**Notice Inviting Quotation (NIQ)**

1. The Thimphu TechPark Limited (TTPL), is pleased to invite bids from the eligible bidders for procurement of *Laptops* as per the scope of supply mentioned hereinafter.
2. Detailed specifications, scope of supply and terms and conditions of supply are given in the Bidding Documents, which are available at the address given below as per the following schedule:

|  |  |  |
| --- | --- | --- |
| NIQ No. | : | TTPL/Pro-04/2020/ |
| Last date for Bid receipt & time | : | Up to 23rd July, 2020 by 11:00 AM at the address  Dy. Procurement Manager  Admin and Personnel Division  TTPL, Thimphu. |
| Bid opening date & time | : | On 23rd July, 2020 at 11:30 AM at *Conference Hall.* |

1. Bidding document shall be issued to the all interested and eligible bidders.

1. All Bids must be accompanied by Bid Security for an amount of BTN 10,000 [in words and figures] Ten thousand only in the form of Demand Draft /Cash Warrant / Bank Guarantee, issued by any Financial Institutions acceptable and enforceable by Financial Institutions in Bhutan and shall remain valid till **24th August, 2020**. Bids not accompanied with an acceptable Bid security as specified in Bidding Documents or Bids accompanied with Bid Security of inadequate value and validity shall be rejected by TTPL.
2. The offer should be kept in a sealed envelope and must either be sent by Registered post or delivered personally at the address given below or deposited in the tender Box at the same address latest by 1100 hrs by the last date for Bid receipt. The bids shall be opened at Conference Hall, TTPL, on the same date at 1130 hrs in the presence of bidders or their authorized representatives who may wish to attend the opening of bids. Any late bids will be rejected.
3. In case of unscheduled holiday on the last date for Bid receipt, the Bid receipt date / time and bid opening date and time will get extended up to the next working day.
4. If the Bid Documents are transferred to an authorized agent/dealer duly authorized by the party to whom the Bid documents have been issued originally a proper letter of authorization should be sent in advance by the party invited to Bid. A copy of such authorization should also be enclosed to the bid with suitable remarks superscripted on the face of the envelop.
   1. In case of any change in the name and address of the employer/ TTPL vis a vis the name and address at which the Bid documents have been sent, the bidders are requested to intimate the change in advance supported by relevant documents failing which the offer may be treated as unsolicited and run the risk of not being opened.
5. The bid document for the above procurement comprises of the following Sections:

SECTION– I: INSTRUCTIONS TO BIDDERS (ITB)

SECTION–II: BIDDING FORMS

SECTION–III: GENERAL PURCHASE CONDITION (GPC)

SECTION–IV: TECHNICAL SPECIFICATION

SECTION–V: CONTRACT FORMS

1. You are requested to submit your most competitive offer in a sealed envelope super scribing the following details on the right hand top corner :

TTPL’s NIQ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Receipt date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the supply \_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Offers must be addressed to:

Dy. Procurement Manager

Admin and Peronnel Division,

Thimphu TechPark Limited.

1. The Bid should be valid for a period of thirty (30) days from the date of Bid Opening.
2. **Delivery Schedule and Place**

Date of completion of Delivery[[1]](#footnote-1): **45 days from placing the Supply Order.** (No extension will be provided, despite the Covid-19 crisis)

Place to be delivered: Thimphu TechPark Limited Office, WangchuTaba, Thimphu.

1. **Contact Personnel:**

Interested bidders may contact the following person (Nodal officer) for any clarification:

Designation: Dy. Procurement Manager.

Phone No. 17783881

1. **Address for delivery of the Bid:**

Dy. Procurement Manager

Admin and Peronnel Division,

Thimphu TechPark Limited.

Thanking you,

Yours faithfully,

For and on behalf of the Thimphu TechPark Limited.

**Signature ………………………………………**

**Designation: Dy. Procurement Manager.**

1. In case of staggered Delivery requirement, indicate the phased Delivery schedule [↑](#footnote-ref-1)