



RMA/ADM/E-20/2018-19/

8/12/2018

**Supply, installation, testing & Commissioning of offline Banknote destruction/shredder machine including operation, trouble shooting, maintenance & servicing**

**1.1 Overview**

1.1.1 The Royal Monetary Authority of Bhutan hereby invites the Request of Proposal for ‘Supply, Installation, Testing & Commissioning of the secured offline Banknote Destruction /Shredder machine including Operation, Trouble shooting, Maintenance and servicing’.

**2. Information to Vendors**

**2.1 The Purchaser**

2.1.1. The Royal Monetary Authority of Bhutan hereinafter referred to as the “Purchaser” shall select an eligible supplier, hereinafter referred to as the “Vendor” in accordance with the method of selection specified in these documents.

**2.2 Cost of Proposal**

2.2.1. The Vendor shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.

**2.3 Reservation of Rights**

2.3.1. The Purchaser is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Vendors.

**2.4 Contacts and Clarifications**

2.4.1. Should there be any clarifications concerning RFP, the prospective bidder shall notify the same to RMA in writing. The time for clarifications shall be extended till the deadline for submission of bids.

2.4.2. In an effort to maintain consistency and uniformity in responding to questions concerning the RFP, Bidders are encouraged to direct all the questions to:

**Mr. Chojay Wangdi**  
**Department of Administration & Finance**  
**Royal Monetary Authority of Bhutan**  
**Chhophel Lam, Kawajangsa**  
**Thimphu, Bhutan.**  
**Phone: 323111 ext 112 Email: cwangdi@rma.org.bt**

2.4.3. Copies of the response, where appropriate, shall be forwarded to all the bidders. No other source of information shall be considered an authorized expression of the Purchaser.



## 2.5 Technical Proposal

2.5.1. The Technical Proposal shall not include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

2.5.2. Submission of the wrong type of Technical Proposal shall result in the proposal being deemed non-responsive.

2.5.3. The Technical Proposal shall be enclosed in a sealed envelope clearly marked as ***'TECHNICAL PROPOSAL for Supply, installation, testing & commissioning of offline Banknotes Destruction machine including operation, trouble shooting, maintenance & servicing'***

2.5.4. The RMA Finance & Tender Committee may request a prospective Vendor to present their proposal and if so requested, the presentation shall be made without any charges to the Purchaser and within a notice period of not less than five (5) working days.

## 2.6 Financial Proposals

2.6.1. The Financial Proposal shall be prepared in hard copy and it shall be enclosed in a sealed envelope clearly marked ***"FINANCIAL PROPOSAL for 'Supply, installation, testing & commissioning of offline Banknotes Destruction machine including operation, trouble shooting, maintenance & servicing'***.

## 2.7 Submission of Responses to RFP

2.7.1. The envelopes containing the Technical and Financial Proposals shall be enclosed into a sealed outer envelope clearly marked ***"Proposal for Supply, installation, testing & commissioning of offline Banknotes Destruction machine including operation, trouble shooting, maintenance & servicing'***.

2.7.2. The proposal should be submitted by the bidder to the following address:

**Executive Director  
Department of Administration and Finance  
Royal Monetary Authority of Bhutan  
Chhophel Lam, Kawajangsa  
Thimphu, Bhutan**

## 2.8 Deadline for submission & opening of a Proposal

2.8.1. Proposal must be received by RMA at the address and no later than 3:00 PM (BST) on Friday, December 28, 2018.

2.8.2. RMA shall not consider any Proposal that arrives after the deadline for submission of Proposals.



2.8.3. Any Proposal received by RMA after the stipulated deadline for submission of Proposals shall be declared late and return unopened to the Vendor.

2.8.4. The Technical proposal shall be opened on 31<sup>st</sup> December, 2018 by the RMA Finance & Tender Committee in presence of representative of bidders who chooses to attend.

## 2.9 Bid Security

2.9.1. The bidder shall furnish 2% of the total bid amount as an earnest money (bid security), which is refundable. The earnest money deposit should be enclosed in the same sealed envelope as the “Financial Proposal”.

The bid not accompanied by a responsive Bid Security shall be rejected by the Purchaser as non-responsive.

2.9.2. The bid security for:

2.9.2.1. International license holder, shall be in Rupee and shall be in the form of a Bank Guarantee or Demand Draft issued by any commercial banks recognized by the Central Banks and valid for 30 days beyond the validity of the bid.

2.9.3. The bid security of the unsuccessful bidders shall be returned as soon as possible but not later than 30 days after the expiry of the bid validity.

2.9.4. The bid security of the successful bidder shall be returned upon award of the work, execution of the contract and furnishing of the performance security equivalent to 10% of contract value.

2.9.5. The bid security shall be forfeited if a bidder withdraws its bid during the period of bid validity; or if a bidder does not accept the arithmetical corrections of its bid price.

