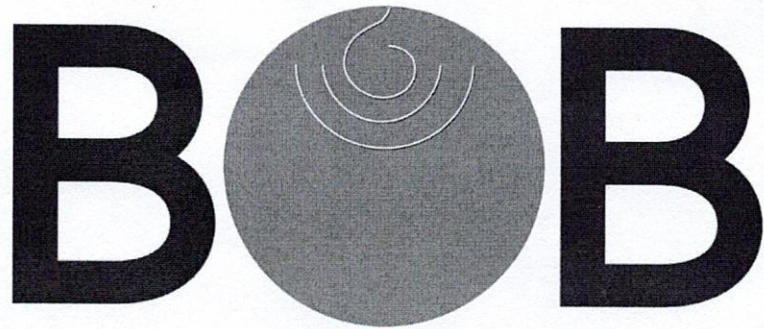


འབྲུག་གི་དངུལ་ཁང་།



**BANK OF BHUTAN**

A **chi** Company

Banker to the Nation since 1968

**BIDDING DOCUMENT**

for

**PRINTING, SUPPLY and DELIVERY OF ENVELOPES,  
REGISTERS, FORMS AND OTHER STATIONERY ITEMS  
(Frame/Rate Contract Tender for one year)**

TENDER NO: 000/BOB/TENDER/2020/002

12/03/2020



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

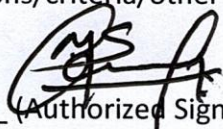
### SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2020/002	Date: 12/03/2020
2. Description of item	Printing, supply and delivery of stationery items
3. Bids details:	
a. Sale of bid documents	From 12/03/2020 to 06/04/2020
b. Cost of documents	Nu. 500 (Non-refundable)
c. Place of sale	BoB Head Office, Norzin Lam, Thimphu (during office hours)
d. Last date of submission	06/04/2020 at 1430 hours
e. Place of submission	BoB Head office, Norzin Lam, Thimphu
f. Opening date	06/04/2020 at 1500 hours
g. Venue for opening of bid	BoB Head Office, Norzin Lam, Thimphu,
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/Rate Contract 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 & Seal



  
(Authorized Signature)

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

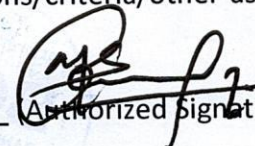
CHECK LIST FOR BID SUBMISSION

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: <b>Procurement Officer Bank of Bhutan, Head Office Norzin Lam 2, Thimphu,</b>	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	

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

Signature & Seal



  
(Authorized Signature)

## 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: ENVELOPES			Rate/ Envelope (Nu.)
Sl. No	Name	Specification	
1	Envelope – A3 size	<ul style="list-style-type: none"><li>Paper Thickness : 120 GSM</li><li>Print : Black &amp; white with logo &amp; address</li><li>Color : Yellowish/White with inside plastic coated</li></ul>	
2	Envelope – Legal size	<ul style="list-style-type: none"><li>Paper Thickness : 120 GSM</li><li>Print : Black &amp; white with logo &amp; address</li><li>Color : Yellowish/White with inside plastic coated</li></ul>	
3	Envelope – A4 Size	<ul style="list-style-type: none"><li>Paper Thickness : 120 GSM</li><li>Print : Black &amp; white with logo &amp; address</li><li>Color : Yellowish/White with inside plastic coated</li></ul>	
4	Brown/White Envelope – Large size	<ul style="list-style-type: none"><li>Paper Thickness : 90 GSM</li><li>Size : 34 * 15.5 Cm (L * B)</li><li>Print : Black &amp; white with logo &amp; address</li></ul>	
5	Brown/White Envelope – Medium Size	<ul style="list-style-type: none"><li>Paper Thickness : 90 GSM</li><li>Size : 26.5 * 12 Cm (L * B)</li><li>Print : Black &amp; white with logo &amp; address</li></ul>	
6	Brown/White Envelope - Small Size	<ul style="list-style-type: none"><li>Paper Thickness : 90 GSM</li><li>Size : 23 CM * 10.5 CM (L * B)</li><li>Print : Black &amp; white with logo &amp; address</li></ul>	
7	Cloth Lining Envelope- A3 size	<ul style="list-style-type: none"><li>Paper Thickness : 120 GSM</li><li>Print : Black &amp; white with logo &amp; address</li><li>Color : Yellowish/White with Inside net/clothing lining</li></ul>	
8	Cloth Lining Envelope – Legal size	<ul style="list-style-type: none"><li>Paper Thickness : 120 GSM</li><li>Print : Black &amp; white with logo &amp; address</li><li>Color : Yellowish/White with Inside net/clothing lining</li></ul>	

