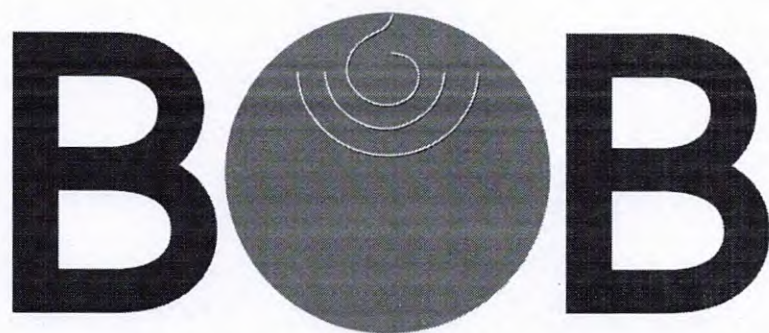


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BANK OF BHUTAN

A **dhi** 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/2022/013

Date: 27/07/2022

Purchaser Name: Bank of Bhutan

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

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

Specification of the goods are as follow;

A. ENVELOPES;

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



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

B. REGISTERS;

| Sl. No | Item Name | Specification |
|--------|---|---|
| 1 | Register –Ordinary with 50 sheets (100 pages) | <ul style="list-style-type: none"> Paper : Conquest with 90 GSM Paper Size : 21 * 32 Cm (L * H) Page Print : Black and white with rule(lining)& page number Cover Color: Blue with BoB Logo Printed |
| 2 | Register –Ordinary with 100 sheets (200 pages) | <ul style="list-style-type: none"> Paper : Conquest with 90 GSM Paper Size : 21 * 32 Cm (L * H) Page Print : Black and white with rule(lining)& page number Cover Color : Blue with BoB Logo Printed |
| 3 | Register-Cash Balance with 150 sheets (300 pages) | <ul style="list-style-type: none"> Paper : Conquest with 90 GSM Paper Size : 22 * 28 Cm (L * H) Page Print : Rule(lining)& page number Cover Color : Blue with BoB Logo Printed |
| 4 | Register-Currency Chest | <ul style="list-style-type: none"> Paper : Conquest with 90 GSM Size : 33.5 * 42 CM (L * H) Sheet : 100 sheets (200 pages) Page Print : Rule(lining)& page number Cover Color : Blue with BoB Logo Printed |

C. FORMS AND VOUCHERS

| Sl. No | Types of Forms | Specifications |
|--------|---|--|
| 1 | Form-Customer Information (Retail)- B.B.213A | <ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page : 4 pages (2 sheets) with folding Print : Black & white |
| 2 | Form-Account Opening (Retail)-B.B.213B | <ul style="list-style-type: none"> Paper : A4 size maphlitho with 75 GSM Page : 3 pages (2 sheets) with folding Print : Black & white |
| 3 | Form-Customer Information (Corporate)- B.B.214A | <ul style="list-style-type: none"> Paper : A4 size maphlitho with 75 GSM Page : 4 Pages (2 sheets) with folding Print : Black & white |
| 4 | Form-Account Opening (Corporate)-B.B.214B | <ul style="list-style-type: none"> Paper : A4 size maphlitho with 75 GSM Page : 3 pages (2 sheets) with folding Print : Black & white |

