

Pre-Bid Meeting Minutes for Supply of Projectors

Date: 6th September 2022

Venue: MoE Conference Hall

Members present:

1. Dorji Lhamo, NGN Technologies
2. Ran Bahadur Neopaney, Brother's Optical & R.B Enterprise
3. Rinzin Dorji, Sai Trading Partner
4. Phurba Dorji, Dhaetaen Sapnter
5. Royesh Uraon, BD Commercial
6. Kumar Ghalley, Himalayan Infotech
7. Prem Thapa, Amoda Enterprise
8. Dorji Wangdi, Lamla Co.
9. Kinley Wangdi, New Device Technology
10. Lhaba Tshering, Wangthang Trading
11. Lobzang Dorji, Jamtsho Traders
12. Nishal Gurung, Kins Technology
13. Thinley Wangdi, New Edge Technologies
14. Sangay, Phuntsho Gatshe Enterprise
15. Tenzin, Dejung Norbu Enterprise
16. Arjun Gurung, AB Traders
17. Thinley Namgyel, T.N Safety Equipment Sales
18. Kinlay, Norbu Trakyod
19. Yeshey Lhendup, DSE, MoE
20. Pema Dondup, DoS, MoE
21. Tsewang Norbu, PPD, MoE
22. Karma Ugyen, FD, MoE
23. Tshering Yangzom, FD, MoE
24. Jamyang Dorji, DSE, MoE

All 19 bidders unanimously agreed on the following resolutions:

1. Delivery schedule: Initially delivery schedule was mentioned as 90 days. Many bidders raised concerns about completing supplying projectors to all the schools in 90 and 120 days considering most of the schools are located in far-flung areas. The bidders proposed to supply projectors to Dzongkhag Education Offices in 120 Days. Considering the needs and priority, the projectors must be supplied to all the schools and agreed on completing the supplies in **120 days**.
2. Submit colored hard copy brochures (with brand and model), or samples on the tender opening date or after 3 days from tender opening.
3. Bidders are not to quote for **Out-of-Production** or **Out-of-Sale** products.

4. The **Total Quantity of Projectors** mentioned in BOQ will depend on the Quoted Price and Budget availability.
5. Bids without brochures or samples will be rejected.
6. If two or more bidders quote the same price and fulfill all the technical specifications (same or different brands), the bidders are allowed to negotiate among themselves.
7. **Extension of the delivery time** of projectors to schools will be only considered based on genuine proof of evidence submitted by the bidder.
8. The winning bidder is required to make a **Delivery Work Plan/Schedule** and share it with MoE before delivering the goods.
9. **Warranty Terms:**
 - a) The warranty period is **730 days** from the date of delivery.
 - b) Any damages during the transportation of the goods to the schools are to be borne by the supplier.
 - c) Any defects under the warranty period shall be repaired/replaced by the supplier, however, damages due to mishandling of goods by the end users shall not be considered.
 - d) Repairing/Replacement of the goods should be carried out within 21 working days after the school or ministry sends a notice.
 - e) If the bidders cannot repair/replace the goods, the ministry will purchase the required items from the local market where the supplier shall pay the costs.
 - f) The warranty period must be reflected on the delivery bill/invoice.
10. **Payment Terms:**
 - a) **20% of the payment** shall be paid within 30 days after signing the contract against the payment guarantee issued by a reputed financial institution for an equivalent amount.
 - b) **20% of the payment** will be paid after the verification by the officials of the Ministry at the Entry Points.
 - c) The **remaining 60% payment** will be paid after the delivery of the goods to the schools. The Payment shall be made after submission of bills with a stock entry made in the **Fixed Asset Register (Register No. & page no.)** or **GIMS (report)**, verified by the

school authorities, and a **Good Receipt Note**. The stock entry details must be mentioned on the bills of the respective schools.

- d) The winning bidder can claim the Partial Payment (Dzongkhags/Thromdes wise - must supply to all the schools mentioned in the respective Dzongkhag/Thromde) with all the required documents.
- e) **LD of 0.1% per delay per day upto a maximum of 10% from the total contract amount** shall be imposed for non-delivered within 120 days even for the single projector.

11. The quoted projector must meet all the following technical specifications:

- 1) Throw Distance = Standard
- 2) Brightness = minimum 3000 Lumens
- 3) Resolution = Full HD (1080p)
- 4) Aspect Ratio = 16:9
- 5) Required interfaces:
 - A. HDMI port
 - B. USB port
 - C. Built-in Wireless Card or Wireless Dongle/Adapter (compatible with the projector)
 - D. Internal Speaker(s) (minimum 10-Watt)
- 6) Required accessories:
 - A. Power Cord (minimum 5 meters)
 - B. HDMI Cable (minimum 10 meters)
 - C. Remote Control with battery set
 - D. Ceiling Mount Set
- 7) Lamp Life = minimum 10,000 hours (Eco Mode)

12. Only the brands from the following list will be allowed to bid:

- A. Epson**
- B. Optoma**
- C. InFocus**
- D. ViewSonic**
- E. Dell**
- F. Acer**
- G. BenQ**

13. The tender will be awarded to the BEST EVALUATED BID after a thorough evaluation done by the tender committee of the Ministry of Education.