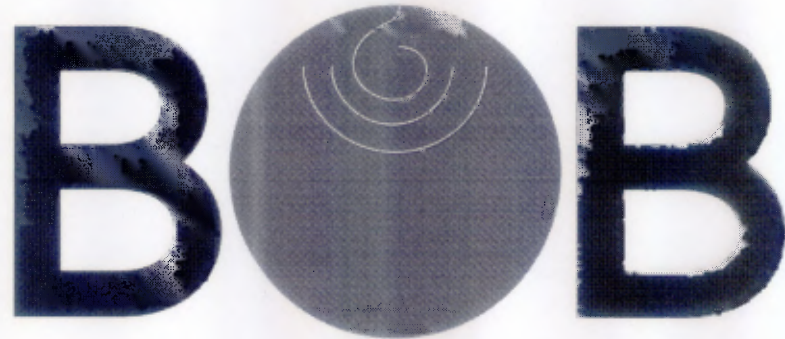


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BANK OF BHUTAN

A  Company

Banker to the Nation since 1968

Bidding Document

For

**SUPPLY AND DELIVERY OF TONER & DRUM CARTRIDGES
and CONSUMABLE ITEMS**

(FRAME RATE TENDER FOR THE PERIOD OF ONE YEAR)

TENDER NO: 000/BOB/TENDER/2017/013

Date: 18/12/2017



Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

SALIENT FEATURES OF THE BID

1. Tender Piece 000/BOB/TENDER/2017/013		Date: 18/11/2017
2. Description of item	LOT I: TONER CARTRIDGES	
	LOT II: CONSUMABLES ITEMS	
3. Bids details:		
a. Sale of bid documents:	From 18/11/2017 to 12/12/2017	
b. Cost of documents:	Nu. 250 (Non-refundable)	
c. Place of sale:	BoB, Head Office, Thimphu, Babesa (during office hours)	
d. Last date of submission:	13/12/2017 at 1300 hours	
e. Place of submission:	BoBL, Head Office, Thimphu, Babesa	
f. Opening date:	13/12/2017 at 1430 hours	
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa	
4. Bid Security (EMD)	Nu. 50,000.00 as lump sum amount	
5. Bid Validity Period	75 Days from the date of bid opening.	
6. Quantity Variation (Order)	Based on the requirement	

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

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(Authorized Signatory)



Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

CHECK LIST FOR BID SUBMISSION

SL. PIECE	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)	Nu. 50,000.00 (Lump Sum)	Yes	
4	Valid Trade License		Yes	
5	Tax Clearance Certificate		Yes	

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

INVITATION FOR QUOTATION (IFQ)

1. SCOPE OF WORK;

Bank of Bhutan would like to invite the Bhutanese firms with the valid trade license holder to participate for supply and delivery of Toner & Drum Cartridges and Consumable items.

The following are the price & specification schedule;

LOT I: TONER & DRUM CARTRIDGES

A. TONER CARTRIDGES			
Sl. No.	Particulars	Unit	Rate/Unit
1	Toner/Cartridge - TN118 (Bizhub)	Box (2 Piece)	
2	Toner/Cartridge - Piece 16	Box (2 Piece)	
3	Toner/Cartridge - TN1000 (Brother)	Piece	
4	Toner/Cartridge - Piece741 Color (Cannon)	Piece	
5	Toner/Cartridge - 303 (Cannon)	Piece	
6	Toner/Cartridge - 740 Color (Cannaon)	Piece	
7	Toner/Cartridge - 2350/2330DN (Dell)	Piece	
8	Toner/Cartridge - 05A (HP Laserjet)	Piece	
9	Toner/Cartridge - 12A (HP Laserjet)	Piece	
10	Toner/Cartridge - 16A (HP Laserjet)	Piece	
11	Toner/Cartridge - 26A (HP Laserjet)	Piece	
12	Toner/Cartridge - 36A (HP Laserjet)	Piece	
13	Toner/Cartridge - 51A (HP Laserjet)	Piece	
14	Toner/Cartridge - 53A (HP Laserjet)	Piece	
15	Toner/Cartridge - 55A (HP Laserjet)	Piece	
16	Toner/Cartridge - 78A (HP Laserjet)	Piece	
17	Toner/Cartridge - 79A (HP Laserjet)	Piece	
18	Toner/Cartridge - 83A (HP Laserjet)	Piece	
19	Toner/Cartridge - 85A (HP Laserjet)	Piece	
20	Toner/Cartridge - 87A (HP Laserjet)	Piece	
21	Toner/Cartridge - 88A (HP Laserjet)	Piece	
22	Toner/Cartridge - 93A (HP Laserjet)	Piece	
23	Toner/Cartridge - Hp Laserjet-M551-Color-In Set	Set (4 Pieces)	
24	Toner/Cartridge - TNP 28 (Pagepro)	Piece	
25	Toner/Cartridge - TNP 29 (Pagepro)	Piece	
26	Toner/Cartridge - -KX FAT 411E (Panasonic)	Piece	
27	Toner/Cartridge - AR5520N (Sharp)	Piece	
28	Toner/Cartridge - 5022 (Xerox)	Piece	
29	Toner/Cartridge - 5225 (Xerox)	Piece	

