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**Bhutan InfoComm and Media Authority
Royal Government of Bhutan**

Terms of Reference (ToR)

Name of the Work: *Partition for Reception office at BICMA Secretariat Building.*

Terms of Reference (ToR)

1. Background

The Secretariat Building of the Bhutan InfoComm and Media Authority is newly constructed at Kawang Damesa, Motithang, Thimphu. The reception area that we have allocated is open, and with winter approaching, there is a growing concern about maintaining the comfort and well-being of our receptionist, as well as preventing any sort of unauthorized access to the reception area and the sensitive information handled within. Therefore, given the growing importance of the Authority and the increasing number of visitors, it became evident that the need for a reception counter was immediate and pressing.

2. Objective

- 2.1 To prevent unauthorized access to the reception area;
- 2.2 To Provide reception at the counter for the reception of clients;
- 2.3 Provide a friendly and convenient working environment;
- 2.4 In order to have a smooth function of incoming letters and outgoing letters and despatch the dak to the concerned Officials
- 2.5 to attend the phone calls and transfer the phone calls to the concerned officials.

3. Specifications and Scope of Work

- 3.1 The following are the specifications required for a L shaped timber Counter Partition with Ceiling & door:
 - Height - 2600mm
 - Width- 2240 mm
 - Length -2550mm
 - Ceiling 2550 x 2240 mm
 - Ceiling with SLI 8mm whiteboard

Attached below is the desired design for the reception counter.



3.2 The Bidders, at their own responsibility and risk, are encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the bid and entering into a Contract for performance of the Works. The costs of visiting the Site shall be at the bidder's own expense.

4. Documentation Requirements

SI No.	Documents required
1	Valid Trade License
2	Valid Tax Clearance Certificate
3	Valid Security Clearance
4	Bid Security as specified

**Non-compliance to mandatory eligibility requirements is treated as non-responsive and the bid shall not be considered for further evaluation.*

5. Expected Output and Quality Assurance

5.1 Should have paneled rubber wood finishing

5.2 Should maintain as per the measurement as mentioned above

6. Duration of Assignment

The supply and installation of the reception counter shall be completed within a 10 days time frame after the award of the work.

7. Opening and Evaluation of Bids

The Tender Opening Committee will open the bids and the Tender Evaluation Committee shall evaluate the bids.

7.1 Clarification on Bidding Document: To assist in the examination, evaluation, and comparison of bids, the Procuring Agency may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be made through e-GP. A prospective Bidder requiring any clarification of the Bidding Document shall contact the Procuring Agency through e-GP.

7.2 Bid Price and Discount: The Bid price shall take into account the cost of materials, transportation, labor, taxes, levies, overheads and profit, and any other cost. The Bid price shall be applicable for the whole work described in the Drawings and Specifications.

7.3 Evaluation Criteria: The compliance to the Terms of Reference (ToR) will be

evaluated. The award shall be made to the responsive bidder having the lowest financial proposal.

Note: The Procuring Agency is not bound to select any of the firms submitting the bid. Furthermore, a contract will be awarded in respect of the bid which is considered most responsive to the needs of the Procuring Agency based on economy and competence. The Procuring Agency does not bind itself in any way to select the firm offering the lowest price.

8. Legal Responsibility and Performance Security

- a. The contract agreement for the work will be signed between the Authority and the Consultant.
- b. The performance security (**10% of the contract amount**) shall be submitted in the form of a Demand Draft/Cash Warrant in favor of the Procuring Agency at the time of signing the contract and shall be valid till the end of the contract period.
- c. In case of any dispute, it shall be dealt with as per the dispute resolution clause prescribed in the Procurement Rules and Regulation (PRR), 2023.

9. Terms and Conditions

9.1 General Conditions

1. The award will be made to the bidder who is offering the lowest evaluated and acceptable price that meets all the requirements of the procuring agency.
