



BIDDING DOCUMENT

FOR

**PRINTING, SUPPLY AND DELIVERY OF FORMS
& STATIONERY ITEMS**


Request for Proposal for printing, supply and delivery of stationery items

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2018/021		Date: 25/12/2018
2. Description of item	Printing, supply and delivery of stationery items	
3. Bids details:		
a. Sale of bid documents	From 25/12/2018 to 07/01/2019	
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	07/01/2019 at 1430 hours	
e. Place of submission	BoBL, Head office, Thimphu, Babesa	
f. Opening date	07/01/2019 at 1500 hours	
g. Venue for opening of bid	BoB, Head Office, Thimphu, Babesa	
4. Bid Security (EMD)	Lump sum of Nu. 50,000.00	
5. Bid Validity Period	75 Days from the date of bid opening	
6. Tender Type	Frame/Unit Contract Tender for the period of one year	

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

Signature



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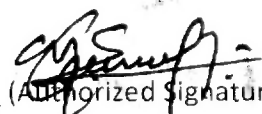
Request for Proposal for printing, supply and delivery of stationery items

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)	Lump sum of Nu. 50,000.00	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes

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Request for Proposal for printing, supply and delivery of stationery items

REQUEST FOR PROPOSAL (RFP)

1. SCOPE OF WORK:

Bank of Bhutan would like to invite the Bhutanese your firm with the valid trade license to participate for printing, supply and delivery of stationery items. It is a frame/rate contract tender for a period of one year and extendable for another six month if deems necessary to Bank. The following items;

LOT I: ENVELOPE

Sl. No	Name	Specification	Rate/Unit (Nu.)
1	A3 Envelope	<ul style="list-style-type: none">Paper specification: 120 GSM with yellowish color and inside plastic coatedEnvelope Size : A3 sizePrint : Black & white with Logo and Branch detailUnit: Per piece	
2	Legal Size Envelope	<ul style="list-style-type: none">Paper specification: 120 GSM with yellowish color and inside plastic coatedEnvelope Size : Legal sizePrint : Black & white with Logo and Branch detailUnit: Per piece	
3	A4 Size Envelope	<ul style="list-style-type: none">Paper specification: 120 GSM with yellowish color and inside plastic coatedEnvelope Size : A4 SizePrint : Black & white with Logo and Branch detailUnit: Per piece	
4	Large Envelope	<ul style="list-style-type: none">Paper specification: 90 GSM with brown colorEnvelope Size : 34 * 15.5 Cm (L * B)Print : Black & white with Logo and Branch detailUnit: Per piece	
5	Medium Envelope	<ul style="list-style-type: none">Paper specification: 90 GSM with brown colorEnvelope Size : 26.5 * 12 Cm (L * B)Print : Black & white with Logo and Branch detailUnit: Per piece	
6	Small Envelope	<ul style="list-style-type: none">Paper specification: 90 GSM with brown colorSize : 23 CM * 10.5 CM (L * B)Print : Black & white with Logo and Branch detail	

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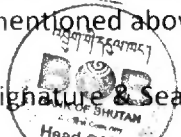
Request for Proposal for printing, supply and delivery of stationery items

		<ul style="list-style-type: none"> ▪ Unit: Per piece 	
7	Cloth Lining Envelope – A3 Size	<ul style="list-style-type: none"> ▪ Paper specification: 120 GSM with yellowish color and inside cloth lining ▪ Envelope Size : A3 Size ▪ Print : Black & white with Logo and Branch detail ▪ Unit: Per piece 	
8	Cloth Lining Envelope – Legal Size	<ul style="list-style-type: none"> ▪ Paper specification: 120 GSM with yellowish color and inside cloth lining ▪ Envelope Size : Legal Size ▪ Print : Black & white with Logo and Branch detail ▪ Unit: Per piece 	

LOT II: REGISTERS

Sl. No	Item Name	Specification	Rate/Unit (Nu.)
1	Ordinary Register – 100 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 50 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
2	Ordinary Register - 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
3	Cash Balance Register- 300 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 150 sheets ▪ Paper Size : 22 * 28 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
4	Banker's Cheque Granted Register- 100 Pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 50 sheets ▪ Paper Size : 29 * 29 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	

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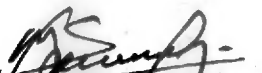

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Request for Proposal for printing, supply and delivery of stationery items