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"> Paper : A4 size maphlitho with 75 GSM Page : 2 pages (1 sheet) Print : Black & white |
| 6 | Form-RD Declaration B.B. 227/INR Remittance | <ul style="list-style-type: none"> Paper : A4 size maphlitho with 75 GSM Page: 1 page print Print : Black & white |
| 7 | Form-Application For Banker's Cheque- B.B. 295 | <ul style="list-style-type: none"> Paper : Carbon paper with 60 GSM Size : L*B (21.8 CM * 13.8 CM) Print : Black & white Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top |
| 8 | Form- Application For Foreign Draft-B.B. 24 | <ul style="list-style-type: none"> Paper : Carbon paper with 60 GSM Size : L*B (21.8 CM * 13.8 CM) Print : Black & white Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top |
| 9 | Form-Deposit-BB61 | <ul style="list-style-type: none"> Paper : Carbon Paper with 60 GSM Size : L*B (21.8 Cm * 13.8 Cm) Print : Black & white Unit : one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top |
| 10 | Form-Withdrawal -BB212 | <ul style="list-style-type: none"> Paper : Maphlitho with 90 GSM Size : L*B (21.8 Cm * 13.8 Cm) Pad: 1 pad (100 sheets) Print : Black & white (Front Page print only) Unit : one pad (100 sheets) with glue binding on top |
| 11 | Form-FD Receipt-BB 5 | <ul style="list-style-type: none"> Paper : Maphlitho With 90 GSM Size : L*B (21.8 Cm * 13.8 Cm) Print : Black & white (Front Page print only) Unit : one pad (100 sheets) with glue binding on top |
| 12 | Voucher-Credit-BB6/9 | <ul style="list-style-type: none"> Paper : Maphlitho with 75 GSM Size : L*B (21.8 Cm * 13.8 Cm) Print : Black & white (Front Page print only) Unit : one pad (100 sheets) with glue binding on top |
| 13 | Voucher-Debit-BB7/8 | <ul style="list-style-type: none"> Paper : Maphlitho with 75 GSM Size : L*B (21.8 Cm * 13.8 Cm) Print : Black & white (Front Page print only) Unit : one pad (100 sheets) with glue binding on top |

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

| | | <ul style="list-style-type: none"> ▪ Rate: Per unit |
|----|---|--|
| 14 | Voucher Cover-BB218 (Front) | <ul style="list-style-type: none"> ▪ Paper : Maphlitho with 300 GSM in yellow color ▪ Size : 22 Cm * 16 Cm (L *H) ▪ Print: Black & white (Front Page print only) |
| 15 | Voucher Cover-BB219 (Back) | <ul style="list-style-type: none"> ▪ Paper : Maphlitho with 300 GSM in yellow color ▪ Size : 22 Cm * 16 Cm (L *H) ▪ Print: no (plain) |
| 16 | Note Slip-White-CC2 | <ul style="list-style-type: none"> ▪ Paper : Maphlitho With 75 GSM ▪ Size : 21.5 * 6 Cm (L*B) ▪ Print : Black & white (Front Page print only) ▪ Unit : one pad (100 sheets) with glue binding on right side |
| 17 | Note Slip- Red-BB 221 | <ul style="list-style-type: none"> ▪ Paper : Maphlitho With 75 GSM ▪ Size : 21.5 * 6 Cm (L*B) ▪ Print : Black & white (Front Page print only) ▪ Unit: one pad (100 sheets) with glue binding on right side |
| 18 | Passbook- Recurring Deposit with cover- | <ul style="list-style-type: none"> ▪ Paper : Maphlitho with 90 GSM ▪ Size : 10 CM * 15 CM (L*B) ▪ Unit : one Booklet (12 pages print) ▪ Print: Black & white. ▪ Cover Thickness : 120 GSM ▪ Cover Color: RED |
| 19 | General/Senior citizen account holder card with plastic cover | <ul style="list-style-type: none"> ▪ Paper : Maphlitho with 120 GSM ▪ Size : 9.2 CM * 5.8 CM (L*B) ▪ Unit : one pad (100 sheets) ▪ Print: Black & White (Front Back) |
| 20 | Form – Deposit (Agency) | <ul style="list-style-type: none"> ▪ Paper : Carbon paper with 60 GSM ▪ Size : L*B (21.8 Cm * 13.8 Cm) ▪ Unit: one Pad (150 sheets; 50 original & 100 duplicate copies) ▪ Print : Black & white ▪ Binding: With glue binding on top |
| 21 | Form – Withdrawal (Agency) | <ul style="list-style-type: none"> ▪ Paper : Carbon paper with 60 GSM ▪ Size : L*B (21.8 Cm * 13.8 Cm) ▪ Unit: one pad (100 sheets; 50 Original & 50 duplicate copy) ▪ Print : Black & white |

| | | |
|----|---|---|
| | | <ul style="list-style-type: none"> ▪ Binding: With glue binding on top |
| 22 | Passbook – Recurring deposit/Young Savers | <ul style="list-style-type: none"> ▪ 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 |

