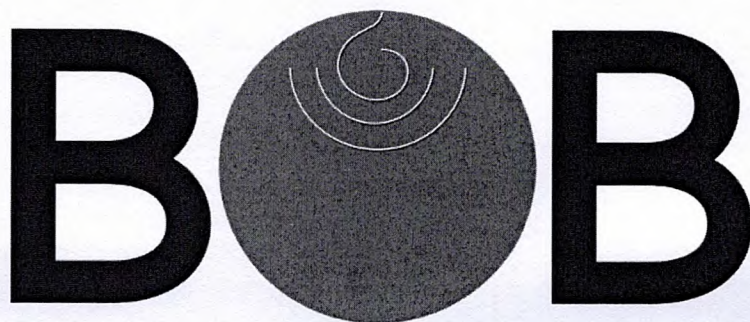


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**BANK OF BHUTAN**

A **chi** Company

Banker to the Nation since 1968

**BIDDING DOCUMENT**  
**for**  
**PRINTING and SUPPLY OF 2021 CALENDAR**



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

### SALIENT FEATURES OF THE BID

1. Tender No. 000/BOB/TENDER/2020/014		Date: 19/09/2020
2. Description of item	Printing, supply and delivery of 2021 wall calendar	
3. Bids details:		
a. Sale of bid documents	From 19/09/2020 to 14/10/2020	
b. Cost of documents	Nu. 500.00 (Non-refundable)	
c. Place of sale	BoB Head Office, Norzin Lam, Thimphu (during office hours)	
d. Last date of submission	14/10/2020 at 1430 hours	
e. Place of submission	BoB Head office, Norzin Lam, Thimphu	
f. Opening date	14/10/2020 at 1500 hours	
g. Venue for opening of bid	BoB Head Office,Norzin Lam, Thimphu,	
4. Bid Security (EMD)	Lump-sum of Nu. 23,000.00	
5. Bid Validity Period	75 Days from the date of bid opening	

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 stated herein are valid to my knowledge.

Signature & Seal  
BANK OF BHUTAN  
Head Office

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

### CHECK LIST FOR BID SUBMISSION

1.	Tender No. & Date	[000/BoBL/Tender/2020/014 dated 19/09/2020]
2.	Descriptions	[RFP for Printing, Supply and Delivery of 2021 wall calendar]
3.	Bidding Firm	_____

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, 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)	Nu. 23,000.00 (Lump Sum)	Yes
4	Valid Trade License		Yes
5	Tax Clearance Certificate		Yes
6	Sample Calendar 2021		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 stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)



# **Request for Proposal for printing, supply & delivery of 2021 wall calendar**

## **REQUEST FOR PROPOSAL (RFP)**

### **1. SCOPE OF WORK**

Bank of Bhutan would like to invite the Bhutanese firm with the valid trade license to participate for supply and delivery of 2021 wall calendar. The detail technical specifications as below;

- Calendar paper size: 20" \* 30" (L \* H)
- Material: 170 GSM Art Paper
- Printing: Front color with offset tin mounting
- Color: colors
- Script:
  - Dzongkha and English
  - Holidays notice on bottom of every month
  - Holiday dates mark in red color
- Number of pages: one
- Design as same as 2020 calendar
- Image/photo of the calendar will be provided at a later date after finalization.

### **2. OWNERSHIP OF THIS RFP**

The content of this RFP is a copy right material of Bank of Bhutan Limited (BoBL). No part or material of this RFP document should be published on paper or electronic media without prior written permission from the Bank.

### **3. DUE DILIGENCE**

The bid shall be deemed to have been submitted after careful study and examination of this RFP document. The bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not in-line with this RFP will be at the bidders' risk and shall result in rejection of the bid. Also the grounds for rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarification.

### **4. AMENDMENT OF BIDDING DOCUMENT**

- a) At any time prior to the deadline for submission of Bids the Bank may amend the Bidding Documents by issuing an addendum. This may be done either on the Bank's

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Signature & Seal

(Authorized Signature)



## **Request for Proposal for printing, supply & delivery of 2021 wall calendar**

own initiative or in response to a clarification request from a prospective Bidder.

- b) Any addendum thus issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser. Such addendum shall be binding on the prospective Bidders, and shall require that prospective Bidders confirm receipt of it before the time established for the opening of Bids.
- c) The Purchaser may, at its discretion, extend the deadline for submission of Bids to allow prospective Bidders reasonable time in which to take the addendum into account in preparation of their Bids.

### **5. PUBLICITY**

Any publicity by the bidder, in which the Bank's name is to be used, should be done only with the explicit written permission of the Bank.

### **6. NON-DISCLOSURE OF INFORMATION**

The bidders shall not, without the Bank's written consent, disclose any specification or information furnished by or on behalf of the Bank, to any person other than a person employed by the bidder in the performance of the work assigned to them.