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

Signature & Seal



Page 3 of 16

(Authorized Signature)

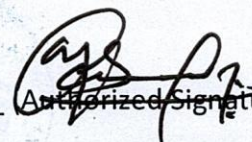
## Request for Proposal for printing, supply and delivery of stationery items

LOT II: REGISTERS			Rate/ Register (Nu.)
Sl. No	Item Name	Specification	
1	Register –Ordinary with 50 sheets (100 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 21 * 32 Cm (L * H)</li> <li>▪ Page Print : Black and white with rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
2	Register –Ordinary with 100 sheets (200 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 21 * 32 Cm (L * H)</li> <li>▪ Page Print : Black and white with rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
3	Register-Cash Balance with 150 sheets (300 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 22 * 28 Cm (L * H)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
4	Register-Banker's Cheque Granted with 50 sheets (100 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 29 * 29 Cm (L * H)</li> <li>▪ Page Print : Black and white with rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
5	Register- Inward/ Outward Dak Book with 100 sheets (200 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 30 * 21 CM (L * H)</li> <li>▪ Page Print : Black and white rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
6	Register-G.E. Loan Sactioned with 100 sheets (200 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 24.5 * 36 CM (L * H)</li> <li>▪ Page Print : Black and white rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
7	Register-LC Export/ Import with 200 sheets (400 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Size : 42 * 28.5 CM (L * H)</li> <li>▪ Page Print : Black and white rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	

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

Signature & Seal \_\_\_\_\_



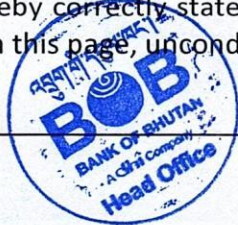
  
 (Authorized Signature)

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

8	Register- Postage with 100 sheets (200 pages)	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 21 * 32 Cm (L * H)</li> <li>▪ Sheet : 100 sheets (200 Pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
9	Register- Registered Postage	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 21 * 32 Cm (L * H)</li> <li>▪ Sheet : 100 sheets (200 Pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
10	Register-Vault	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Size : 21* 32 CM (L * H)</li> <li>▪ Sheet : 100 sheets (200 pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
11	Register-Currency Chest	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Size : 33.5 * 42 CM (L * H)</li> <li>▪ Sheet : 100 sheets (200 pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
12	Register-Foreign Currency issue	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Size : 34 * 20.5 CM (L * H)</li> <li>▪ Sheet : 100 sheets (200 pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
13	Register-CBC	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 42 * 28 CM (L * H)</li> <li>▪ Sheet : 100 Sheets (200 Pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	
14	Register-Bank Guarantee Issue	<ul style="list-style-type: none"> <li>▪ Paper : Conquest with 90 GSM</li> <li>▪ Paper Size : 24.5 * 36 CM (L * H)</li> <li>▪ Sheet : 100 sheets (200 pages)</li> <li>▪ Page Print : Rule(lining)&amp; page number</li> <li>▪ Cover Color : Blue</li> </ul>	

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

Signature & Seal \_\_\_\_\_



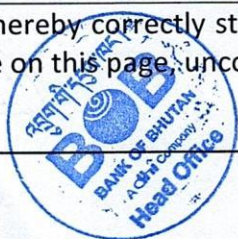
(Authorized Signature)

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

LOT III: FORMS & VOUCHERS			Rate/Unit (Nu.)
Sl. No	Name	Specifications	
1	Form-Customer Information (Retail)- B.B.213A	<ul style="list-style-type: none"> <li>▪ Paper: A4 size maphlitho with 75 GSM</li> <li>▪ Page : 4 pages (2 sheets) with folding</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
2	Form-Account Opening (Retail)- B.B.213B	<ul style="list-style-type: none"> <li>▪ Paper : A4 size maphlitho with 75 GSM</li> <li>▪ Page : 3 pages (2 sheets) with folding</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
3	Form-Customer Information (Corporate)- B.B.214A	<ul style="list-style-type: none"> <li>▪ Paper : A4 size maphlitho with 75 GSM</li> <li>▪ Page : 4 Pages (2 sheets) with folding</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
4	Form-Account Opening (Corporate)- B.B.214B	<ul style="list-style-type: none"> <li>▪ Paper : A4 size maphlitho with 75 GSM</li> <li>▪ Page : 3 pages (2 sheets) with folding</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
5	Form-Claim Nomination On - B.B. 294	<ul style="list-style-type: none"> <li>▪ Paper : A4 size maphlitho with 75 GSM</li> <li>▪ Page : 2 pages (1 sheet)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
6	Form-RD Declaration B.B. 227/INR Remittance	<ul style="list-style-type: none"> <li>▪ Paper : A4 size maphlitho with 75 GSM</li> <li>▪ Page: 1 page print</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one packet (500 sets of forms)</li> </ul>	
7	Form-Application For Banker's Cheque- B.B. 295	<ul style="list-style-type: none"> <li>▪ Paper : Carbon paper with 60 GSM</li> <li>▪ Size : L*B (21.8 CM * 13.8 CM)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top</li> </ul>	
8	Form- Application For Foreign Draft- B.B. 24	<ul style="list-style-type: none"> <li>▪ Paper : Carbon paper with 60 GSM</li> <li>▪ Size : L*B (21.8 CM * 13.8 CM)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top</li> </ul>	

