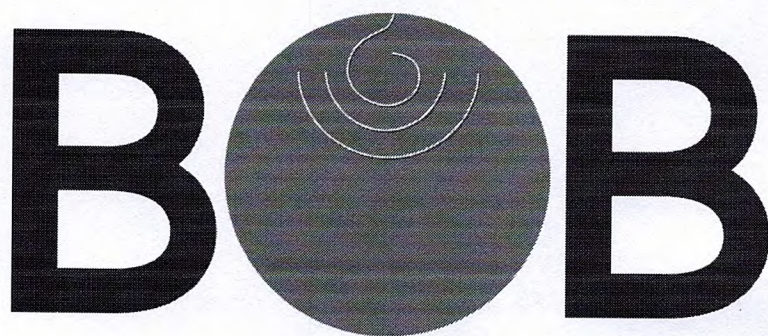


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**BANK OF BHUTAN**

A **chi** Company

Banker to the Nation since 1968

**STANDARD BIDDING DOCUMENT  
FOR SUPPLY AND DELIVERY OF STATIONERY ITEMS AND  
TONER CARTRIDGES**





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# NOTICE INVITING TENDER

NIT No. 000/BoB/Tender/2021/016

Date: 22/07/2021

Purchaser Name: Bank of Bhutan

Procurement of Goods: Supply and Delivery stationery items and toner cartridge.

Bank of Bhutan Limited would like to invites eligible national bidders to submit your bid for the supply and delivery of following goods at BoB Corporate Office, Norzin Lam, Thimphu, as per the following Terms and Conditions;

Specification of the Goods as below;

## ENVELOPES;

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>



## Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

### REGISTERS;

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 with BoB Logo Printed</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 with BoB Logo Printed</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 with BoB Logo Printed</li> </ul>
4	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 with BoB Logo Printed</li> </ul>

### FORMS AND VOUCHERS

Sl. No	Types of Forms	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> </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> </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> </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> </ul>



# Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

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> </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> </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>
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>



# Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

		<ul style="list-style-type: none"> <li>Rate: Per unit</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> </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> </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> <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 with plastic cover	<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	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>
21	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)</li> </ul>



# Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

		copy) ▪ Print : Black & white ▪ Binding: With glue binding on top
22	Passbook – Recurring deposit/Young Savers	▪ Paper specification: Maphlitho with 60 GSM ▪ Size : 21.1 * 9.2 CM (L * B) ▪ Unit: one booklet (10 pages; 5 sheets) ▪ Print: Multi color print ▪ Cover Thickness : 120 GSM

## PAPER & OTHER STATIONERY ITEMS

Sl. No	Name	Specification
1	Photo Copy Paper	▪ Paper Quality : JK Copier with 75 GSM (A4 Size)
2	File-Arch	▪ Brand : Ambassador (Supreme original one)
3	File-Flat	▪ Brand: Ambassador Export Quality ▪ Color: Yellow
4	Marking Cloth	▪ Unit Rate: per Meter ▪ As per Sample
5	Paper Tray	▪ Brand: Omega Deluxe with 3 trays ▪ Unit : Piece (three tiers)
6	Pen	▪ Brand : Linc , Duet Cream, Premium Lh ▪ Tip: Up Down ▪ Refill: Blue & Red
7	Refill-Blue-For Pen	▪ Brand : Linc , Duet Cream, Premium Lh ▪ Unit : one packet (100 pieces)
8	Refill-Red-For Pen	▪ Brand : Linc , Duet Cream, Premium Lh ▪ Unit : one packet (100 pieces)
9	Rope-Sutli-For Cash Binding	▪ Unit : KG (Kilogram)
10	Rubber Band (Nylon-500g)	▪ Unit : 500 gram
11	Stamp Pad-Small	▪ Brand: Camel ▪ Unit : piece
12	Stapler – 24/6 size	▪ Brand: Kangaro ▪ Unit : Piece



# Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

13	Stapler – DS125/7 size	<ul style="list-style-type: none"> <li>Brand: Kangaro</li> <li>Unit : Piece</li> </ul>
14	Stapler – No. 10 size	<ul style="list-style-type: none"> <li>Brand: Kangaro</li> <li>Unit : Piece</li> </ul>
15	Stapler Pin – 24/6	<ul style="list-style-type: none"> <li>Brand :Kangaro</li> <li>Unit: one box (20 packets )</li> </ul>
16	Stapler Pin – DS125/7	<ul style="list-style-type: none"> <li>Brand :Kangaro</li> <li>Unit: one box (10 packets )</li> <li>Rate : Per unit</li> </ul>
17	Stapler Pin – No. 10	<ul style="list-style-type: none"> <li>Brand :Kangaro</li> <li>Unit: one box (20 packets )</li> </ul>
18	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>
19	Water Sponge	<ul style="list-style-type: none"> <li>Brand: Wonder</li> <li>Unit : piece</li> </ul>
20	Dust Bin-Hiplast	<ul style="list-style-type: none"> <li>Brand : Hiplast-Medium</li> <li>Unit: Piece</li> </ul>
21	Punching Machine- DP 520	<ul style="list-style-type: none"> <li>Brand : Kangaro</li> <li>Unit : piece</li> </ul>
22	Punching Machine- DP 800	<ul style="list-style-type: none"> <li>Brand : Kangaro</li> <li>Unit : piece</li> </ul>
23	Transparent cello tape white -Big	<ul style="list-style-type: none"> <li>(500m-2")</li> <li>Unit Rate: per piece</li> </ul>
24	Transparent cello tape white-Medium	<ul style="list-style-type: none"> <li>Brand: Wonder</li> <li>(125m-42mm)</li> </ul>
25	Glue Stick	<ul style="list-style-type: none"> <li>Brand: deli-(36g No.7123)</li> <li>Unit : Piece</li> </ul>
26	Stamp Pad Ink	<ul style="list-style-type: none"> <li>Brand: kores-100ml)</li> <li>Unit : Bottle</li> </ul>
27	Pin	<ul style="list-style-type: none"> <li>Brand: Oddy-T.Pins</li> <li>Unit : Box/Package</li> </ul>
28	Stamp Pad Ink-Blue- for seal	<ul style="list-style-type: none"> <li>Brand: Shiny-s -63 (Since 1957</li> <li>Unit : Bottle</li> </ul>
29	Stamp Pad Ink-Red- for seal	<ul style="list-style-type: none"> <li>Brand: Shiny-s -63 (Since 1957</li> <li>Unit : Bottle</li> </ul>



**TONER & DRUM CARTRIDGES**

Sl/No.	Particulars
1	Toner/Cartridge - TN118 (Bizhub)
2	Toner/Cartridge - TN1000 (Brother)
3	Toner/Cartridge – FX 9 (Cannon)
4	Toner/Cartridge – 05A (HP Laserjet)
5	Toner/Cartridge – 12A (HP Laserjet)
6	Toner/Cartridge - 16A (HP Laserjet)
7	Toner/Cartridge - 17A (HP Laserjet)
8	Toner/Cartridge – 19 A (HP Laserjet)
9	Toner/Cartridge - 26A (HP Laserjet)
10	Toner/Cartridge – 36A (HP Laserjet)
11	Toner/Cartridge – 51A (HP Laserjet)
12	Toner/Cartridge – 53A (HP Laserjet)
13	Toner/Cartridge - 55A (HP Laserjet)
14	Toner/Cartridge – 78A (HP Laserjet)
15	Toner/Cartridge – 79A (HP Laserjet)
16	Toner/Cartridge – 83A (HP Laserjet)
17	Toner/Cartridge - 85A (HP Laserjet)
18	Toner/Cartridge – 87A (HP Laserjet)
19	Toner/Cartridge – 88A (HP Laserjet)
20	Toner/Cartridge – 93A (HP Laserjet)
21	Toner/Cartridge- 110A (HP Laserjet)
22	Toner/Cartridge - HP Laserjet-M551-Color (4 Piece)
23	Toner/Cartridge- -KX FAT 411E (Panasonic)
24	Toner/Cartridge - AR5520N (Sharp)
25	Toner/Cartridge - 5022 (Xerox)
26	Toner/Cartridge – 5225/5230 (Xerox)
27	Toner Cartridge (Ribbon) – PLQ 20 (Epson)
28	Toner Cartridge (Ribbon) – LQ 290 (Epson)



## Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

29	Toner Cartridge - TK 4109 (Kyocera Photo Copy Machine toner)
30	Toner Cartridge – TN BO 21 (Brother DCP-B7535DW printer)
31	Toner Cartridge- 30A (HP Laserjet)
32	Drum Cartridge- 32A ( HP Laserjet)
33	Drum Cartridge- 2201 (Kyocera Photo Copy machine)
34	Drum Cartridge - AR5520N (Sharp)
35	Drum Cartridge – 5022 (Xerox)
36	Drum Cartridge – 5225/5230(Xerox)
37	Drum Cartridge - KX FAD412E (Panasonic)
38	Drum Cartridge – 19A (HP Laserjet)

### CONSUMABLE ITEMS

Sl. No.	Particulars
1	Extension Cord - Anchor with 16A,240V
2	Extension Cord – Cona with 16A,240V
3	Power Strip-Anchor-RFI/EMI Filter-4 Ways
4	Power Strip-MX Universal with Noise Filter (4 Ways)
5	Power strip - Anchor (4 ways with individual switch)
6	Multi Plug - 3 Pin (Cona/Anchor/Roma)
7	Hard Disk (Internal) -500 GB – Seagate
8	Hard Disk (Internal) -500 GB – Toshiba
9	Hard Disk (Internal) -1 TB - Seagate
10	Hard Disk (Internal) -1 TB – Toshiba
11	Hard Disk (External) -1 TB - Seagate
12	Hard Disk (External) -1 TB – Toshiba
13	Hard Disk (External) – 2 TB – Seagate
14	Hard Disk (External) – 2 TB – Toshiba
15	Hard Disk (External) – 4 TB – Seagate
16	Hard Disk (External) – 4 TB – Toshiba





# Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

DESKTOP & LAPTOP SPARE PARTS	
1	Key Board with USB cable – Dell/Accer/HP/Eyot
2	Mouse with USB cable – Dell/Accer/HP/Eyot
3	Wireless Mouse – Dell/Accer/HP/Eyot/Logotech
4	RAM(DDR -2) 2 GB
5	RAM(DDR -2) 4 GB
6	RAM(DDR-3) - 2 GB
7	RAM(DDR-3) - 4 GB
8	RAM(DDR-3) - 8GB
9	Mother Board for Desktop- Dell/HP/Accer
10	Mother Board for Laptop- Dell/HP/Accer
11	Patch Cable/Cord
12	PCI Wireless Card - TP Link
13	Rack - 6U
14	Rack - 9U
15	CAT 6 Cable – Schneider
16	Crimping Tool
17	Punching Tool
18	Calculator-Citizen-CT 714-14 Digits
19	Binder Clip - Metallic- 32 MM
20	Binder Clip - Metallic- 41 MM
21	Binder Clip - Metallic- 51 MM
22	Cable Tie - 200 MM
23	Casing Capping (Pipe) - 38 MM
24	Casing Capping (Angle) - 38 MM
25	File-Plastic - L Folder
26	File-Plastic - With Bid
27	HDMI Cable – CEFC
28	I/O Box – D Link



## Standard Bidding Document for Supply and Delivery of Office Stationery & Toner Cartridges

29	RJ 45 Connector – D Link
30	Strapping Roll - Cash Binding
31	Switch (4 Port) – D link
32	Switch (8 Port) – D link
33	Temper Pin - For Casing Capping
34	Marker (Board/permenant)
35	Pen- uni ball GEL IMPACT
36	Pen Ink- uni aball GEL IMPACT

### TERMS AND CONDITIONS OF SBD

#### 1. Scope of Supply

- 1.1. The bidder(s) may quote for **any item or all the items** as per the technical specification mentioned above and the Price Schedule as attached at **Annexure -II**.

