

Suppliers Declarations/Undertaking Form

1. I (Name of Firm) hereby undertake to supply the item circled above to the **Royal Insurance Corporation of Bhutan Limited, Head Office, Thimphu**, the items list is enclosed at the final rates offered by the firm mentioned as above.

2. I hereby would like to certify and reconfirm, that I have understood all terms & conditions for supply of items against the circled category of items mentioned against the categories of items and I, hereby undertake to abide by all required provisions of RICB therein.

3. I would like to certify, reconfirm and validate, that all items shall be supplied to the RICB under the trade license approved by the Royal Government is. _____

4. I reconfirm that the Validity of above mentioned trade license is till _____

5. I would like to certify and reconfirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate is attached (verified copy).
 - i. **Signature of Supplier:** _____

 - ii. **Name:** _____

 - iii. **Address:** _____

 - iv. **Telephone No.** _____

 - v. **Email Address:** _____

General Terms and Conditions

1. The sealed tender must reach to the RICB, Head Office, Thimphu on or before 14th April 2018, at 10.AM. It will be opened on the same day at 11 AM in the Chamber of the General Manager(CID Department)Head Office, Thimphu.
2. The bidding rates will be valid till **December 31, 2018** for all items against the category selected from the Suppliers Offer From.
3. The sealed tender documents must be submitted with copies of following documents:
 - a. A copy of valid trade license (Verified); and
 - b. A copy of valid tax clearance certificate (Verified).
4. The Supplier should supply the equipment as per the specification (Attached) provided and any sub-standard item is liable to be rejected.
5. The items supplied by the bidder should be under the warranty period of **12 months** from the date of installation, configuring and testing.
6. The successful bidder must install, configure, and test the equipment in the RICBL, Thimphu and the payment will be made after completion of above formalities only.
7. The tender document can be obtained from the **Store Division, Head Office, Thimphu** or down load from RICB website.
8. The tender document must be sealed and signed in all the pages of the tender documents. The seal and signature has to be same on all pages.
9. Any tender documents without valid sealed & signature on all pages of the tender documents shall not qualify for the final bidding.
10. All forms of taxes (TDS) shall be applicable to all items, which shall be in accordance with the Taxation Rules and Regulation (TRR) of the Royal Government of Bhutan at the prevailing rates and the same shall be deducted at the source, ie. at the time of payment.



11. Security Deposit 10% shall be retained by the Corporation as security deposit (non-interest bearing) and will be refunded by the end of the completion warranty period.
12. The RICB will not provide any advance payment for the supply of any items mentioned in the tender document.
13. The equipment should be supplied and reached with in 10 days from the date of supply order. In case of delay in supply, a penalty of 0.1% of the quoted value will be deducted per day.
14. The Management of RICB reserves the right to reject any / all quotation without assigning any reasons thereof and Management decision shall be final and binding in all respects.
15. The tender which do not comply with the terms and condition outlined above will not be evaluated and will be treated as null and void.
16. All bidders are required to enclose Undertaking Letter in original, assuring on the understanding and fulfillment of above Terms and Conditions along with the tender documents.



Management

❖ **Address for Correspondence**

All correspondence relating to submission of the bid documents should be addressed to:-

**The General Manager,
Tender Committee
Royal Insurance Corporation of Bhutan Limited.
Post Box No. 315
Thimphu, Bhutan**

SPECIFICATIONS FOR THE LAPTOP


Sl. No.	Features	Specifications		Remarks
		Mac Book Pro	Mac Book Air	
1	Display	15-inch (retina display)	13.3-inch (retina display)	- with Laptop bag
2	Processor	2.9GHz quad-core Intel Core i7	2.9GHz quad-core Intel Core i7	
3	Storage	512GB PCIe-based onboard SSD	512GB PCIe-based SSD	
4	Memory	16GB of 2133MHZ LPDDR3 onboard memory	8GB of 1600MHz LPDDR3 onboard memory	

Sl. No.	Item	Specifications	Remarks
1	Dell Laptop	RAM: 8GB HDD: 500 GB CPU: core i7 Graphics: Intel HD Graphics Connectivity: Gigabit Ethernet Operating System: OEM pre-installed 64-bit Genuine windows 10 professional (Latest service pack) with media, documentation & certificate of authenticity -Both HDMI and VGA ports Screen: 15.6 inches Warranty Includes OEM warranty standard and support.	- with Laptop bag - with optical mouse

Submitted by:


 (Dechen Dorji)
 ADO, IT Dept.




 (Basant Subba)
 DO, IT Dept.