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

30	Toner/Cartridge - 5230 (Xerox)	Piece	
31	Toner/Cartridge - Work Center 5790 (Xerox)	Piece	
B. DRUM CARTRIDGES			
31	Drum Cartridge - AR5520N (Sharp)	Piece	
32	Drum Cartridge - 5022 (Xerox)	Piece	
33	Drum Cartridge - 5225 (Xerox)	Piece	
34	Drum Cartridge - 5230 (Xerox)	Piece	
35	Drum Cartridge - 5790 (Xerox)	Piece	
36	Drum Cartridge - KX FAD412E (Panasonic)	Piece	
37	Drum Cartridge - Piece 16 (Bizhub)	Piece	
38	Fax Film (Panasonic)	Piece	

LOT II: CONSUMABLE ITEMS

A. CD/DVD			
Sl. No.	Particulars	Unit	Rate/Unit
1	CD-RW	Piece	
2	DVD-R	Piece	
3	DVD-RW-SONY (4.7 GB)	Piece	
4	DVD WRITER EXTERNAL	Piece	
B. EXTENSION CORD			
1	Extension Cord - Anchor with 16A,240V	Piece	
2	Extension Cord -Cona with 16A,240V	Piece	
3	Power strip - Anchor (4 ways with individual switch)	Piece	
4	Power strip - MX (Suppressor) with 4 ways	Piece	
5	Multi Plug - 3 Pin (Anchor)	Piece	
C. HARD DISK (INTERNAL & EXTERNAL)			
1	Hard Disk (Internal) -500GB - Seagate	Piece	
2	Hard Disk (Internal) -500GB - Toshiba	Piece	
3	Hard Disk (Internal) -500GB -Transcend	Piece	
4	Hard Disk (Internal) -1 TB - Seagate	Piece	
5	Hard Disk (Internal) -1 TB - Toshiba	Piece	
6	Hard Disk (Internal) -1 TB - Transcend	Piece	
7	Hard Disk (External) -1 TB - Seagate	Piece	
8	Hard Disk (External) -1 TB - Toshiba	Piece	
9	Hard Disk (External) -1 TB - Transcend	Piece	
10	Hard Disk (External) - 2TB - Seagate	Piece	
11	Hard Disk (External) - 2TB - Toshiba	Piece	
12	Hard Disk (External) - 2TB - Transcend	Piece	
D. DESKTOP & LAPTOP SPARE PARTS			

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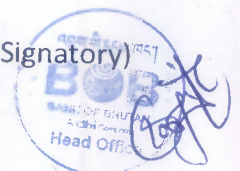
Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