#### 2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from Procurement Division **OR** email to [cheten.dorji@bob.bt](mailto:cheten.dorji@bob.bt) and [kinga.tshering2682@bob.bt](mailto:kinga.tshering2682@bob.bt) not later than three working days from the date of bid submission. Clarification received after three working days from the date of bid submission shall not be entertained.

#### 3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:
- Bid Security;
  - Valid Trade license;
  - Tax clearance;
  - Bid Submission Form in Annexure I;
  - Price Schedule in Annexure II; and
  - Any other relevant documents

#### 4. Bid Price

- 4.1. All prices shall be quoted in Ngultrum. The quoted price shall be in DDP (Incoterm), Thimphu including taxes, duties and other levies to the final place of delivery and installation site, if required.
- 4.2. The final place of delivery is at BoB Coporate Office, Norzin Lam, Thimphu



- 4.3. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated bid for each item.

5. **Bid Validity**

- 5.1. The bid shall be valid for **60 calendar days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

6. **Bid Security**

- 6.1. The bid shall be accompanied a bid security of Nu. **50,000.00 (Ngultrum Fifty Thousand)** only in the form of Cash Warrant/Unconditional Bank Guarantee/Banker's Cheque/Demand draft in the name of the Bank of Bhutan issued by the Financial Institution enforceable in any Banks in Bhutan;

- a) The Bid security shall be valid upto 7<sup>th</sup> Nov., 2021
- b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope.
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.2. **The bid security shall be forfeited in the following cases:**

- a) If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
- b) If the Bidder does not accept the correction of the Bid price;
- c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. **Submission of Bids**

- 7.1. The bidder(s) shall submit one original bid and clearly marked "**ORIGINAL**". In addition, the bidder(s) should also submit one copy marked as "**COPY**". The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address;

Procurement Officer  
Procurement Division, 2<sup>nd</sup> Floor  
BoB Corporate Office, Thimphu





## 9. Bid Opening

In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

## 10. Evaluation of Bid

(a) Evaluation shall be carried out item wise based on the quoted price; 100 % on quoted price.

(b) For printing Items (Envelopes, Registers, forms and voucher) requires BICMA(printing license) holder only. General License holder shall not be applicable.

(c) Toner and Drum cartridges:

- **80% weight-age** for price and **20% weight-age** for OEM partner/authorized dealer (Certificates must be enclosed); and
- If none of the bidders have a Dealership/Authorized certificate, evaluation shall be purely based on the samples. Samples of all toner & drum cartridges need to submit along with the bid. Bid without samples shall be treated as none-responsive.

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. 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.

**10.2.** In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

**10.3.** where there is discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal



point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

- 10.4.** To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

**11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids**

- 11.1.** The Purchaser 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.

**12. Quantity Variation**

- 12.1.** Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (25%) of the indicated quantity.

**13. Award of Contract**

- 13.1.** The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

**14. Delivery Schedule**

- 14.1.** The supply of the Goods and related service shall be completed within **60 calendar days** from the date of issue of the Purchase Order, or the signing of the contract.

**15. Liquidated Damage**

- 15.1.** If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.10%** per day for each day of delay to a maximum of **10%** of the quoted price.

**16. Payment Terms**

- 16.1.** No advance payment shall be made prior to the completion of project and the payment will make within 30 working days after submitting the invoices.
- 16.2.** At the time of release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.



**17. Warranty Period**

- 17.1.** Warranty shall not be applicable, but the Supplier shall be bound to rectify the fault or replace the defective Good at his cost.