5	Dak Book Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 30 * 21 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
6	G.E. Loan Sactioned Register- 200 Pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 24.5 * 36 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
7	LC Export or Import Register – 400 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 200 sheets ▪ Size : 42 * 28.5 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
8	Letter Numbering Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
9	OC Purchased Register- 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 42 * 28 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
10	Office & House Furniture Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size (1) : 42 * 28 CM (L * H) ▪ Paper Size (2) : 29.5 * 28 CM (L * H) ▪ Sheet : 200 Pages including paper 1 & 2 ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
11	Postage Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	

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Request for Proposal for printing, supply and delivery of stationery items

12	Registered Postage Register- 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
13	Safe Custody Register- 800 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 400 sheets ▪ Paper Size : 28 * 43 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
14	State Book Register – 800 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 400 sheets ▪ Paper Size : 28 * 43 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
15	Trunk Call (PBAX) Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
16	Vault Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Paper Size : 21 * 32 Cm (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
17	Currency Chest Register – 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Size : 33.5 * 42 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
18	Foreign Currency issue Register- 200 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 100 sheets ▪ Size : 34 * 20.5 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	

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Request for Proposal for printing, supply and delivery of stationery items


19	Treasury Register – 400 pages	<ul style="list-style-type: none"> ▪ Paper : 90GSM Conquest paper with 200 sheets ▪ Size : 42 * 28.5 CM (L * H) ▪ Print : Black & white with line and page number ▪ Cover color: Blue ▪ Unit: Per Register 	
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LOT III: FORMS AND VOUCHERS

Sl. No	Types of Forms	Specifications	Rate/Unit (Nu.)
1	Form 1 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) ▪ Page Print: 6 pages print, 3 sheets with folding ▪ Print color: Black & white ▪ Unit: in set 	
2	Form 2 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) ▪ Page Print: 5 pages print, 3 sheets with folding ▪ Print color: Black & white ▪ Unit: in set 	
3	Form 3 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) ▪ Page Print: 4 pages print, 2 sheets with folding ▪ Print color: Black & white ▪ Unit: in set 	
4	Form 4 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) ▪ Page Print: 3 pages print, 2 sheets with folding ▪ Print color: Black & white ▪ Unit: in set 	
5	Form 5 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) ▪ Page Print: 2 pages print, 1 sheet with folding ▪ Print color: Black & white ▪ Unit: in set 	
6	Form 6 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A4 (210 MM * 297 MM) 	

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 Head Office


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Request for Proposal for printing, supply and delivery of stationery items

		<ul style="list-style-type: none"> ▪ Page Print: 2 pages print, 1 sheet with folding ▪ Print color: Black & white ▪ Unit: in set 	
7	Form 7 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A5 ▪ Page Print: 2 pages print, 1 sheet with folding ▪ Print color: Black & white ▪ Unit: in set 	
8	Form 8 Printing	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 70 GSM ▪ Size : A5 ▪ Page Print: 1 pages print, 1 sheet with folding ▪ Print color: Black & white ▪ Unit: in set 	
9	Form - Deposit/ Application for Banker's Cheque/FD Receipt	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 60 GSM ▪ Size : L*B (21.8 CM * 13.8 CM) ▪ Page : 100 Pages inclusive of duplicate ▪ Print : Black & white with riginal & carbon coated duplicate ▪ Unit: in Pad 	
10	Form-Withdrawal -BB212	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 80 GSM ▪ Size : L*B (21.8 Cm * 13.8 Cm) ▪ Page : 100 pages ▪ Print : Black & white with front print ▪ Unit: in Pad 	
11	Voucher-Credit- BB6/9	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 90 GSM ▪ Size : L*B (21.8 Cm * 13.8 Cm) ▪ Page : 100 pages (in pad) ▪ Print : Original ▪ Unit: in Pad 	
12	Voucher-Debit- BB7/9	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 100 GSM ▪ Size : L*B (21.8 Cm * 13.8 Cm) ▪ Page : 100 pages (pad) ▪ Print : Original ▪ Unit: in Pad 	
13	Voucher Cover- BB218 (Front)	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 300 GSM ▪ Size : 22 Cm * 16 Cm (L *H) ▪ Page : 1 sheet, front page print only 	

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Request for Proposal for printing, supply and delivery of stationery items

		<ul style="list-style-type: none"> ▪ Color :Yellow ▪ Unit: per piece 	
14	Voucher Cover- BB219 (Back)	<ul style="list-style-type: none"> ▪ Paper : Maphlitho with 300 GSM ▪ Size : 22 Cm * 16 Cm (L *H) ▪ Page : 1 sheet (plain) ▪ Color :Yellow ▪ Unit: per piece 	
15	Note Slip-White- Cc2	<ul style="list-style-type: none"> ▪ Paper : Maphlitho With 75 GSM ▪ Size : 21.5 * 6 Cm (L*B) ▪ Page : 1 Page, front page print (black & white) ▪ Unit: per piece 	
16	Note Slip- Red-BB 221	<ul style="list-style-type: none"> ▪ Paper : Maphlitho With 75 GSM ▪ Size : 21.5 * 6 Cm (L*B) ▪ Page : 1 Page, front page print (black & white) ▪ Unit: per piece 	
17	Deposit Receipt Paper	<ul style="list-style-type: none"> Paper: Perforated Carbon Paper Size: 24 * 10.2 CM Print: Pre-print (Black & White) Unit: Per Ream (1000 Sheets) 	

A. LOT IV: PAPER & OTHER STATIONERY ITEMS

Sl. No	Name	Specification	Rate/Unit (Nu.)
1	Photo Copy Paper	<ul style="list-style-type: none"> ▪ Paper Quality : JK Copier with 75 GSM ▪ Size : A3 ▪ Unit: Per Ream 	
2	Photo Copy Paper	<ul style="list-style-type: none"> ▪ Paper Quality : JK Copier with 75 GSM ▪ Size : A4 ▪ Unit : Per Ream 	
3	Arch File	<ul style="list-style-type: none"> ▪ Brand : Ambassador Supreme (Original) ▪ Unit : Per Piece 	
4	File-Flat	<ul style="list-style-type: none"> ▪ Color: Yellow ▪ Print : BoB logo on front cover ▪ Clipping : Rubber binder ▪ Unit : per Piece 	
5	Marking Cloth- Voucher Binding	<ul style="list-style-type: none"> ▪ Meters- 100 M ▪ Unit : Per 100 Meters 	

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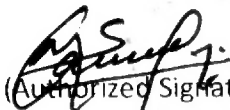
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6	Paper Tray	<ul style="list-style-type: none"> ▪ Tray - 3 Shelves ▪ Brand :Omega ▪ Unit : Per Piece 	
7	Pencil	<ul style="list-style-type: none"> ▪ Polo With Eraser Tip ▪ Unit: Per Piece 	
8	Pen	<ul style="list-style-type: none"> ▪ Brand : Linc , Duet Cream, Premium Lh Pens ▪ Tip: Up Down ▪ Color : Blue & Red ▪ Unit : Per Piece 	
9	Refill-Linc-Blue-For Pen	<ul style="list-style-type: none"> ▪ 100 Pieces (1 Box) ▪ Unit: per Box 	
10	Refill-Linc-Red-For Pen	<ul style="list-style-type: none"> ▪ 100 Pieces (1 Box) ▪ Unit : per Box 	
11	Rope-Sutli-For Cash Binding	<ul style="list-style-type: none"> ▪ Kilogram (1 Kg) ▪ Unit: per KG 	
12	Rough Pad	<ul style="list-style-type: none"> ▪ Paper : 80 GSM ▪ Size : 1/3 ▪ Page : 100 pages ▪ Print : Rule ▪ Unit: Per Booklet 	
13	Rough Pad	<ul style="list-style-type: none"> ▪ Paper : 80 GSM ▪ Size : ¼ ▪ Page : 100 pages ▪ Print : Rule ▪ Unit: Per Booklet 	
14	Rubber Band	<ul style="list-style-type: none"> ▪ 1 KG Packet ▪ Unit: per KG 	
15	Scale	<ul style="list-style-type: none"> ▪ Brand: Omega ▪ CM : 30 CM ▪ Unit : Per Piece 	
16	Stamp Pad	<ul style="list-style-type: none"> ▪ Big ▪ Unit : Per Piece 	
17	Stamp Pad-Small	<ul style="list-style-type: none"> ▪ Small ▪ Unit : Per Piece 	
18	Stapler	<ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Size:24/6 ▪ Unit : Per Piece 	

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Request for Proposal for printing, supply and delivery of stationery items

19	Stapler	<ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Size : Ds125/7 	
20	Stapler	<ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Size: No. 10 ▪ Unit : Per Piece 	
21	Stapler Pin	<ul style="list-style-type: none"> ▪ Brand :Kangaro ▪ Size :24/6 ▪ Unit : Per Packet 	
22	Stapler Pin	<ul style="list-style-type: none"> ▪ Brand : Kangaro ▪ Size : Ds125/7 ▪ Unit : Per Packet 	
23	Stapler Pin	<ul style="list-style-type: none"> ▪ Brand:Kangaro ▪ Size: No. 10 ▪ Unit : Per Packet 	
24	Thread Ball- Voucher Binding	<ul style="list-style-type: none"> ▪ Brand : Konarak ▪ Unit : Per Roll 	
25	Water Sponge	<ul style="list-style-type: none"> ▪ Unit : Per Piece 	
26	Dust Bin-Hiplast	<ul style="list-style-type: none"> ▪ Brand : Hiplast ▪ Unit : Per Piece 	
27	Punching Machine – Small	<ul style="list-style-type: none"> ▪ Brand : Kangaro (DP-520) ▪ Unit : Per Piece 	
28	Punching Machine – Big	<ul style="list-style-type: none"> ▪ Brand : Kangaro (DP-800) ▪ Unit : Per Piece 	