2.9.6. In the case of a successful bidder, the bid security may be forfeited, if the bidder fails to sign the contract or to furnish the performance security within the given time.

## 2.10 Period of Validity of Proposal

2.10.1. Proposal shall remain valid for 180 days from the closing date of submission of proposal and the Client reserves the right to extend the period of validity with the same terms and conditions.



## 2.11 Addendum to RFP

2.11.1. The Purchaser may amend or modify the RFP Documents by issuing addendum, for any reason, and at any time prior to the deadline for submission of proposal. Any addendum to the RFP documents shall be part of the RFP Document.

2.11.2. All Bidders will be notified of the addendum to the RFP through e-mail and in writing and it shall be binding on the prospective Bidders.

2.11.3. To allow Bidders reasonable time to take any addendum into account in preparing their proposal, the client will extend, if necessary, the deadline for the submission of proposal.

## 2.12 Proposal Evaluation

2.12.1. The firms are required to submit a Technical and a Financial proposal. A two stage procedure will be adopted in evaluating the proposals

### 2.12.2. Technical Evaluation

2.12.2.1. The technical proposal shall be opened and evaluated to determine the eligibility of technical suitability and competence of bidders to perform the contract.

2.12.2.2. The proposal shall be evaluated on the basis of but not limited to the following such as Vendor's experience and the ability to address the specific requirements of the individual service providers (Annexure A).

2.12.2.3. Vendors shall score a minimum aggregate of 70% in technical proposal to qualify for financial bid opening.

### 2.12.3. Financial Evaluation

2.12.3.1. Only the financial bids of those bidders qualified on technical proposal shall be opened for overall evaluation. Unopened financial bids of other bidders shall be returned.

## 2.13 Evaluation Criteria

2.13.1. The proposal shall be assessed based on technical capabilities and financial bids as follows:

Sl.No.	Evaluation category/ criteria	Weightage
1	Technical	30%
2	Financial	70%



### 2.13.2. Overall score –

The consolidation will be based on the following formula:

$$E = [(F1/F) * 70] + [(T/ Th) * 30]$$

Where E = total score for the vendor response (combining technical and financial bids)

F = financial bid quoted by a particular vendor

F1 = lowest of all evaluated bid prices among the responsive bidders

T = technical score awarded to a particular vendor

Th = technical score of a vendor who scored highest among the responsive bidders

### 2.14 Award

2.14.1. The Client reserves the right to award the contract to the best vendor without necessarily holding discussion with other vendors that submitted a response to the RFP. Therefore, your proposal must be submitted initially on the most favorable terms possible from a pricing, solution coverage, delivery, support and technical standpoint.

### 2.15 Delivery period

2.15.1 The delivery of the machine shall be made within 120 days from the issuance of the purchase order.

### 2.16 Negotiation

2.16.1. The Purchaser reserves the right to negotiate the final terms of the award of work or contract with the successful Vendor.

2.16.2. The financial negotiations shall generally be for the price and payment schedule

2.16.3. If selected for award of contract, the Vendor should sign Contract Agreement with the Client.

2.16.4. The contents of a successful proposal may be considered as a contractual obligation. Failure on the part of the Vendor to accept this obligation or such other terms and conditions may result in cancellation of the award and may result in the Purchaser proceeding to initiate the negotiation process with the next-ranked Vendor.



## 2.17 Payment

2.17.1. The payment to the vendor shall be as follows:

- i. 10% of the total amount of the contract Amount shall be paid upon signing the Agreement and upon submission of the Bank Guarantee against the advance payment.
- ii. 80% of the Contract amount shall become payable by the Client after the complete delivery of all items as per the RPF and completion of setup configuration and test acceptance.
- iii. 10% of the Contract Amount shall become payable by the Purchaser after the go-live of the project, completion of user training and documentation.

## 2.18 Confidentiality

2.18.1. The Vendor shall not, either during the term of this Contract or within expiration of this Contract, disclose any proprietary or confidential information relating to the Purchaser's business or operations the without the prior written consent of the purchaser.

## 2.19 Liquidated Damages

2.19.1. The Vendor shall be liable to pay liquidated damages at the rate of zero point one (0.1%) percent of the Contract Price for every day of delay. The aggregate liquidated damages, payable by the Vendor shall not exceed 10% of the Contract Price.

## 2.20 Right to Accept Any Bid and to Reject Any or All Bids.

RMA reserves the right to:

2.20.1. Accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract.

2.20.2. Accept the bid(s) that is/are in the best interest of the client.

2.20.3. Accept other than the lowest quoted price.

2.20.4. Cancel the award at any time prior to the signing of the contract without assigning any reasons thereof. The client has no obligation to explain to unsuccessful Bidders the reasons for not proceeding with the contract.