1	Key Board – Dell	Piece	
2	Key Board – Accer	Piece	
3	Key Board – Eyot	Piece	
4	Mouse – Dell	Piece	
5	Mouse – Accer	Piece	
6	Mouse – Eyot	Piece	
7	Wireless Mouse – Eyot	Piece	
8	Wireless Mouse – Logitech	Piece	
9	Desktop RAM(DDR-2) - 1 GB	Piece	
10	Desktop RAM(DDR -2) 2 GB	Piece	
11	Desktop RAM(DDR -2) 4 GB	Piece	
12	Desktop RAM(DDR-3) - 1 GB	Piece	
13	Desktop RAM(DDR-3) - 2 GB	Piece	
14	Desktop RAM(DDR-3) - 4 GB	Piece	
15	Desktop RAM(DDR-3) - 8GB	Piece	
16	Laptop RAM(DDR-2) - 2 GB	Piece	
17	Laptop RAM(DDR-2) - 4 GB	Piece	
18	Laptop RAM(DDR-3) - 1 GB	Piece	
19	Laptop RAM(DDR-3) - 2 GB	Piece	
20	Laptop RAM(DDR-3) - 4 GB	Piece	
21	Laptop RAM(DDR-3) - 4 GB	Piece	
22	1 TB SATA DRIVE FOR DESKTOP- 7200 – rpm	Piece	
23	2 TB SATA DRIVE FOR DESKTOP- 7200 – rpm	Piece	
24	500 GB SATA DRIVE FOR LAPTOP (2.5") - 7200 rpm	Piece	
25	1 TB SATA DRIVE FOR LATOP(2.5") - 7200 rpm	Piece	
26	Mother Broad – Desktop	Piece	
27	Mother Broad- Laptop	Piece	
28	USB to PS2 Convertor	Piece	
29	PROFESSIONAL COMPUTER TOOL KIT (55 PIECES)	Piece	
30	SMPS ATX2 450 WATT 24 PIN (TOWER & MICRO TOWER)	Piece	
31	12 STANDARD CASE FANS (CONNECTOR: 1 -MOLEX FAN (3 PIN:TX3)FEMALE)92MM	Piece	
32	CMOS Batteries (+/- 3V) CR2032	Piece	
33	Mother Board for Desktop- Dell	Piece	
34	Mother Board for Desktop- HP	Piece	
35	Mother Board for Desktop- Accer	Piece	
36	Mother Board for Laptop- HP/Dell/Accer	Piece	
E. NETWORKING & OTHER CONSUMABLE ITEMS			
1	Patch Cable	Meter	

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

2	PCI Wireless Card- TP Link	Piece	
3	Rack-6U Server	Piece	
4	Rack-9U Network Wall	Piece	
5	Rack-12U (Wall Mounted)	Piece	
6	Rack-24U (Wall Mounted)	Piece	
7	CAT 6 Cable-D Link	Roll	
8	CAT 6 Cable-Schneider	Roll	
9	Network Tool Kit (Set)	Set	
10	Crimping Tool	Piece	
11	Punching Tool	Piece	
12	NETWORK CABLE TESTER-TC-NT2 (VERSIONV1.1R) Or HIGHER	Piece	
13	Screw Driver Set (Taparia)	Set	
14	BATTERIES FOR NETWORK CABLE TESTER (9V)- NEDA 1604A Or 6LR61	Piece	
15	Wire-Copper	Meter	
16	Calulator- Citizen CT712	Piece	
17	Calulator-Citizen-CT 714-14 Digits	Piece	

Delivery period	<i>Maximum period for delivery is 30 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>		
Signature of supplier	Suppliers Official Stamp		
Name of Supplier:			
Contact No.:			
Email id:			
Date :			

2. BIDDING INSTRUCTION:

The bidder(s) shall submit the bid in accordance with the following clauses, if fails to comply the following clauses, the Bank will not open the bid and will consider as non-responsive bid.

- a) Bids shall be delivered by hand, courier or registered post to the following addressed during office hours; Quotation by fax or by electronic means is not acceptable;

Procurement Officer

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

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

Bank of Bhutan, Head Office,
Thimphu, Babesa

- b) The outer envelope shall be without any other information's of bidder with the following mentioned clause;
 - i. The word "**Confidential**".
 - ii. Provide a warning not to open before the specified time and date of the Bid opening.
 - iii. Mentioned the scope of work, bid number and date.
- c) Two copies clearly marked "**ORIGINAL**" and "**COPY**" with signed and sealed by the person authorized to sign the Bid on behalf of the Bidder. The inner envelopes (**Original & Copy**) shall indicate the name/address of the Bidder, to enable the bid to be returned unopened in case it is declared late submission or not as per the clause 2 of the bidding document.

None compliance to the above clause 2(a,b&c) of the bidding document shall return the bid to the bidder without opening and further process.