### **7. FORCE MAJEURE**

- a) The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

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 stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

### 8. 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.

### 9. LAST DEADLINE FOR SUBMISSION

- a) Date: 14<sup>th</sup> October, 2020 at 1430 hours
- b) Place for submission: Procurement Unit, BoB Head Office, Norzin Lam, Thimphu
- c) Any Bid received after the deadline for submission shall not be accepted and declared as late and returned unopened to the Bidder.

### 10. DEADLINE FOR OPENING OF BIDS

- a) Date: 14<sup>th</sup> October, 2020 at 1500 hours
- b) Place of opening: Meeting Room, BoB 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.

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Signature & Seal

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

### 11. SUBMISSION OF BID

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

#### a) PRICE QUOTATION

- i. The quoted price shall be in Ngultrum (BTN), CIF Thimphu, Bhutan. The quoted price shall be inclusive of all the taxes.
- ii. The following are the Price, quantity and delivery schedule.

Sl. No	Description	Qty (Pcs)	Rate/Piece	Total (Nu.)	Delivery Days
1	2021 Wall Calendar	100,000			
<b>Total Bid Price (in words)</b>		..... .....			
<b>Delivery period</b>		<i>Maximum delivery period is 45 calendar days from the date of issue of the Purchase Order.</i>			
Name of Supplier: .....					<b>Suppliers Official Stamp &amp; Signature</b>
Contact No.: .....					
Email id: .....					
Date : ...../...../2020					

#### b) EVALUATION OF QUOTATION

- i. Evaluation shall be carried out based on the submitted sample. The bidders need to submit the sample along with bid on or before the deadline of submission of bid.
- ii. The sample calendar shall be in newly printed copy. The bidders submitting the past years calendar as a sample shall not be entertain and shall be considered non-responsive bid. Sample calendar shall be with following features or specification;
  - English date – 2021 date
  - Dzongkha date - previous year's date or current date
  - Centre Image/photo – any
- iii. 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;

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(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

Sl. No.	Particulars	%	TOTAL (%)
<b>1</b>	<b>Delivery Schedule</b>		5.00%
1.1	Less or equivalent to 15 calendar days	5.00%	
1.2	16 to 30 calendar days	3.00%	
1.3	31 to 45 calendar days	1.00%	
<b>2</b>	<b>Price Schedule</b>		<b>95.00%</b>
<b>Total</b>			<b>100.0%</b>

Formula for financial score calculation as below;

$$\text{Financial Evaluation Matrix of Bidder "X"} = \frac{\text{Lowest Bidder's Rate}}{\text{Individual Bidder's Rate}}$$

- iv. To assist in the examination, evaluation and comparison of Bids, the Bank may, at its discretion, ask the Bidder for a clarification of its Bid. 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:
- 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.

## 12. BID SECURITY

- a) The bid shall be accompanied by a bid security of Nu. 23,000.00 (Ngultrum twenty three thousand ) as lump-sum amount in form of cash warrant/demand draft/unconditional Bank Guarantee/Banker's Cheque in favour of Bhutan of Bhutan Limited;
- b) Any bid not accompanied by bid security shall be treated as non-responsive and their bid shall

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 stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)



## **Request for Proposal for printing, supply & delivery of 2021 wall calendar**

be rejected;

- 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) 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.

### **13. AWARD OF CONTRACT**

- a) The award will be made to the bidder as per clause 11 (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.

### **14. 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.

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Signature & Seal

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

### 15. PERFORMANCE SECURITY

- a) The successful bidder needs to furnish performance security of 10% of the total contract value. The validity of performance security will be notified in the award letter or letter of acceptance and will not accept if it is not valid as per the Bank requirement.
- b) Performance security shall be released after completing supply.
- c) 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.

### 16. DELIVERY PLACE AND TIME & PACKAGING OF GOODS

- a) Supply and delivery place: BoB Head Office, Norz n Lam, Thimphu.
- b) Packaging: 7 rolls in one container/bag. Per roll should be packed with 50 pieces of calendars.
- c) If goods found defective during delivery, Bank shall provide 14 calendar days for replacement of goods and if fails to take a remedial actions against defective goods within 14 calendar days after notifying by the Bank, then Bank shall forfeit the performance security without further reasons.
- 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 liquidity damage as per clause 17 of the bidding document.

### 17. 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;

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 stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

- Liquidity Damage = 0.15% \* Total Value \* No. of delay days

### 18. PAYMENT TERMS AND CONDITIONS

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

### 19. 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.

### 20. 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) or [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 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) Depending on the final requirement, the Bank may increase or decrease the quantities by twenty percent (20%) of the purchase order;

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 stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)



## Request for Proposal for printing, supply & delivery of 2021 wall calendar

- e) 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.
- f) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Bank processing of Bids or award decisions may result in the rejection of the Bidder's Bids;
- g) Any other Terms and Conditions require for execution of contract shall be in writing upon agreeing by both the parties.
- h) Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
- i) 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 the bid document and accordingly, I hereby accept all the terms and conditions mentioned herein. I also vouch that all data/information stated herein are valid to my knowledge.

Signature & Seal

(Authorized Signature)