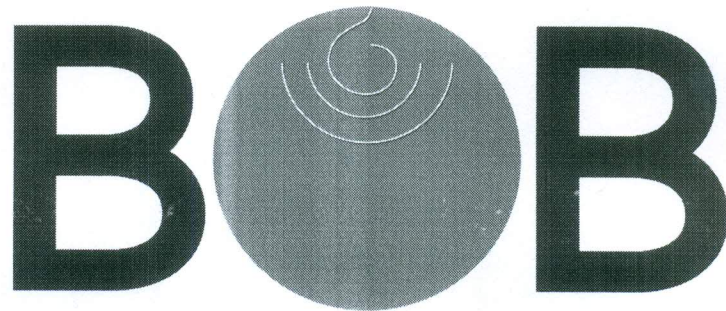


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BANK OF BHUTAN

A **dhi** Company

Banker to the Nation since 1968

**Bidding Document
for
Supply and Delivery of Executive Note Book and String Pen**

Tender No: 000/BoB/TENDER/2017/004

14/04/2017



Request for Proposal for supply and delivery of Executive Note Book & string pen

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2017/004		14/04/2017
2. Items	a) Executive Note Book	
	b) String Pen	
3. Bids details:		
a. Sale of bid documents:	From 14/04/2017 to 12/05/2017	
b. Cost of documents:	Nu. 250 (Non-refundable)	
c. Place of sale:	Procurement Unit, Head Office, Thimphu, Babesa (during office hours)	
d. Last date of submission:	12/05/2017 at 1430 hours	
e. Place of submission:	Procurement Unit, Head Office, Thimphu, Babesa	
f. Opening date:	12/05/2017 at 1430 hours	
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa	
4. Bid Security (EMD)	2 % of total bid value	
5. Bid Validity Period	90 Days from the date of bid opening.	
6. Quantity Variation (Order)	Increase or decrease by 20%	

I have read and hereby correctly state data/ accept all terms/ conditions/ criteria / other aspects, mentioned above on this page, unconditionally,

Signature & Seal _____ (Authorized Signatory)



Request for Proposal for supply and delivery of Executive Note Book & string pen

CHECK LIST FOR BID SUBMISSION

SL. NO.	PARTICULARS		Requirement	Submitted Yes / No
1	Signed & Stamped Bid Form with mentioned details	a. Marked "Confidential".	yes	
		b. Mentioned Bid Name, number and date.	yes	
		c. Addressed to: Procurement Officer Bank of Bhutan, Head Office Thimphu, Babesa	yes	
		d. Written warning not to open before the specified time and date	Yes	
2	Copies	"Original" & "Copy" with the name of bidder on the envelope	yes	
3	Earnest Money Deposit (EMD)	2% of total bid value	Yes	
4	Valid Trade License		Yes	
5	Tax Clearance Certificate		Yes	

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Request for Proposal for supply and delivery of Executive Note Book & string pen

INVITATION FOR QUOTATION (IFQ)

1. Bank of Bhutan would like to invite your firm to participate for supply and delivery of following items;

- a) Executive Note Book
- b) String Pen

The detail specification is given under clause 30 (technical specification of the bidding document)

2. The bidder(s) may quote for all or any items under this invitation. Each item shall be evaluated and contract shall be awarded separately to the firm(s) offering the highest percentage as per clause 10 (ii) of the bidding document.
3. The bidder(s) shall submit the bid in accordance with the following instruction;
 - i. Bids shall be delivered by hand, courier or registered post to the following addressed on or before 12/05/2017 at 1430 hours. Quotation by fax or by electronic means is not acceptable.

**Procurement Officer
Bank of Bhutan, Head Office,
Thimphu, Babesa**

- ii. Two copies clearly marked "**ORIGINAL**" and "**COPY**" inside the outer envelope with signed across their seals by the person authorized to sign the Bid on behalf of the Bidder. The inner envelopes (Original & Copy) shall indicate the name of the Bidder, to enable the Bid to be returned unopened in case it is declared late submission.
- iii. The outer envelope shall be sealed with adhesive or other sealant to prevent reopening as mentioned below;
 - a. Be marked "Confidential".
 - b. Provide a warning not to open before the specified time and date of the Bid.
 - c. Mentioned the bid number and date.

If the bidder fails to mention the clause 3 of above, the purchaser shall assume no responsibility for the misplacement or premature opening of the Bid and will reject the bid.

4. The last deadline for receipt of your quotation(s) by the purchaser is on or before 12/05/2017 at 1430 hours and will be opened on same date at 1500 hours, BoBL Head Office, Thimphu, Babesa.

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5. The Purchaser shall not consider any bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder
6. The bid shall be accompanied by a bid security of 2 % of the total bid value in the form of cash warrant/ demand draft /unconditional Bank Guarantee valid minimum of 3 months from date of submission of quotation. Any bid not accompanied by bid security in the original bidding document shall be treated as non responsive.
7. Any interlineations, erasures or overwriting shall be valid only if they are sealed & signed by the authorized person.
8. In case the due date of submission and opening of the bid becomes non-working day, submission and opening of bid shall on next working day at the same time.
9. The maximum time period for the supply and delivery of the goods is [45] calendar days after the date of purchase order, but the supplier shall supply and deliver the goods within their prescribed time period after the date of issue of the Purchase Order. If fails to deliver within the prescribed mentioned time period, it will levy liquidity damage of 0.15 % per day.
10. The quotation should be submitted as per the following instructions and in accordance with the attached Terms and Conditions of Supply and shall be for an integral part of the Contract.
 - i. **PRICE:** All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes & duties, designing, loading, unloading and other levies to the final place of delivery at BoB store, Head Office, Thimphu, Babesa.
 - ii. **EVALUATION OF QUOTATION:** The substantially responsive bids will be evaluated by comparison of their quoted prices and their mentioned delivery period. If fails to mention the delivery period, purchaser shall consider for evaluation by taking the maximum delivery period. Evaluation will carry out 95:5; 95 % for price and 5 % for delivery period as mentioned below;