3. LAST DEADLINE FOR SUBMISSION:

- a) Date: 13th December, 2017
- b) Time: 1300 hours
- c) Place for submission: Procurement Unit, Head Office, Babesa, Thimphu
- d) Any Bid received by the Bank after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

4. DEADLINE FOR OPENING OF BIDS:

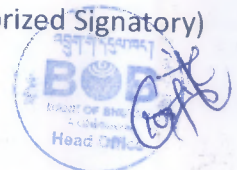
- a) Date: 13th December, 2017
- b) Time: 1430 hours
- c) Place of opening: Meeting Room, Head Office, Babesa, Thimphu
- d) In case the due date of submission and opening of the bid becomes non-working day, submission and opening of bid shall on next working day at the same time.
- e) The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

5. The quotation rate should be quoted or submitted in accordance with the following Terms and Conditions of Supply and delivery and shall be for an integral part of the Contract.

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

a) PRICE:

- i. Price quoted must be in Ngultrum; other currency shall not be accepted.
- ii. The price quoted of the items should of original products. None original products rate is not acceptable to Bank.
- iii. The rate quoted must be as per clause 1; price & specification schedule. None compliance of rate quoted by the bidders in clause 1; Price & Specification schedule shall treat as none responsive bid for particular item.
- iv. The quoted price shall be inclusive of all related costs including taxes & duties, designing, sample, loading, unloading and other levies to the final place of delivery.

b) EVALUATION OF QUOTATION:

- i. Preference for supply and delivery Toners and Drums shall be given to the authorized dealer (Enclose Dealership Certificate).
- ii. If none of the bidders obtain the dealership certificate, evaluation of the substantially responsive bids shall be carry out by comparison of their quoted price only based on the sample.
- iii. Sample submitted should be in original and it's mandatory for bidders to submit all the samples of Toner and Drums with the list. None submission of sample shall treated as none responsive and will not evaluate the particular item.
- iv. Evaluation shall carry out item wise not lot wise.

c) In evaluating the quotations, the Bank will determine for each quotation and evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;

- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- ii. 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 Bank 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.
- iii. If the supplier refuses to accept the correction, this quotation will be rejected and the

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

bid security shall be forfeited.

6. **BID SECURITY:**

- a) The bid shall be accompanied by a bid security of Nu. 50,000.00 as lump sum amount in the form of cash warrant/ demand draft /unconditional Bank Guarantee/Banker's Cheque. Bid Security should be in original form; copies shall not be accepted;
- b) Insufficient bid security amount shall be treated as non responsive.
- c) Minimum validity of bid security is 75 calendar days from the date of submission/opening of quotation/bid. Lesser validity of bid security will treat as none responsive bid.
- d) Any bid not accompanied by bid security shall be treated as non responsive.
- e) The Bid Securities of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing the Performance Security.
- f) The Bid Security of the successful Bidder shall retain as performance security. Unsuccessful bidders bid security shall be return after signing of contract with the successful bidder.
- g) The Bid Security shall be forfeited,
 - i. If the bidder withdraws its Bid during the period of Bid validity before awarding the contract, or
 - ii. If the bidder fails to sign or accept the contract within prescribed period and
 - iii. If the bidder fails to accept the correction as per clause 5 (c) of the bidding document.

7. **AWARD OF CONTRACT:**

- a) The award will be made to the bidder as per clause 5 (b) of the evaluation of quotation and issue of purchase order shall be any interval time base on the Bank's Requirement.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Bank prior to expiration of the bid validity period.
- c) Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- (a) Upon the successful Bidder signed Contract Form, Bank shall promptly notify each unsuccessful Bidder and discharge its Bid Security.
- (b) If the successful bidder fails to accept the contract or sign the contract, Bank shall notify to next successful bidder for executing the contract. If fails to accept, the Bank

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

will forfeit the bid security and will blacklist for three years if the validity of bid till valid.

8. VALIDITY OF THE OFFERS

- a) Quotation(s) shall be valid for a period of 75 calendar days from the deadline for receipt of quotation(s) or opening of quotation(s).
- b) A Bid valid for a shorter period shall be rejected by the Bank as non-responsive.
- c) Bank shall request extension of bid validity if necessary. If fails to accept the extension, the Bank shall treated as non-responsive bid.
- d) The validity of price shall valid minimum of one after execution of contract.

