gsm  
**Paper trays optional:** Tray 3: 500 sheets; A5-A3; 60-220 gsm, Tray 3 + 4: 2 x 500 sheets; A5-A3; 60-220 gsm, Large Capacity Cabinet: 2,500 sheets; A4; 60-220 gsm  
**Automatic duplexing:** A5-A3; 60-209 gsm  
**Finishing modes (optional):** Offset; group; sort; staple; punch; centre-fold; letter fold; booklet

	<b>Output capacity (w. finisher):</b> Max.: 3,300 sheets <b>Output capacity (w/o finisher):</b> Max.: 250 sheets <b>Stapling:</b> Max.: 50 sheets or 48 sheets + 2 cover sheets (up to 209 gsm) <b>Stapling output capacity:</b> Max.: 1,000 sheets <b>Letter fold:</b> Up to 3 sheets <b>Letter fold capacity:</b> Max.: 30 sheets (tray); unlimited <b>Booklet:</b> Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm) <b>Booklet output capacity:</b> Max.: 100 sheets (tray); unlimited <b>Copy/print volume recommended (monthly):</b> 13,000 <b>Copy/print volume max. (monthly):</b> 28,000 <b>Toner lifetime Black:</b> 23,000 pages <b>Imaging Unit lifetime Black:</b> 80,000 pages/600,000 pages (Drum/Developer) <b>Power consumption:</b> 220-240 V / 50/60 Hz; Less than 1.5 kW (system) <b>System dimensions (WxDxH, mm):</b> 585 x 660 x 735 mm (Standard configuration of main body) <b>System weight (kg):</b> Approx. 56.5 kg	
8	Supply and installation of air conditioning system with heater for Office and Conference rooms	14
9	Walkie Talkie set (Should provide model and sample)	27sets
10	Walkie spare battery	27
11	GPS	12
12	Nylon measuring chain (50mtr)	1
13	Digital measuring tape (High quality wheel measure)	1
14	A-Shape tent	3
15	4men tent	1

## 2. Submission & Opening of Tender Documents:

The sealed tenders should be addressed to the Chief Executive Officer, NRDCL, Corporate Head Office, Thimphu and submitted on 20.02.2019 (before 12.30pm). The tenders shall be opened at 2.15PM on the same day at NRDCL Conference Hall, Thimphu in presence of the bidder or their representatives who choose to attend.

## 3. Bid Security:

- 3.1. An earnest money of 2% of the quoted amount has to be deposited in the form of bank draft or cash warrant or bank guarantee prepared in favor of the CEO, NRDCL and shall be enclosed with the bid.
- 3.2. Any bid not accompanied by valid Trade License and EMD shall be treated as non-responsive and cancelled.
- 3.3. The earnest money (EMD) of the unsuccessful bidder shall be returned within 15 days from the date of finalization of the tender.
- 3.4. The earnest money of the successful bidder shall be refunded only after the expiry of the validity of the tender.

## 4. Performance Security:

- 4.1. The successful bidder shall deposit 10% of the contract amount as performance security in the form of unconditional bank guarantee/cash warrant/demand draft which shall be retained with NRDCL till the completion of the contractual obligations.

## 5. Price & Offer Validity:

- 5.1. The quoted rate should be CIF NRDCL HQ office Thimphu inclusive of all taxes & charges applicable within Bhutan.

5.2. The price offered should be valid for a period of one (1) year from the date of tender submission within which NRDCL reserves the right to place additional orders for any quantity without price variation.

## **6. Evaluation of Tender**

6.1. During the evaluation, if there is any discrepancy between amounts in figures and in words, the amount in words shall be considered.

## **7. Resolution of Disputes**

7.1. In case of any disputes between the NRDCL and bidder(s), the decision of the NRDCL management shall be final and binding on both the parties.

## **8. Tax Deducted at Source**

8.1. All payments related to the supply shall be subject to 2%TDS as per the prevailing Government rules.

## **9. Delivery Period:**

9.1. The items as per supply order should be delivered as per terms conditions, make/brand/size/quantity specified in the supply order.

## **10. Liquidity Damages:**

10.1. In the event, the supplier delays in supplying the material within given delivery time, a late delivery penalty (liquidated damages) at the rate of 0.05% for every day of delay on the total purchase order value up to a maximum of 10% shall be levied and deducted from the bill.

## **11. Specific terms:**

11.1. The NRDCL reserves the right to accept or reject any or all bids without assigning any reasons thereof.

11.2. Any unsealed & unsigned bid shall be rejected by the Tender Opening Committee.

11.3. Any sealed tender received after the deadline for the submission of tender prescribed in the tender document shall not be accepted.