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

Signature & Seal



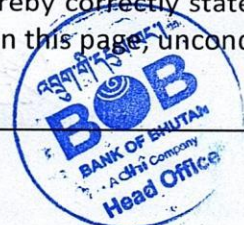
*(Authorized Signature)*

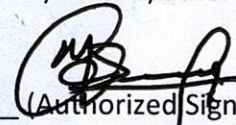
## Request for Proposal for printing, supply and delivery of stationery items

9	Form-Deposit- BB61	<ul style="list-style-type: none"> <li>▪ Paper : Carbon Paper with 60 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top</li> </ul>	
10	Form-Withdrawal -BB212	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 90 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Pad: 1 pad (100 sheets)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (100 sheets) with glue binding on top</li> </ul>	
11	Form-FD Receipt- BB 5	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho With 90 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (100 sheets) with glue binding on top</li> </ul>	
12	Voucher-Credit- BB6/9	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 75 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (100 sheets) with glue binding on top</li> </ul>	
13	Voucher-Debit- BB7/8	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 75 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (100 sheets) with glue binding on top</li> </ul>	
14	Voucher Cover- BB218 (Front)	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 300 GSM in yellow color</li> <li>▪ Size : 22 Cm * 16 Cm (L *H)</li> <li>▪ Print: Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (500 sheets), no binding</li> </ul>	
15	Voucher Cover- BB219 (Back)	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 300 GSM in yellow color</li> <li>▪ Size : 22 Cm * 16 Cm (L *H)</li> <li>▪ Print: no (plain)</li> <li>▪ Unit : one pad (500 sheets)</li> </ul>	
16	Note Slip-White- CC2	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho With 75 GSM</li> <li>▪ Size : 21.5 * 6 Cm (L*B)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> </ul>	

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

Signature & Seal



  
(Authorized Signature)



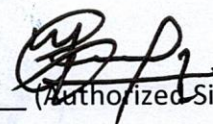
## Request for Proposal for printing, supply and delivery of stationery items

		<ul style="list-style-type: none"> <li>▪ Unit : one pad (100 sheets) with glue binding on right side</li> </ul>	
17	Note Slip- Red-BB 221	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho With 75 GSM</li> <li>▪ Size : 21.5 * 6 Cm (L*B)</li> <li>▪ Print : Black &amp; white (Front Page print only)</li> <li>▪ Unit : one pad (100 sheets) with glue binding on right side</li> </ul>	
18	Passbook- Recurring Deposit with cover-	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 90 GSM</li> <li>▪ Size : 10 CM * 15 CM (L*B)</li> <li>▪ Unit : one Booklet (12 pages print)</li> <li>▪ Print: Black &amp; white.</li> <li>▪ Cover Thickness : 120 GSM</li> <li>▪ Cover Color: RED</li> </ul>	
19	General/Senior citizen account holder card	<ul style="list-style-type: none"> <li>▪ Paper : Maphlitho with 120 GSM</li> <li>▪ Size : 9.2 CM * 5.8 CM (L*B)</li> <li>▪ Unit : one pad (100 sheets)</li> <li>▪ Print: Black &amp; White (Front Back)</li> </ul>	
20	General/Senior citizen account holder card cover	<ul style="list-style-type: none"> <li>▪ Transparent plastic cover</li> <li>▪ Inside Size : 9.4 CM * 6.00 CM (L*B)</li> <li>▪ Unit : one packet (100 pieces)</li> <li>▪ For sample visit procurement office</li> </ul>	
21	Form – Deposit (Agency)	<ul style="list-style-type: none"> <li>▪ Paper : Carbon paper with 60 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Unit: one Pad (150 sheets; 50 original &amp; 100 duplicate copies)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Binding: With glue binding on top</li> </ul>	
22	Form – Withdrawal (Agency)	<ul style="list-style-type: none"> <li>▪ Paper : Carbon paper with 60 GSM</li> <li>▪ Size : L*B (21.8 Cm * 13.8 Cm)</li> <li>▪ Unit: one pad (100 sheets; 50 Original &amp; 50 duplicate copy)</li> <li>▪ Print : Black &amp; white</li> <li>▪ Binding: With glue binding on top</li> </ul>	
23	Passbook – Recurring deposit/Young Savers	<ul style="list-style-type: none"> <li>▪ Paper specification: Maphlitho with 60 GSM</li> <li>▪ Size : 21.1 * 9.2 CM (L * B)</li> <li>▪ Unit: one booklet (10 pages; 5 sheets)</li> <li>▪ Print: Multi color print</li> </ul>	