**18. Submission of Bid**

- 18.1.** The Bidder shall submit the Bid Submission Form using the Form in the **Annexure I**: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 18.2.** A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

**19. Termination**

- 19.1.** The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience:
- 19.2.** if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and
- 19.3.** if the Supplier fails to perform any other obligation(s) under the Purchase Order/Contract, and if the Supplier does not take any remedial action within a period of **7 calendar days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

**20. Governing Law**

- 20.1.** The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

**21. Dispute Resolution**

- 21.1.** Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan.





**Annexure- I: Bid Submission Form**

*[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date : ..... *[insert date of Bid submission]*

Tender No.: ..... *[insert number]*

To : ..... *[insert complete name of the Purchaser]*

*We, the undersigned, declare that:*

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda number: ..... ***[insert the number and date of issue of each addendum];***
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: ..... ***[insert a brief description of the Goods and Related Services];***
- (c) The price of our Bid, excluding any discounts offered in item is as per Price schedule in annexure II.
- (d) The discounts offered and the methodologies for their application are:

*Discounts.* If our Bid is accepted, the following discounts shall apply: ..... ***[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]***

*Methodology of Application of the Discounts.* The discounts shall be applied using the following methodology: ..... ***[Specify in detail the methodology that shall be used to apply the discounts];***

- (e) Our Bid shall be valid for a period of ..... ***[insert number]*** from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;
- (h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: ..... *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier].*
- (i) We have no conflict of interest;



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- (j) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed: \_\_\_\_\_ [insert signature of person whose name and capacity are shown]

In the capacity of \_\_\_\_\_ [insert legal capacity of person signing the Bid Submission Form]

Name: \_\_\_\_\_ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]





**Annexure II: Price Schedule**

[Describe below the items, unit and quantity of the Goods and related Service required].

**ENVELOPES;**

Sl. No	Name	Unit	Rate/Unit (Nu.)
1	Envelope – A3 size	Piece	
2	Envelope – Legal size	Piece	
3	Envelope – A4 Size	Piece	
4	Brown/White Envelope – Large size	Piece	
5	Brown/White Envelope – Medium Size	Piece	
6	Brown/White Envelope - Small Size	Piece	
7	Cloth Lining Envelope- A3 size	Piece	
8	Cloth Lining Envelope – Legal size	Piece	

**REGISTERS;**

Sl. No	Item Name	Unit	Rate/Unit (Nu.)
1	Register – Ordinary with 50 sheets (100 pages)	Register	
2	Register – Ordinary with 100 sheets (200 pages)	Register	
3	Register-Cash Balance with 150 sheets (300 pages)	Register	
4	Register-Currency Chest	Register	

**FORMS AND VOUCHERS**

Sl. No	Types of Forms	Unit	Rate/Unit (Nu.)
1	Form-Customer Information (Retail)- B.B.213A	Set	
2	Form-Account Opening (Retail)-B.B.213B	Set	
3	Form-Customer Information (Corporate)- B.B.214A	Set	
4	Form-Account Opening (Corporate)-B.B.214B		
5	Form-Claim Nomination On - B.B. 294	Set	



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6	Form-RD Declaration B.B. 227/INR Remittance	Set	
7	Form-Application For Banker's Cheque- B.B. 295	Pad	
8	Form- Application For Foreign Draft-B.B. 24	Pad	
9	Form-Deposit-BB61	Pad	
10	Form-Withdrawal -BB212	Pad	
11	Form-FD Receipt-BB 5	Pad	
12	Voucher-Credit-BB6/9	Pad	
13	Voucher-Debit-BB7/8	Pad	
14	Voucher Cover-BB218 (Front)	Piece	
15	Voucher Cover-BB219 (Back)	Piece	
16	Note Slip-White-CC2	Pad	
17	Note Slip- Red-BB 221	Pad	
18	Passbook- Recurring Deposit with cover-	Bkt	
19	General/Senior citizen account holder card with plastic cover	Set	
20	Form – Deposit (Agency)	Pad	
21	Form – Withdrawal (Agency)	Pad	
22	Passbook – Recurring deposit/Young Savers	Bkt	

