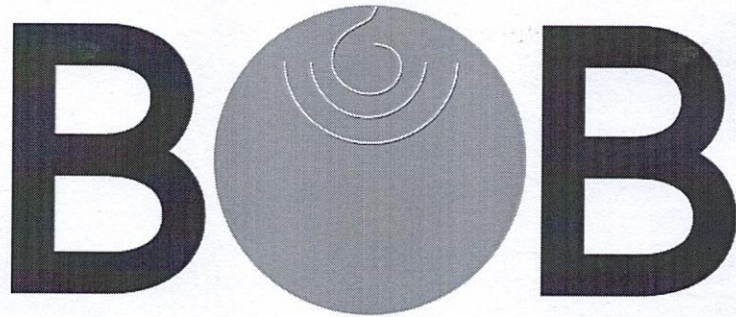


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BANK OF BHUTAN

A **chi** Company

Banker to the Nation since 1968

BIDDING DOCUMENT

for

**SUPPLY and DELIVERY OF EXECUTIVE
NOTEBOOK/DIARY**

TENDER NO: 000/BOB/TENDER/2019/014

DATE: 30/11/2019





Request for Proposal for supply and delivery of Executive Notebook/Diary

SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2019/014		Date: 30/11/2019
2. Description of item	Supply and delivery of Executive Notebook/Diary	
3. Bids details:		
a. Sale of bid documents	From 30/11/2019 to 25/12/2019	
b. Place of sale	BoB Head Office, Babesa, Thimphu (during office hours)	
c. Last date and time of submission	25/12/2019 at 1430 hours	
d. Place of submission	BoB Head office, Babesa, Thimphu	
e. Opening date and time	25/12/2019 at 1500 hours	
f. Venue for opening of bid	BoB Head Office, Babesa, Thimphu	
4. Bid Security (EMD)	Nu. 20,000.00	
5. Bid Validity Period	75 Days from the date of bid opening	
6. Quantity Variation (Order)	Increase or decrease by 20%	

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

CHECKLIST 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. 20,000.00 as lump sum amount	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

REQUEST FOR PROPOSAL (RFP)

1. SCOPE OF WORK

Bank of Bhutan would like to invite the Bhutanese firms with the valid license to participate for supply and delivery of Executive Notebook/Diary. The specification as below;

Executive Notebook/Diary

- Name & Type: A5 Executive Notebook
- Size: 14.5 cm x 21 cm (Width x Height)
- Pages: 108 sheet (216 pages)
- Cover: multi color printing with Embossing on logos
- First Page: Multi color printing
- Second Page: Personal Information (Multi color printing)
- Inside pages printed on multi color printing
- Paper Thickness: 80 GSM with natural color Maplitho paper
- Cover Material: P.U/Leather light (logos emboss or gold foil)/art paper-350 GSM
- Binding: Hard bound
- Packing Box: 300 GSM art paper with multi color printing embossing of logos
- Other specifications: Current diary/as per sample
- Exactly like the current diary with changes in cover design and color printing inside pages.

2. BIDDING INSTRUCTION

The bidder(s) shall submit the bid in accordance with the following clauses:

- 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 shall be reflected 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

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

- 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 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. DEADLINE FOR SUBMISSION

- a) Date: 25th December, 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. TIME FOR OPENING OF BIDS

- a) Date: 25th December, 2019 at 1500 hours
- b) Place of opening: Conference Hall, 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 with CIF BoB Head Office, Thimphu, Bhutan. Price schedule as below;

Sl. No	Description	Qty (No.)	Rate/Qty (Nu.)	Total Amount (Nu.)	Delivery Days
1	Executive Notebook/Diary	2,350			
Total		2,350			