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

Signature & Seal \_\_\_\_\_



  
 (Authorized Signature)

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

		<ul style="list-style-type: none"> <li>▪ Cover Thickness : 120 GSM</li> </ul>	
24	Deposit Receipt Paper	<ul style="list-style-type: none"> <li>▪ Paper: Perforated Carbon Paper</li> <li>▪ Size: 24 * 10.2 CM</li> <li>▪ Unit: one packet (1000 Sheets)</li> <li>▪ Print: Pre-print (Black &amp; White)</li> </ul>	

LOT IV: PAPER & OTHER STATIONERIES			Rate/Unit (Nu.)
Sl. No	Name	Specifications	
1	A4 Size Photo Copy Paper	<ul style="list-style-type: none"> <li>▪ Paper Quality : JK Copier with 75 GSM</li> <li>▪ Size : A4 size</li> <li>▪ Unit: Ream</li> </ul>	
2	A3 Size Photo Copy Paper	<ul style="list-style-type: none"> <li>▪ Paper Quality : JK Copier with 75 GSM</li> <li>▪ Size : A3 size</li> <li>▪ Unit : Ream</li> </ul>	
3	File-Arch	<ul style="list-style-type: none"> <li>▪ Brand : Ambassador (Supreme original one)</li> <li>▪ Unit : Piece</li> </ul>	
4	File-Flat	<ul style="list-style-type: none"> <li>▪ Brand: Ambassador Export Quality</li> <li>▪ Color: Yellow</li> <li>▪ Unit : Piece</li> </ul>	
5	Marking Cloth	<ul style="list-style-type: none"> <li>▪ Unit Rate: per Meter</li> <li>▪ As per Sample</li> <li>▪ Visit procurement office for sample</li> </ul>	
6	Paper Tray	<ul style="list-style-type: none"> <li>▪ Brand: Omega Deluxe with 3 trays</li> <li>▪ Unit : set (three tiers)</li> </ul>	
7	Pen	<ul style="list-style-type: none"> <li>▪ Brand : Linc , Duet Cream, Premium Lh</li> <li>▪ Tip: Up Down</li> <li>▪ Refill: Blue &amp; Red</li> <li>▪ Unit : Piece</li> </ul>	
8	Refill-Blue-For Pen	<ul style="list-style-type: none"> <li>▪ Brand : Linc , Duet Cream, Premium Lh</li> <li>▪ Unit : one packet (100 pieces)</li> </ul>	
9	Refill-Red-For Pen	<ul style="list-style-type: none"> <li>▪ Brand : Linc , Duet Cream, Premium Lh</li> <li>▪ Unit : one packet (100 pieces)</li> </ul>	
10	Rope-Sutli-For Cash Binding	<ul style="list-style-type: none"> <li>▪ Unit : KG (Kilogram)</li> <li>▪ Visit Procurement office for sample</li> </ul>	
11	Rubber Band (Nylon-500g)	<ul style="list-style-type: none"> <li>▪ Unit : 500 gram</li> <li>▪ Visit Procurement office for sample</li> </ul>	

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

Signature & Seal



(Authorized Signature)