11.4. The bidder(s) must seal (company seal) and sign on every page of the tender document as an acceptance of the prescribed terms and conditions.

11.5. The bidder(s) shall seal (company seal) and sign the 'Integrity Pact' enclosed as ANNEXURE I with the tender document and submit along with the bid failing which, the bid shall be treated as non-responsive and rejected.

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## **INTEGRITY PACT ANNEXURE - I**

### **General:**

Whereas (**Chief Executive Officer**) representing the (**Natural Resources Development Corporation Limited**), Royal Government of Bhutan, hereinafter referred to as the Employer on one part, and (Name of person) representing the ( )

(Name of Bidder) as the other parts hereby execute this agreement as follows: This agreement should be a part of the tender document, which shall be signed and submitted along with the tender document. The head of the employing agency/or his authorized representative should be the signing authority. For the bidders, the bidder himself or his authorized representative must sign the Integrity Pact (IP). If the winning bidder had not signed during the submission of the bid, the tender shall be cancelled.

### **Objectives:**

Now, therefore, the employer and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as Integrity Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into, with a view to :-

Enabling the employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and

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 and the employer will commit to prevent corruption, in any form by their officials by following transparent procedures.

### **Commitments of the Employer:** The employer commits itself to the following:-

The employer hereby undertakes that no official 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, bid evaluation, contracting or implementation process related to the contract.

The employer further confirms that its officials has not favored any prospective bidder in any form that could afford an undue advantage to that particular bidder during the tendering stage, and will further treat all bidders alike. All the officials of the employer shall report to the head of the employing agency or an appropriate Government office any attempted or completed violation of clauses 3.1 and 3.2.

Following report on violation of clauses 3.1 and 3.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the employer and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the employer the proceedings under the contract would not be stalled.

### **Commitments of Bidders:**

The bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in

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order to secure the contract or in furtherance to secure it and in particular commits himself to the followings:-

The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the employer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract. The bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the employer or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government.

The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Employer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

**Sanctions for Violation:**

The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws. The breach of the pact or providing false information by the bidder, or any one employed by him, or acting on his behalf (whether with or without the knowledge of the bidder), or the commission of any offence by the bidder, or any one, employed by him, or acting on his behalf, shall be dealt with as per the provisions of the Penal Code of Bhutan, 2004, and the Anti-Corruption Act, 2006.

The employer/relevant agency shall also take all or any one of the following actions, wherever required:-

To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.

To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.

The earnest money / security deposit shall stand forfeited.

To recover all sums already paid by the employer.

To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the bidder, in order to recover the payments, already made by the employer, along with interest.

To cancel all or any other contracts with the bidder.

To debar the bidder from entering into any bid from the government of Bhutan as per the debarment Rule.

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**Conflict of Interest:**

A conflict of interest involves a conflict between the public duty and private interests (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflict of Interest would arise in a situation when any concerned members of both the parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee member must be declared in a prescribed form (sample form attached).

The bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member, and if he does so, the employer shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

**Examination of Books of Accounts:**

In case of any allegation of violation of any provisions of this Integrity pact or payment of commission, the employer/authorized persons or relevant agencies shall be entitled to examine the books of accounts of the bidder and the bidder shall provide necessary information of the relevant financial documents and shall extend all possible help for the purpose of such examination.

**Monitoring and Arbitration:**

The respective procuring agency shall be responsible for monitoring and arbitration of Integrity pact as per the Procurement Rules.

**Legal Actions:**

The actions stipulated in this Integrity pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**Validity:**

The validity of this Integrity pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the employer and the bidder.

Should one or several provisions of this pact turn out to be invalid; the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it. Further, the information provided in this agreement is true and correct to the best of our knowledge and belief.

The parties hereby sign this Integrity pact at.....on.....

.....  
**EMPLOYER**

.....  
**BIDDER**

1.Witness: (Legal Officer/Internal Auditor) 1.Witness



**DECLARATION OF CONFLICT OF INTERESTS**

Name of the Committee member/Committee: .....

Subject:  
.....

Date:  
.....

**Financial Interest:**

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**Close Personal Relationship:**

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**Other Potential Conflicts of Interest/Enmity:**

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I hereby declare that the above details are correct to the best of my knowledge and I make this conflict of interest declaration in good faith.

**Signature (Employee) Date:**

**(To be filled by Chairperson of the Committee)**

I hereby declare that I have received and appropriately noted this conflict of interest to be:

Actual  Perceived  Potential  Pecuniary  Non-pecuniary

Signature (Chairperson)

Date: