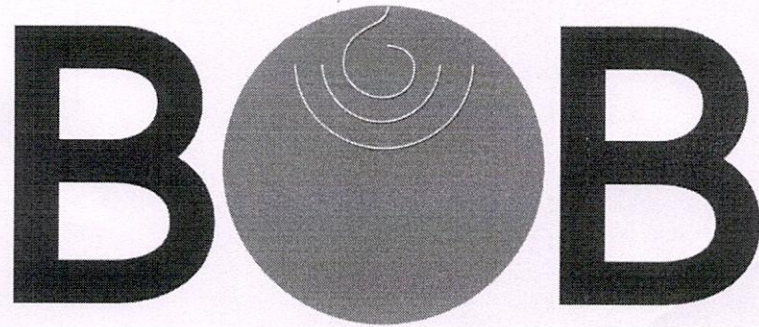


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BANK OF BHUTAN

A **chi** Company

Banker to the Nation since 1968

BIDDING DOCUMENT

for

PRINTING and SUPPLY OF 2020 CALENDAR

TENDER NO: 000/BOB/TENDER/2019/010

31/08/2019



Request for Proposal for printing and supply of 2020 calendar

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2019/010		Date: 31/08/2019
2. Description of item	Printing and supply of 2020 Wall Calendar	
3. Bids details:		
a. Sale of bid documents	From 31/08/2019 to 25/09/2019	
b. Cost of documents	Nu. 500 (Non-refundable)	
c. Place of sale	BoB Head Office, Babesa, Thimphu (during office hours)	
d. Last date and time of submission	25/09/2019 at 1430 hours	
e. Place of submission	BoB Head office, Babesa, Thimphu	
f. Opening date and time	25/09/2019 at 1500 hours	
g. Venue for opening of bid	BoB Head Office, Babesa, Thimphu	
4. Bid Security (EMD)	Nu. 25,000.00	
5. Bid Validity Period	75 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,

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Request for Proposal for printing and supply of 2020 calendar

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 Babesa, Thimphu	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. 25,000.00	Yes	
4	Sample printed calendar of 2020		Yes	
5	Valid Trade License		Yes	
6	Tax Clearance Certificate		Yes	

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Request for Proposal for printing and supply of 2020 calendar

REQUEST FOR PROPOSAL (RFP)

1. **SCOPE OF WORK**

Bank of Bhutan would like to invite the Bhutanese printing firms with the valid license to participate for printing and supply of 2020 Wall calendar. Calendar specifications as below;

- Calendar paper size: 74 * 48 CM
- Material: 170 GSM Art Paper
- Printing: Front color with offset tin mounting
- Color: 4/5 colors
- Script:
 - Dzongkha and English
 - Holidays notice on bottom of every month
 - Holiday dates mark in red color
- Number of pages: one
- Other specification and design as per 2019 calendar
- Image/photo of the calendar will be provided at a later date after finalization.

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. Bids delivered by post or courier and received by Bank after deadline of submission will not be accepted. Quotation by fax or by electronic means shall not be accepted:

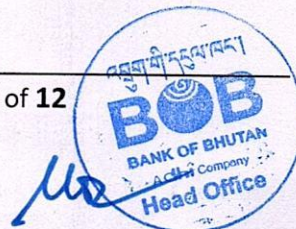
Procurement Officer
Bank of Bhutan, Head Office,
Thimphu, Babesa

- 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:
- i. Bid name/scope, number and date; and
 - ii. Warning not to open before the time and date of bid opening. The opening time and date should be reflected.

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Request for Proposal for printing and supply of 2020 calendar

- c) Two copies inside the outer envelope clearly marked as **"ORIGINAL"** and **"COPY"** with signed sealed. 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: 25th September, 2019 at 1430 hours
- b) Place for submission: Procurement Unit, BoB 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: 25th September, 2019 at 1500 hours
- b) Place of opening: Meeting Room, BOB 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 rate should be quoted or submitted in accordance with the following Terms and Conditions.

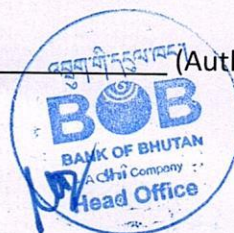
a) PRICE

Price quoted must be in Ngultrum; other currency shall not be accepted. The quoted price shall be inclusive of taxes & duties, printing and other related associate cost.

Sl/No.	Particulars	Qty (Piece)	Rate (Nu.)	Amount (Nu.)
1	Wall Calendar (2020)	100,000		
Total		100,000		

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Request for Proposal for printing and supply of 2020 calendar

Amount (In Words)	
Delivery period	Maximum period for delivery is 45 calendar days from the date of issue of the Purchase Order by the Purchaser.	
	[Insert your own delivery period (days)]:	
Supplier Details: Bidder's Name: Contact No.: e-mail id:		Suppliers Official Stamp & Signature
Date:		

b) EVALUATION OF QUOTATION

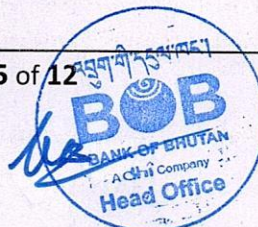
- i. Evaluation shall be carried out based on the sample. Bidders need to submit the sample along with bid on or before the deadline of submission of bid.
- ii. Bank shall not accept the past printed calendar as sample. Sample calendar need with following features or specification;
 - English script – Date of 2020
 - Dzongkha script – previous year's date or current date
 - Image/photo – any or 2019 calendar's image
- iii. Bid without sample and not as per Bank's requirement (specification) shall be considered as non-responsive and directly rejected without further evaluation. Qualified or selected samples bid shall be evaluated based on the price and delivery period; 95% for price and 5% for delivery period as mentioned below;

Sl. No.	Particulars	%	TOTAL (%)
1	Delivery Schedule		
1.1	Less or equivalent to 15 calendar days	5.00%	5.00%
1.2	16 to 30 calendar days	3.00%	
1.3	31 to 45 calendar days	1.00%	

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Request for Proposal for printing and supply of 2020 calendar

2	Price Schedule	95.00%
Total		100.0%

- 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:
- Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
 - 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
 - If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

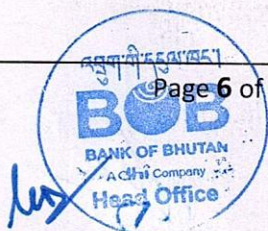
6. BID SECURITY

- The bid shall be accompanied by a bid security of Nu. 25,000.00 in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favor of Bhutan of Bhutan Limited;
- Bid Security should be in original form; copies shall not be accepted;
- Insufficient/less bid security amount shall be treated as non-responsive and their bid shall be rejected;
- 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;
- Any bid not accompanied by bid security shall be treated as non-responsive and their bid shall be rejected;
- The Bid Securities of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing the Performance Security; and
- The Bid Security shall be forfeited:
 - If the bidder withdraws the Bid during the period of Bid validity before awarding the contract; or

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Request for Proposal for printing and supply of 2020 calendar

- 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;
- 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) Failure to provide/submit performance security by the successful bidder, Bank shall notify and offer to the second lowest evaluated bidder for executing 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 treated it as non-responsive bid.

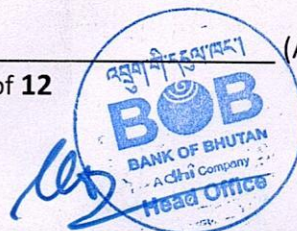
9. PEROFRMANCE SECURITY

- a) The successful bidder should provide/submit 10% of the total value as performance security to Bank within 7 calendar days after issuance of contract award notification or letter of acceptance.
- b) Performance security shall be in the form of cash warrant/demand draft /unconditional Bank Guarantee/Banker's Cheque and other Guarantees issued by any Financial Institutions in favour of Bhutan of Bhutan Limited.
- c) Performance security shall be released after the completion of contract.

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Request for Proposal for printing and supply of 2020 calendar

- d) 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:
- Fails to perform his/her contractual obligation under the Bank's purchase/supply order;
 - Withdraws the contract without performing his/her obligation under the Bank's purchase/supply order;
 - Supplied different product which is not as per the specification; and
 - Fails to replace the defective goods within 10 calendar days after notifying about the defective goods.

10. DELIVERY PLACE & PERIOD OF GOODS

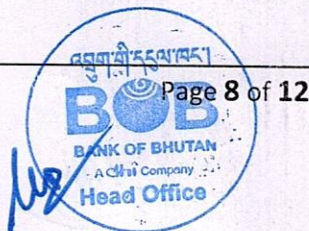
- Place of delivery: Bank of Bhutan Limited, Head Office, Thimphu, Babesa.
- The maximum time period for the supply and delivery of the goods is 45 calendar days after the date of purchase order (exclusive purchase order date), but the supplier must supply within the time period mentioned in their bid. Failing to supply within the time period shall be ensue levy of liquidated damage as per clause 11 of the bidding document.
- Delivery period exceeding the maximum period shall be directly rejected.
- The successful bidder need to take remedial action to replace the goods within 10 calendar days after serving notice of defective goods or those different from the specification or sample.
- Packaging of calendar shall be as per branch list mentioned below;

Sl.No.	Branch Name	Qty (Piece)
1	P/Ling Main Branch	3,000
2	Thimphu Main Branch	3,000
3	S/Jongkhar	1,000
4	Gelephu	1,000
5	Tshimasham Branch	1,000
6	Samtse Branch	1,000

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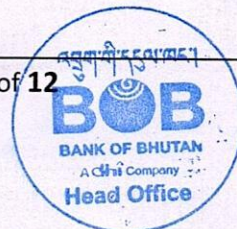
Request for Proposal for printing and supply of 2020 calendar

7	Tashigang Branch	1,000
8	Damphu	1,000
9	Bazar Branch	1,000
10	Gomtu Branch	1,000
11	Monggar	1,000
12	Bumthang	1,000
13	Wangdue	1,000
14	Paro Branch	1,000
15	Trongsa	1,000
16	Haa	1,000
17	Gedu	1,000
18	Zhemgang Branch	1,000
19	Lhuntse	1,000
20	Punakha Branch	1,000
21	Pemagatshel Branch	1,000
22	Motithang Branch	1,000
23	Sarpang	1,000
24	Dagana Branch	1,000
25	City Branch	1,000
26	Deothang Branch	1,000
27	Tashiyangtse Branch	1,000
28	Nganglam Branch	1,000
29	Gasa Branch	1,000
30	Babesa	1,000
31	Changbangdu	1,000
32	Samdrupcholing	1,000
33	Panbang	1,000
34	Sipsu	1,000

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Request for Proposal for printing and supply of 2020 calendar

35	Wamrong	1,000
36	Lhamoizingkha	1,000
37	Pasakha	1,000
38	Dagapela	1,000
39	Dorokha	1,000
40	Gyelposhing	1,000
41	Dechencholing, Thimphu	500
42	Dangdung, Trongsa	500
43	Doksum, Trashigang	500
44	Jomotshangkha, S/Jongkhar	500
45	Chhukha	500
46	DRC, Phuntsholing	500
47	Paro Air-port	500
48	DRC, Thimphu	300
49	DRC, Gelephu	300
50	Rangjung, Trashigang	150
51	Rinchentse, Gedu	150
52	Lawakha, Wangdue	150
53	Head Office, Thimphu	51,450
Total		100,000

Note: Each roll should have 50 pieces

11. LIQUIDATED DAMAGE

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

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Request for Proposal for printing and supply of 2020 calendar

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 submit the 10% performance security or accept the contract;
- 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 liquidated damage exceed 15 % of the contract amount.

13. PAYMENT TERMS

- a) Payment for supplied goods shall be made within 30 working days of completion of supply 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 or procurement@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.
- d) The Bank may procure any of the items from the open market in case the supplier fails to

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Request for Proposal for printing and supply of 2020 calendar

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) Quantity variation of 20% (Increase or Decrease) of the total quantity shall be applied.
- 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 is not resolved, it shall be governed by Court Law, The Kingdom of Bhutan.

“Thank You”

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