



ཚུན་དཔོན་ཡོངས་ཁྱབ་ཡིག་ཚང་།

OFFICE OF THE ATTORNEY GENERAL



OAG/Adm-pro/2123

10 March 2016

The Manager

M/s.....
Thimphu.

Sub: **Invitation for Quotation**

Sir,

The Office of the Attorney General would like to invite sealed quotation for supply of server and photocopy Machine as per the specification given below.

Sl. No.	Specification	Rate (Nu.)	Remarks
1.	<p>Server Processor: 1U/2U Rack Mountable Server: Intel Xeon E5-series 3.5.Ghz single processors, Memory (RAM): 64 GB memory Memory (Cache) : 20/30 MB Cache Disk Drive: 8TB hard drive RAID Controller/ Hot Swap: Maximum storage drive bays support with 4 LFF or 8 + 2 SFF HDD/SSD Ports/Slots: iDRAC7 /iLO Express port, up to 10 PCIe slots; 8 PCIe 3.0 + 1 RAID slot, + 1 NDC slot + 2 optional PCIe slots Multimedia: NA Networking: 4x 1GB ethernet (NIC) Keyboard and Mouse: USB optical Keyboard and mouse, Display: Monitor (optional) 17" LCD Screen, Redundancy: Hot-plug redundant 750Watt power supply unit Licensed Softwares: Open source server</p>	

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2.	<p><u>Photocopy Machine</u> Memory: 256-512 MB Speed: 25-30 PPM Colour: Monochrome Duplexing: Auto Paper Tray Volume: 250-550 sheets Paper Tray Dimension: A4 and A3</p>	
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The last date for submission of the quotation is on or before 28th March, 2016 at 1.00PM and will be opened on the same day at 3.00 PM in the Conference hall of the Office.

Thanking you.

Yours Sincerely,

(Tashi Daw)
ADM



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Terms and conditions

1. The sealed quotation should be submitted to the Office of the Attorney General latest by **28th March 2016, on or before 1.00 PM** and will be opened on the same date at **3.00 PM**.
2. Complete set of the Binding Document shall be available from the Office of the Attorney General.
3. Sealed quotation rate shall be submitted with Earnest Money Deposit (EMD) in the form of demand draft/ Cash warrant in favour of Attorney General, Office of the Attorney General (OAG), Thimphu, which shall be at the rate of 2% of the total value.
4. Price quoted must be for original products. Sub-standard products/inferior quality of items shall be not accepted.
5. Bid security shall be forfeited if any bidder withdraws its bid during the period of bid validity.
6. The quality assurance shall be strictly monitored during award of contract. All bidders must produce sample of items during bidding and winning bidder's sample shall be retained with the OAG for authentication of items for one year.
7. The quoted rate shall remain valid for one year commencing from date of delivery of item.
8. Rates must be inclusive of all taxes, incidental charges etc.
9. A copy of your valid **trade license** should be attached along with the bid documents.
10. The bidders must submit **annual tax clearance certificate** issued by the agency concerned.
11. Failing to supply the goods as per the specification shall result in forfeiting the EMD.
12. The final award of contract shall be done after compiling the comparative statement within a week from the date of opening the tender.

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13. All bidders must present catalogue of items for authentication at the time of award for the products.
14. Non production of catalogue shall be treated as non responsive and shall be awarded to next lowest bidder.
15. Bidders failing to submit the bid documents on the above mentioned date and time shall be rejected for not adhering to the notification.
16. No advance payment shall be paid under any circumstances.
17. In the event of dispute over the issue not covered by the above terms and conditions, the “goods procurement manual 2009” shall be referred to and its contents relating to the situation shall be considered for binding.
18. OAG shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of documents.
19. The supplier shall undertake to deliver the goods without any additional cost to the OAG.
20. Any offer of rebate must be clearly specified item wise or as a package
21. The **currency** must be quoted in Ngultrums. The bids must be submitted both in original as well as duplicate copy.
22. OAG **reserves** the right to negotiate with the supplier once the award is confirmed for any change of specification(s) and the price.
23. Any change in product of similar nature must be notified to the OAG in writing within a week’s time.
24. The bids not accompanied by any of the aforementioned statutory documents and EMD shall be rejected.
25. Failing to supply the goods as per the sample retained by OAG with 30 days shall be liable for 5% penalty of the total value of specific item and shall be banned to bid for the next three consecutive years with OAG.



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26. Sealed cover containing the Bid Offer must be marked:

“Bids for the supply of Server & Photocopy Machine”

And shall be addressed to:

**The Attorney General
Office of the Attorney General
Thimphu**

27. Full payment shall be made upon complete delivery of goods after deducting 2% (TDS) for BIT
28. The Tender Committee reserves the right to reject any bids without assigning specific reason(s) thereof.

For Office of the Attorney General