9. PERFORMANCE SECURITY AND CONTRACT SIGNING

- a) The Bid Security of the successful Bidder shall retain as performance security and will return after expiry of contract.
- b) The successful bidder should report to Bank within 10 days for contract signing after issuance of the award notification.
- c) Bank shall forfeit the Bid Security or performance security in whole or part after deducting all cost or expenses or other amounts that are to be paid to Bank or blacklist the firm, if the bidder;
 - i. Fails to perform his/her contractual obligation
 - ii. Fails to sign the contract within the stipulated time.
 - iii. Fails to take remedial action against Bank notification within 14 calendar days
- d) Bank shall ask the successful bidders to renew or another Security deposit if necessary. If fails, Bank shall forfeit bid security and cancel the award and blacklist the firm for minimum of three years.

10. DELIVERY PLACE & PERIOD OF GOODS;

- a) Place of delivery: Underground BOB Store, Head Office, Thimphu, Babesa.
- b) The maximum time period for the supply and delivery of the goods is [7] calendar days after the date of purchase order (exclusive purchase order date).

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

- c) The bidder shall take remedial action to replace the goods within 7 calendar days, if found defective in the time of using. If not, Bank shall deal as per clause 9 (c).
- d) Failure to deliver within 7 calendar days shall levy liquidity damage as per clause 11.

11. LIQUIDITY DAMAGE:

- a) Bank shall levy 0.15 % per day for late delivery
- b) Maximum liquidity damage: 15 % of the total value.

12. TERMINATION OF CONTRACT

The Bank may terminate the Contract in whole or in part, if the Supplier fails to perform any terms and conditions of the bidding document/purchase order/agreement;

- a) If the Supplier fails to perform any other obligation(s) under the Purchase Order/contract agreement, or
- b) If the Supplier does not take any remedial action within a period of (7) seven calendar days after notification by Bank and shall blacklist for minimum of three years.
- c) If the Supplier, in the judgment of the Bank, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/contract agreement, or
- d) The Bank may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent without compensation to the Supplier, and
- e) If the maximum liquidity damage exceed 15 % of the total value.

13. PAYMENT TERMS:

- a) Payment for Goods and Services supplied shall be made in Ngultrum after deducting 2% TDS at source.
- b) No advance payment shall be provided to the bidder prior to delivery of goods by the bidders.
- c) Payment shall be made within thirty (30) days of presenting invoices.

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

14. OTHER TERMS AND CONDITIONS:

- a) Further information/clarification can be obtained from the Procurement Unit, Head Office, Thimphu, Babesa in writing. Other form of clarification will not entertain.
- b) 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;
- c) Bank shall order at any interval base on the requirement.
- d) The successful bidder shall not sub-contract the assignment.
- e) The Bank 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.
- f) The Bank 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.
- g) The Terms and Conditions hereinafter may only be varied with the written agreement of the Bank and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.
- h) Any interlineations, erasures or overwriting shall be valid only if they are signed or initial by the person signing the Bid.
- i) Bank shall add any terms and condition if require during the time of executing contract agreement.
- j) 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.

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

(Sample Contract Agreement)

THIS CONTRACT AGREEMENT made the [insert number] day of [insert month], [insert year],

BETWEEN

- (1) *Bank of Bhutan Ltd, incorpoUnit Rated under the Companies Act of Bhutan and having its principal place of business at Babesa, P.O Box 102, Thimphu Bhutan (hereinafter called "the Bank"), and*
- (2) *[insert name of Supplier], a corporation incorpoUnit Rated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").*

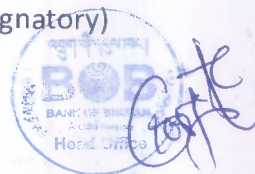
WHEREAS the Bank invited Bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency/ies] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Bank and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) The Special Conditions of Contract;
 - (c) The General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier's Bid and original Price Schedules;
 - (f) The Bank's Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) The form of Bank Guarantee for Advance Payment;
 - (i) [insert here any other document(s) forming part of the Contract]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

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Request for Proposal for supply & delivery Toner/Cartridges & Consumable Items

4. In consideration of the payments to be made by the Bank to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Bank to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Bank hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Bank

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

Note: Any terms and conditions require will add while executing contract agreement.

“Thank You”

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