### PAPER & OTHER STATIONERY ITEMS

Sl. No	Name	Unit	Rate/Unit (Nu.)
1	A4 Size Photo Copy Paper	Ream	
2	File-Arch	Piece	
3	File-Flat	Piece	
4	Marking Cloth	Mtr	
5	Paper Tray (3 tiers)	Set	
6	Pen	Piece	



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7	Refill-Blue-For Pen	Pkt	
8	Refill-Red-For Pen	Pkt	
9	Rope-Sutli-For Cash Binding	Roll	
10	Rubber Band (Nylon-500g)	Pkt	
11	Stamp Pad-Small	Piece	
12	Stapler – 24/6 size	Piece	
13	Stapler – DS125/7 size	Piece	
14	Stapler – No. 10 size	Pkt	
15	Stapler Pin – 24/6	Pkt	
16	Stapler Pin – DS125/7	Pkt	
17	Stapler Pin – No. 10	Pkt	
18	Thread Ball-Voucher Binding	Roll	
19	Water Sponge	Piece	
20	Dust Bin-Hiplast	Piece	
21	Punching Machine- DP 520	Piece	
22	Punching Machine- DP 800	Piece	
23	Transparent cello tape white -Big	Roll	
24	Transparent cello tape white-Medium	Roll	
25	Glue Stick	Piece	
26	Stamp Pad Ink	Piece	
27	Pin	Pkt	
28	Stamp Pad Ink-Blue- for seal	Btle	
29	Stamp Pad Ink-Red- for seal	Btle	

## TONER & DRUM CARTRIDGES

Sl/No.	Particulars	Unit	Rate/Unit (Nu.)
1	Toner/Cartridge - TN118 (Bizhub)	No.	
2	Toner/Cartridge - TN1000 (Brother)	No.	



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3	Toner/Cartridge – FX 9 (Cannon)	No.	
4	Toner/Cartridge – 05A (HP Laserjet)	No.	
5	Toner/Cartridge – 12A (HP Laserjet)	No.	
6	Toner/Cartridge - 16A (HP Laserjet)	No.	
7	Toner/Cartridge - 17A (HP Laserjet)	No.	
8	Toner/Cartridge – 19 A (HP Laserjet)	No.	
9	Toner/Cartridge - 26A (HP Laserjet)	No.	
10	Toner/Cartridge – 36A (HP Laserjet)	No.	
11	Toner/Cartridge – 51A (HP Laserjet)	No.	
12	Toner/Cartridge – 53A (HP Laserjet)	No.	
13	Toner/Cartridge - 55A (HP Laserjet)	No.	
14	Toner/Cartridge – 78A (HP Laserjet)	No.	
15	Toner/Cartridge – 79A (HP Laserjet)	No.	
16	Toner/Cartridge – 83A (HP Laserjet)	No.	
17	Toner/Cartridge - 85A (HP Laserjet)	No.	
18	Toner/Cartridge – 87A (HP Laserjet)	No.	
19	Toner/Cartridge – 88A (HP Laserjet)	No.	
20	Toner/Cartridge – 93A (HP Laserjet)	No.	
21	Toner/Cartridge- 110A (HP Laserjet)	No.	
22	Toner/Cartridge - HP Laserjet-M551-Color (4 Piece)	No.	
23	Toner/Cartridge- -KX FAT 411E (Panasonic)	No.	
24	Toner/Cartridge - AR5520N (Sharp)	No.	
25	Toner/Cartridge - 5022 (Xerox)	No.	
26	Toner/Cartridge – 5225/5230 (Xerox)	No.	
27	Toner Cartridge (Ribbon) – PLQ 20 (Epson)	No.	
28	Toner Cartridge (Ribbon) – LQ 290 (Epson)	No.	
29	Toner Cartridge - TK 4109 (Kyocera Photo Copy Machine toner)	No.	
30	Toner Cartridge – TN BO 21 (Brother DCP-B7535DW printer)	No.	
31	Toner Cartridge- 30A (HP Laserjet)	No.	