2. BIDDING INSTRUCTION:

The bidder(s) shall submit the bid in accordance with the following clauses. The Bank will not open the bid and will be directly rejected if such clauses are not complied with;

- a) Bids shall be delivered by hand, courier or registered post to the following address during office hours. Quotation by fax or by electronic means shall not be accepted:

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

- b) No information of the bidders' on the outer envelope. The outer envelope shall be sealed without any tempering and marked the word "Confidential" with the following details:

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Head Office

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Authorized Signatory

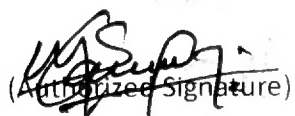
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- i. Bid Name, number and its date; and
 - ii. Warning not to open before the time and date of bid opening. The opening time and date should be reflected.
 - c) Two copies inside the outer envelope clearly marked as "**ORIGINAL**" and "**COPY**" with seal. The "**ORIGINAL**" and "**COPY**" also shall have/indicate the name and address of the bidder to enable the bid to be returned unopened in case of late submission.
- 3. LAST DEADLINE FOR SUBMISSION:**
- a) Date: 07th Jan., 2019 at 1430 hours
 - b) Place for submission: Procurement Unit, Head Office, Babesa, Thimphu
 - c) Any Bid received after the deadline for submission shall not be accepted and declared as late and returned unopened to the Bidder.
- 4. DEADLINE FOR OPENING OF BIDS:**
- a) Date: 07th Jan., 2019 at 1500 hours
 - b) Place of opening: Meeting Room, Head Office, Babesa, Thimphu
 - c) In case the due date of submission and opening of the bid falls on a non-working day, submission and opening of bid shall be on the next working day at the same time.
 - d) The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend the bid opening at the specified venue and time.
- 5. The quotation Unit should be quoted or submitted in accordance with the following Terms and Conditions.**
- a) **PRICE:**
 - i. Price quoted must be in Ngultrum; other currency shall not be accepted. The quoted price shall be inclusive of taxes & duties, sample printing and other related associate cost including packaging cost.
 - b) **EVALUATION OF QUOTATION:**
 - Evaluation shall be carried out item wise based on the quoted price; 100 % on quoted price.
 - For LOT I and LOT III – only printing license holders. General Trade License holders shall not be accepting and will not evaluate.

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Request for Proposal for printing, supply and delivery of stationery items

- c) while evaluating the quotations, the Bank will determine for each quotation and evaluate price by adjusting the quoted price in case there is any arithmetical errors as follows:
- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
 - ii. Where there is discrepancy between the Unit Rate and the line item, the resulting figure from multiplying the Unit Rate by the quantity shall prevail unless in the opinion of the Bank there is an obviously gross misplacement of the decimal point in the Unit Rate; and
 - iii. If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

6. BID SECURITY:

- a) The bid shall be accompanied by a bid security of Nu. 50,000.00 (Fifty Thousand) only in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favour of Bhutan of Bhutan Limited;
- b) Bank Guarantee and other unconditional Guarantee issued by own Bank (BOBL) shall not be accepted.
- c) Bid Security should be in original form; copies shall not be accepted;
- d) Insufficient/less bid security amount shall be treated as non-responsive and their bid shall be rejected;
- e) Minimum validity of bid security is 75 calendar days from the date of submission/opening of bid. Validity of bid security with lesser days shall be considered as non-responsive and their bid shall be rejected;
- f) Any bid not accompanied by bid security shall be treated as non-responsive and their bid shall be rejected;
- g) The Bid Security shall be forfeited:
 - i. If the bidder withdraws the Bid during the period of Bid validity before awarding the contract; or
 - ii. If the bidder fails to submit the performance security or accept the contract; 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;

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- 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) Upon submission of the performance security by the successful bidder, Bank shall promptly notify each unsuccessful Bidder and discharge its Bid Security; and
- d) Bank shall notify and offer to the second lowest bidder for executing the contract, if the successful bidders fail to accept the contract.