Sl/No	Particulars		%	Total
1	Price		95.00%	95.00 %
2	Delivery Period	Less than 20 days	5.00%	5.00%
		21 to 30 days	3.00%	
		31 to 45 days	1.00%	
	Total			100.00 %

- iii. In evaluating the quotations, the purchaser will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;

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- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) Where there is discrepancy between the unit rate and the line item, total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in case the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

11. AWARD OF CONTRACT:

The successful bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the award letter. The award will be made to the bidder who has scored the highest percentage as per clause 10 (ii) of the evaluation criteria.

12. PERFORMANCE SECURITY

- a) The successful bidder shall deposit 10 % of the total bid amount within 10 days of issuance of the award letter.
- b) Failure to deposit Performance Security within the stipulated time may lead to forfeiture of the EMD and cancellation of award of the work as BoB deemed fit and blacklisting of your firm for three years without entertaining any activities of Bank.
- c) Performance security shall have validity till the end of the contract and will be returned after the end of contract period after deducting all cost or expenses or other amounts that are to be paid to BoB. The contract period shall end after delivery of all the goods.
- d) Performance Security can be paid in Cash, Bank Draft & Bank Guarantee in favor of Bank of Bhutan.
- e) BoB reserves the right to forfeit the Performance security in addition to other claims and penalties on the event of the bidder's failure to fulfill any of the contractual obligations.
- f) BoB reserves the right to set off this security deposit against any claim of any other contracts with BoB.

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13. **VALIDITY OF THE OFFERS:** Your quotation(s) shall be valid for a period of 3 months from the deadline for receipt of quotation(s).
14. Further information/clarification can be obtained from the Procurement Unit, Head Office, Thimphu, Babesa in writing. Other form of clarification will not be entertained.
15. If the bidder deliberately gives wrong information in the tender, BoBL reserves the right to reject this contract at any stage and forfeit the EMD/Performance Security;
16. The successful bidder shall not sub-contract the assignment.
17. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
18. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
19. The successful bidder shall take remedies within 14 calendar days after the date notification by the purchaser if the item founds defective or not as per the specification. Failure for remedial action within time period will levy liquidity damage of 0.15 % per day. If the bidder fails to perform his obligation, the purchaser will forfeit the performance security and will blacklisted your firm for three years.
20. Bank shall charge liquidated damages at the rate of 0.15 % per day, if fails to delivery within stipulated time period and the maximum limit shall not cross 15% of the purchase value.
21. The purchaser may, by written notice , terminate the Purchase Order(or Contract if applicable) in whole or in part at any time for its convenience:
 - a. If the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceed the maximum amount of liquidated damages.
 - b. If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. If the Supplier does not take any remedial action within a period of (14) fourteen calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. If the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
22. The purchaser may procure any of the items from the open market in case the supplier fails to supply and deliver the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.

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23. The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.
24. We request the bidders to visit Procurement Unit for physical verification of the sample items to avoid wrong delivery of items and we will reject the items if the bidders supply and deliver different from our specification and sample.
25. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
26. No advance payment shall be made before delivery of all the goods.
27. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
28. All other clarification with regards to the procurement procedures and governing laws; it shall be governed and referred to the BoB Procurement Rules and Regulations 2013.
29. **Price and quantity schedule**

Sl. No	Name	Qty (No)	Unit	Rate/Unit (Nu.)	Total (Nu.)	Delivery Period
a	Executive Note Book	3000	Book			
b	String Pen	20,000	Piece			
	Total	23,000				
Amount (Words)						
Delivery period	Maximum period for delivery is 45 calendar days from the date of issue of the Purchase Order by the Purchaser.					
Signature of supplier				Suppliers Official Stamp		
Name of Supplier:						
Contact No.:						
Email id:						

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Date :

30. Technical specification;

Sl. No	Name	Specification
a	Executive Note Book	<ul style="list-style-type: none">• Name & Type : A5 Executive Note Book• Size : 14.5 cmx21 cm (<i>Width x Height</i>)• Pages : 108 sheet (216 Pages)• Inside Pages printed with single color BOB Logo on top right• First Page : BOB Logo• Second Page : Personal Information• Back cover: Envelope attached as per the sample• Paper Thickness : 80 GSM with Natural Color Map litho Paper• Cover: Hard with BOB Logo Embossed on bottom.• Cover Color : Black• Cover Material: P.U/Leather light• Binding : Hard bound• Packing : Individual Black Color Box Packing with Golden Color Embossed Foil Printing on each cover box• Other specification as per sample
b	String Pen	<ul style="list-style-type: none">• Length : 15 CM• Diameter of cover : 1 CM• Refill : Blue color• Print: Two color Logo is printed on Bottom of Body of Pen• Pen is opening with twisting the body• Tope with hanging hanger is light blue color• Body is white• Other specification as per sample

- All the items should be printed with new BoB logo

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“THANK YOU”

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