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

12	Stamp Pad-Small	<ul style="list-style-type: none"> <li>▪ Brand: Camel</li> <li>▪ Unit : piece</li> </ul>	
13	Stapler – 24/6 size	<ul style="list-style-type: none"> <li>▪ Brand: Kangaro</li> <li>▪ Unit : Piece</li> </ul>	
14	Stapler – DS125/7 size	<ul style="list-style-type: none"> <li>▪ Brand: Kangaro</li> <li>▪ Unit : Piece</li> </ul>	
15	Stapler – No. 10 size	<ul style="list-style-type: none"> <li>▪ Brand: Kangaro</li> <li>▪ Unit : Piece</li> </ul>	
16	Stapler Pin – 24/6	<ul style="list-style-type: none"> <li>▪ Brand :Kangaro</li> <li>▪ Unit: one box (20 packets )</li> </ul>	
17	Stapler Pin – DS125/7	<ul style="list-style-type: none"> <li>▪ Brand :Kangaro</li> <li>▪ Unit: one box (10 packets )</li> </ul>	
18	Stapler Pin – No. 10	<ul style="list-style-type: none"> <li>▪ Brand :Kangaro</li> <li>▪ Unit: one box (20 packets )</li> </ul>	
19	Thread Ball-Voucher Binding	<ul style="list-style-type: none"> <li>▪ Brand : Konarak (24/20-Art 444- 100 GRMS)</li> <li>▪ Unit : One roll/piece</li> </ul>	
20	Water Sponge	<ul style="list-style-type: none"> <li>▪ Brand: Wonder</li> <li>▪ Unit : piece</li> </ul>	
21	Dust Bin-Hiplast	<ul style="list-style-type: none"> <li>▪ Brand : Hiplast-Medium</li> <li>▪ Unit: Piece</li> </ul>	
22	Punching Machine- DP 520	<ul style="list-style-type: none"> <li>▪ Brand : Kangaro</li> <li>▪ Unit : piece</li> </ul>	
23	Punching Machine- DP 800	<ul style="list-style-type: none"> <li>▪ Brand : Kangaro</li> <li>▪ Unit : piece</li> </ul>	
24	Transparent cello tape white -Big	<ul style="list-style-type: none"> <li>▪ Brand: Wonder</li> <li>▪ Size : (500m-2’')</li> <li>▪ Unit : piece</li> </ul>	
25	Transparent cello tape white-Medium	<ul style="list-style-type: none"> <li>▪ Brand: Wonder</li> <li>▪ Size : (125m-42mm)</li> <li>▪ Unit: piece</li> </ul>	
26	Glue Stick	<ul style="list-style-type: none"> <li>▪ Brand: deli-(36g No.7123)</li> <li>▪ Unit : Piece</li> </ul>	
27	Stamp Pad Ink	<ul style="list-style-type: none"> <li>▪ Brand: kores-100ml)</li> <li>▪ Unit : Bottle</li> </ul>	
28	Pin	<ul style="list-style-type: none"> <li>▪ Brand: Oddy-T.Pins</li> <li>▪ Unit : Box/Package</li> </ul>	
29	Stamp Pad Ink-Blue-	<ul style="list-style-type: none"> <li>▪ Brand: Shiny-s -63 (Since 1957</li> </ul>	

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

Signature & Seal \_\_\_\_\_



  
 (Authorized Signature)

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

	for seal	▪ Unit : Bottle	
30	Stamp Pad Ink-Red- for seal	▪ Brand: Shiny-s -63 (Since 1957) ▪ Unit : Bottle	

### 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,**  
**Norzin Lam, Thimphu**

- 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, 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.

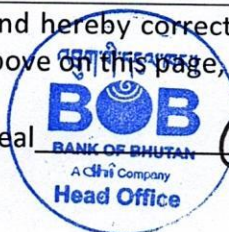
### 3. LAST DEADLINE FOR SUBMISSION:

- a) Date: 06<sup>th</sup> April, 2020 at 1430 hours
- b) Place for submission: Procurement Unit, Head Office, Norzin Lam 2, 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:

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

Signature & Seal



(Authorized Signature)

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

- a) Date: 06<sup>th</sup> April, 2020 at 1500 hours
  - b) Place of opening: Meeting Room, Head Office, Norzin Lam, 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 accepted and will not evaluate.
  - 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

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

Signature & Seal



Page 12 of 16

(Authorized Signature)

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

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;
- 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 treated it as non-responsive bid.

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

Signature & Seal \_\_\_\_\_



(Authorized Signature)

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

### 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 one year or 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.

### 10. DELIVERY PLACE & PERIOD OF GOODS;

- a) Place of delivery: Bank of Bhutan Limited, Head Office, Norzin Lam 2, Thimphu.
- 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 ensued by 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 needs 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

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

Signature & Seal



(Authorized Signature)

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

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

- 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, Norzin Lam, Thimphu, in writing during office hours or e-mail to [cheten.dorji@bob.bt](mailto:cheten.dorji@bob.bt)/[kinga.tshering@bob.bt](mailto:kinga.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

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

Signature & Seal \_\_\_\_\_



(Authorized Signature)



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

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 and have a right to purchase the goods from local market if the price is cheaper.

- 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”

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

Signature & Seal



(Authorized Signature)