8. VALIDITY OF THE OFFERS

- a) Quotation(s) shall be valid for a period of 75 calendar days from the date of receipt of quotation(s) or opening of quotation(s) as per announced deadline.
- 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 not accepted extension, the Bank shall treat it as non-responsive bid.

9. PERFORMANCE SECURITY

- a) The successful bidder bid Security shall be retained as performance security for another one year from the date of award notification.
- b) Bank shall ask the successful bidders to renew their bid security if it is in form of unconditional Bank Guarantee/other Guarantees and their validity is less than one year.
- c) Bank Guarantee and other unconditional Guarantee issued by own Bank (BOBL) shall not be accepted.
- d) Performance security shall be released after the completion of contract.
- e) Bank shall forfeit performance security in whole or part after deducting all costs or expenses or other amounts that are to be paid to Bank or blacklist the firm for minimum of three years, if the bidder:
 - i. Fails to perform his/her contractual obligation under the Bank's purchase/supply order;
 - ii. Withdraws the contract without performing his/her obligation under the Bank's purchase/supply order;
 - iii. Supplied inferior goods which is not as per the specification; and
 - iv. Fails to replace the defective goods within 14 calendar days after notifying about the defective goods.

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

Signature & Seal
The logo of the Bank of Bhutan, featuring a circular emblem with the text 'BANK OF BHUTAN' and 'འབྲུག་གི་འཕྲིན་ལས་ཁང་།' (Bank of Bhutan) in the center.

(Authorized Signature)

Request for Proposal for printing, supply and delivery of stationery items

10. DELIVERY PLACE & PERIOD OF GOODS;

- a) Place of delivery: Bank of Bhutan Limited, Head Office, Thimphu, Babesa.
- b) The maximum time period for the supply and delivery of the goods is 30 calendar days after the date of purchase order (exclusive purchase order date), but the supplier must supply within the time period mentioned in their bid. Failing to supply within the time period shall be ensue levy of liquidity damage as per clause 11 of the bidding document.
- c) Delivery period exceeding the maximum period shall be directly rejected.
- d) The bidder need to take remedial action to replace the goods within 14 calendar days after serving notice of defective goods or those different from the specification or sample.

11. LIQUIDITY DAMAGE:

- a) Bank shall levy a Liquidity Damage of 0.15% per day and shall not exceed 15% of the total contract value. Liquidity Damage is levied only if the bidder fails to supply and deliver the goods within their stipulated time period.
- b) Liquidity Damage shall be calculated as per formula below;
 - ***Liquidity Damage = 0.15% * Total Value * No. of delay days***

12. TERMINATION/BLACKLISTING

The Bank may terminate or blacklist the suppliers/firms by giving notice under any of the terms and conditions of the bidding document/purchase/supply order, if the bidder:

- a) Withdraws its bid during the period of bid validity before awarding the contract;
- b) Fails to accept the contract or renew their bid security;
- c) Fails to perform any obligation(s) under the Purchase Order/Supply Order;
- d) Fails to supply the items as per the specification or replace the defective items;
- e) Deliberately gives wrong/invalid information to Bank in competing for or in executing the tasks under this tender or Purchase Order/Supply Order;
- f) Has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order/Supply Order;
- g) Becomes bankrupt or otherwise insolvent without compensation to the Supplier; and
- h) If the maximum liquidity damage exceed 15 % of the total value.

13. PAYMENT TERMS

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Signature & Seal



[Handwritten Signature]
Authorized Signature

Request for Proposal for printing, supply and delivery of stationery items

- a) Payment for supplied goods shall be made within 30 working days after deducting 2% TDS.
- b) No advance payment shall be made prior to delivery of goods by the bidders.

14. OTHER TERMS AND CONDITIONS:

- a) Further information/clarification can be obtained from the Procurement Unit, Head Office, Thimphu, Babesa in writing during office hours or e-mail to cheten.dorji@bob.bt/kinqa.tshering@bob.bt
- b) The successful bidder shall not sub-contract the assignment.
- c) 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. And also Bank has the right to cancel or terminate the contract at any point of time before the expiry of contract period.
- d) 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.
- e) It is frame/rate contract for the period of one year and extendable for another six month if deem necessary to Bank. Bank may place order at any interval time based on the requirement.
- f) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties.
- g) Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
- h) All other clarification or dispute with regards to the procurement procedures and governing laws shall be guided by:
 - i. Bidding document;
 - ii. BoBL Procurement Rules and Regulations 2013; and
 - iii. Further, if the dispute was not resolved, it shall be governed by Court Law, The Kingdom of Bhutan.

“Thank You”

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(Authorized Signature)