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

Amount in words	
Delivery period	<i>Maximum period for supply and delivery time period is 45 calendar days from the date of issue of the Purchase Order by the Purchaser.</i>	
Supplier details:		Suppliers Official Stamp & Signature
Name of Supplier:		
Contact No.:		
Email id:		
Date:		

b) EVALUATION OF QUOTATION

- i. Bidders' bid complied with the technical/product specification shall be evaluated based on the **FINANCIAL BID** and **TECHNICAL BID**- 95% for financial bid and 5% for technical bid as mentioned below:

SL/NO.	PARTICULARS	%	TOTAL (%)
1	TECHNICAL BID (DELIVERY PERIOD)		5.00%
1.1	15 Days or Less	5.00%	
1.2	16 Days to 30 Days	3.00%	
1.3	31 Days to 45 Days	1.00%	
2	FINANCIAL BID (FB)	95.00%	95.00%
	TOTAL		100.0%

Note:

- ✓ **Financial Bid (FB) calculation formula;**

$$\text{Financial Bid (FB)} = 95 \% * \frac{\text{Lowest bid price}}{\text{Respective bidder's bid price}}$$

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)

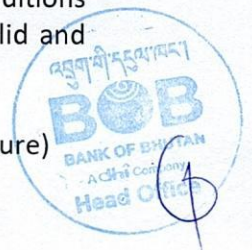


Request for Proposal for supply and delivery of Executive Notebook/Diary

- ii. Non-compliance with the technical/product specification shall be considered as non-responsive bid and shall not be evaluated.
 - iii. To assist in the examination, evaluation and comparison of Bids, the Client may, at its discretion, ask the Bidder for a clarification of its Bid or ask to submit the samples. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered or permitted. Failing to respond to the clarifications sought by the client within two working days will be treated as non-responsive and hence be rejected.
- 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. 20,000.00 in the form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favor of Bhutan of Bhutan Limited;
 - b) Bid Security should be in original form; copies shall not be accepted;
 - c) Insufficient/less bid security amount shall be treated as non-responsive and the bid shall be rejected;
 - d) 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;

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

- e) Any bid not accompanied by bid security shall be treated as non-responsive and the bid shall be rejected;
- f) The Bid Securities of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing the Performance Security; and
- 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 item wise 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. Failure to accept the extension shall treated it as a non-responsive bid.

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

9. PERFORMANCE SECURITY

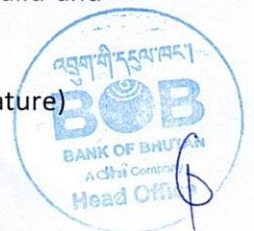
- a) The successful bidder should provide/submit 10% of the total value as performance security to Bank within seven calendar days after issuance of contract award notification or letter of acceptance.
- b) Performance security shall be in the form of cash warrant/demand draft /unconditional Bank Guarantee/Banker's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

10. SUPPLY, DELIVERY & COMMISSIONING PLACE and PERIOD

- a) Place of supply and delivery: BoB Head Office, Thimphu, Bhutan;
- b) 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.
- c) Delivery period exceeding the maximum period shall be directly rejected.
- d) The successful bidder need to take remedial action to replace the goods within 14 calendar days after serving notice of defective goods.

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

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 days delayed***

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:

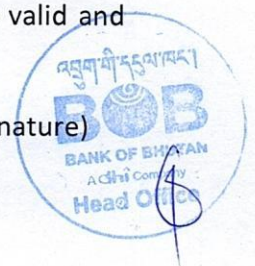
- a) Withdraws its bid during the period of bid validity before awarding the contract;
- b) Fails to submit the 10% performance security or accept the contract;
- c) Fails to perform any obligations under the Purchase Order/Supply Order;
- d) Fails to supply the items as per the specification or replace 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 exceeds 15 % of the contract amount.

13. PAYMENT TERMS

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

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____ (Authorized Signature)



Request for Proposal for supply and delivery of Executive Notebook/Diary

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 supply, deliver and commissioning 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 required 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”

I have read the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information I have stated herein are valid and correct to my full knowledge.

Signature _____

(Authorized Signature) _____