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32	Drum Cartridge- 32A ( HP Laserjet)	No.	
33	Drum Cartridge- 2201 (Kyocera Photo Copy machine)	No.	
34	Drum Cartridge - AR5520N (Sharp)	No.	
35	Drum Cartridge – 5022 (Xerox)	No.	
36	Drum Cartridge – 5225/5230(Xerox)	No.	
37	Drum Cartridge - KX FAD412E (Panasonic)	No.	
38	Drum Cartridge – 19A (HP Laserjet)	No.	

## CONSUMABLE ITEMS

Sl. No.	Particulars	Unit	Rate/Unit (Nu.)
1	Extension Cord - Anchor with 16A,240V	No.	
2	Extension Cord – Cona with 16A,240V	No.	
3	Power Strip-Anchor-RFI/EMI Filter-4 Ways	No.	
4	Power Strip-MX Universal with Noise Filter (4 Ways)	No.	
5	Power strip - Anchor (4 ways with individual switch)	No.	
6	Multi Plug - 3 Pin (Cona/Anchor/Roma)	No.	
7	Hard Disk (Internal) -500 GB – Seagate	No.	
8	Hard Disk (Internal) -500 GB – Toshiba	No.	
9	Hard Disk (Internal) -1 TB - Seagate	No.	
10	Hard Disk (Internal) -1 TB – Toshiba	No.	
11	Hard Disk (External) -1 TB - Seagate	No.	
12	Hard Disk (External) -1 TB – Toshiba	No.	
13	Hard Disk (External) – 2 TB – Seagate	No.	
14	Hard Disk (External) – 2 TB – Toshiba	No.	
15	Hard Disk (External) – 4 TB – Seagate	No.	
16	Hard Disk (External) – 4 TB – Toshiba	No.	
18	Key Board with USB cable – Dell/Accer/HP/Eyot	No.	
19	Mouse with USB cable – Dell/Accer/HP/Eyot	No.	
20	Wireless Mouse – Dell/Accer/HP/Eyot/Logotech	No.	



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21	RAM(DDR -2) 2 GB	No.	
22	RAM(DDR -2) 4 GB		
23	RAM(DDR-3) - 2 GB	No.	
24	RAM(DDR-3) - 4 GB	No.	
25	RAM(DDR-3) - 8GB	No.	
26	Mother Board for Desktop- Dell/HP/Accer	No.	
27	Mother Board for Laptop- Dell/HP/Accer	No.	
28	Patch Cable/Cord	No.	
29	PCI Wireless Card - TP Link	No.	
30	Rack - 6U	No.	
31	Rack - 9U	No.	
32	CAT 6 Cable – Schneider	Roll	
33	Crimping Tool	No.	
34	Punching Tool	No.	
35	Calculator-Citizen-CT 714-14 Digits	No.	
36	Binder Clip - Metallic- 32 MM	Pkt	
37	Binder Clip - Metallic- 41 MM	Pkt	
38	Binder Clip - Metallic- 51 MM	Pkt	
39	Cable Tie - 200 MM	Pkt	
40	Casing Capping (Pipe) - 38 MM	Piece	
41	Casing Capping (Angle) - 38 MM	Piece	
42	File-Plastic - L Folder	Piece	
43	File-Plastic - With Bid	Piece	
44	HDMI Cable – CEFC	Piece	
45	I/O Box – D Link	Set	
46	RJ 45 Connector – D Link	Piece	
47	Strapping Roll - Cash Binding	Roll	
48	Switch (4 Port) – D link	No.	
49	Switch (8 Port) – D link	No.	



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50	Temper Pin - For Casing Capping	Pkt	
51	Marker (Board/permenant)	Piece	
52	Pen- uni ball GEL IMPACT	Piece	
53	Pen Ink- uni aball GEL IMPACT	Piece	
Name of Supplier : .....		Supplier's Signature Official Stamp	
Contact Number : .....			
Email id : .....			
Date : ...../...../2021			





