

LOI DATA SHEET

Clause no.

Clauses

- 1.1 The name of the assignment is 'Cataloguing Consultant'.
- 1.2 The name of the client is APIC
- 1.3 The description and the objectives of the assignment are ;
(refer TOR)
- 1.4 The assignment will be carried as : Lump sum Contract
- 1.5 Pre-proposal Conference: Yes/No (If Yes, indicated date, time and venue)

The name(s) and address of the official(s) is (are):

- 1.6 The Client shall provide without charges and within a reasonable time, all pertinent data and information available related to the project and shall give such assistance as shall be reasonably be required by the Consultant to carry out the assignment.
- 1.7 The address is: Agency for Promotion of Indigenous Crafts (APIC), 1st Floor, RSPN Building, Kawajangsa, Thimphu.
- 1.8 The medium of language is English.
- 1.9 Tax liability, Insurances (insert as appropriate): subject to 2% TDS on the bill amount.
- 1.10 The number of copy of proposal to be submitted is one.
- 1.11 An EMD of 2% of the quoted amount payable to APIC in the form of Demand Draft or Bank Guarantee should accompany the tender document (in the financial proposal).
- 1.12 The date and time of proposal submission: 2:30 PM, 6 May, 2016 and shall be opened on 9 May at 10AM in the office of the Manager, PIDU.
- 1.13 The currency is Ngultrum.
- 1.14 The weight(T%) given to the technical proposal is 70%.
- 1.15 The weight (F%) given to the financial proposal is 30%.
- 1.16 For any clarification, please contact Ms. Kesang Anayat , Manager, Product Innovation & Design Unit, APIC at 02-334157 during office hours.