## **2.22 Implementation, Testing, Training and Go live**

2.22.1. The vendor shall consider the scope of work, develop, configure, and implement a solution in compliance with the requirements outlined in this RFP.

2.22.2. The vendor shall provide the testing strategy and relevant test cases and shall also conduct the testing of various components of the software developed/customized along with the solution as a whole.

2.22.3. The testing must be carried out before User Acceptance Test (UAT) sign-off.

2.22.4. The vendor shall conduct trainings for the client and all training plans have to be mutually agreed on with the client.

2.22.5. The vendor shall develop and provide detailed technical and general operations/user manual.

## **2.23 Vendor Designated Contact**

2.23.1. The respondent should identify the name, title, address, telephone, fax and e-mail of a single point of contact (and one alternate) for the duration of this RFP process. The availability of this person should be specified.

## **2.24 Performance Security**

2.24.1. Prior to signing of the Contract the successful bidder shall be required to furnish Performance Security at the rate of ten percent (10%) of the contract value within fifteen (15) working days after the notice of the award.

2.24.2. The performance security shall be in the form of a Bank Guarantee or Demand Draft issued by any commercial banks recognized by the Central Bank of Bhutan.

2.24.3. The performance security shall be discharged and returned to the vendor upon expiration of the warranty period.

## **2.25 Tax Deducted at Source (TDS)**

2.25.1. Deduction of TDS as per the rule shall be made directly from the supplier's bill.



## **2.26 License and Permit/ Taxes & Duties**

2.26.1. The bidder shall submit the copy of valid Trade License and Tax Clearance Certificate along with the bid.

2.26.2. The supplier shall be entirely responsible for taxes, stamp duties and other such levies/duties, etc.

## **2.27 The other requirements**

2.27.1. The bidder must submit the valid Original Equipment manufacturer (OEM) certificates of the Company or OEM certified vendors by the parent company.

2.27.2. The bidder must have minimum of 5 years past experience dealing with Banknote Processing Equipment business or similar field.

## **3. Terms of Reference**

### **3.1 Scope of work**

3.1.1 The vendor shall be required to propose and furnish detail background and information of the parts along with the operational procedures.

3.1.2. The bidder shall propose for the proper and secured offline currency shredder

3.1.3. The currency shredder machine has to have potential and capacity to shred at least 50-70 bundles of banknotes and a provision to increase, if required in near future.

3.1.4. The currency shredder must be more efficient and effective (The shredded pieces of notes should be as small as possible with less time consumption).

3.1.5. The size of machine need to be customized fitting in our existing Note Processing Section Hall (Require to make site visit, if necessary)

3.1.6. The machine must have provision to connect the briquetting if required in the future

3.1.7. The vendor shall be required to provide end users training to the client

3.1.8. Timely maintenance and servicing is required (The bidder must quote the rate for Annual Maintenance Contract (AMC) with detail scope and manpower stands).





3.1.9 Development, installation and configuration of the machine along with deployment of expertise and well-equipped resource personnel for the above tasks must be arranged by a vendor.

#### **4.1 Warranty**

4.1.1 The Vendor warrants to the Purchaser that the machine supplied under the Contract will comply strictly with the Contract, shall be first class in every particular case and shall be free from defects. The Vendor further warrants to the purchaser that all materials supplied by the vendor will be new, merchantable of the suitable grade, and fit for their intended purposes. The bidder must ensure the product warranty of minimum 12 months from the date of installation, commissioning and configuration.

#### **5.1 Dispute Resolution**

5.1.1. If any dispute arises between Purchaser and Vendor, the matter shall be dealt/settle as per the Law of Bhutan.



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**ROYAL MONETARY AUTHORITY OF BHUTAN**



RMA/ADM-44/2018-19/

7/12/2018

**Request for Proposal**

The Royal Monetary Authority of Bhutan, Central Bank of Bhutan, Thimphu hereby invites the Request for Proposal (RFP) from the eligible national and international suppliers for ‘Supply, installation, testing & commissioning of offline Banknote destruction/shredder machine including operation, trouble shooting, maintenance & servicing’. The documents containing detailed Terms & conditions can be downloaded from RMA website [www.rma.org.bt](http://www.rma.org.bt) from 8<sup>th</sup> to 27<sup>th</sup> December, 2018.

The RFP must be submitted to the Executive Director, Department of Administration & Finance on or before 3:00 PM on 28<sup>th</sup> December, 2018 and will be opened on 31<sup>st</sup> December, 2018. For any clarification, please contact Mr. Chojay Wangdi, Administrative Officer at 02-323111 ext No. 112 during office hours or write to email ID: [cwangdi@rma.org.bt](mailto:cwangdi@rma.org.bt)

Executive Director  
Department of Administration & Finance



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**ROYAL MONETARY AUTHORITY OF BHUTAN**