D. PAPER & OTHER STATIONERY ITEMS

| Sl. No | Name | Specification |
|--------|-----------------------------|---|
| 1 | Photo Copy Paper | <ul style="list-style-type: none"> ▪ Paper Quality : JK Copier with 75 GSM (A4 Size) |
| 2 | File-Arch | <ul style="list-style-type: none"> ▪ Brand : Ambassador (Supreme original one) |
| 3 | File-Flat | <ul style="list-style-type: none"> ▪ Brand: Ambassador Export Quality ▪ Color: Yellow |
| 4 | Marking Cloth | <ul style="list-style-type: none"> ▪ Unit Rate: per Meter ▪ As per Sample |
| 5 | Paper Tray | <ul style="list-style-type: none"> ▪ Brand: Omega Deluxe with 3 trays ▪ Unit : Piece (three tiers) |
| 6 | Pen | <ul style="list-style-type: none"> ▪ Brand : Linc , Duet Cream, Premium Lh ▪ Tip: Up Down ▪ Refill: Blue & Red |
| 7 | Refill-Blue-For Pen | <ul style="list-style-type: none"> ▪ Brand : Linc , Duet Cream, Premium Lh ▪ Unit : one packet (100 pieces) |
| 8 | Refill-Red-For Pen | <ul style="list-style-type: none"> ▪ Brand : Linc , Duet Cream, Premium Lh ▪ Unit : one packet (100 pieces) |
| 9 | Rope-Sutli-For Cash Binding | <ul style="list-style-type: none"> ▪ Unit : KG (Kilogram) |
| 10 | Rubber Band (Nylon-500g) | <ul style="list-style-type: none"> ▪ Unit : 500 gram |
| 11 | Stamp Pad-Small | <ul style="list-style-type: none"> ▪ Brand: Camel ▪ Unit : piece |
| 12 | Stapler – 24/6 size | <ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Unit : Piece |
| 13 | Stapler – DS125/7 size | <ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Unit : Piece |
| 14 | Stapler – No. 10 size | <ul style="list-style-type: none"> ▪ Brand: Kangaro ▪ Unit : Piece |
| 15 | Stapler Pin – 24/6 | <ul style="list-style-type: none"> ▪ Brand :Kangaro ▪ Unit: one box (20 packets) |

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| | | |
|----|-------------------------------------|--|
| 16 | Stapler Pin – DS125/7 | <ul style="list-style-type: none"> Brand :Kangaro Unit: one box (10 packets) Rate : Per unit |
| 17 | Stapler Pin – No. 10 | <ul style="list-style-type: none"> Brand :Kangaro Unit: one box (20 packets) |
| 18 | Thread Ball-Voucher Binding | <ul style="list-style-type: none"> Brand : Konarak (24/20-Art 444- 100 GRMS) Unit : One roll/piece |
| 19 | Water Sponge | <ul style="list-style-type: none"> Brand: Wonder Unit : piece |
| 20 | Dust Bin-Plastic | <ul style="list-style-type: none"> Brand : Plastic-Medium Unit: Piece |
| 21 | Punching Machine- DP 480 | <ul style="list-style-type: none"> Brand : Kangaro Unit : piece |
| 22 | Punching Machine- DP 800 | <ul style="list-style-type: none"> Brand : Kangaro Unit : piece |
| 23 | Transparent cello tape white –Big | <ul style="list-style-type: none"> (300m-2’') Unit Rate: per piece |
| 24 | Transparent cello tape white-Medium | <ul style="list-style-type: none"> Brand: Wonder (100m-2’') |
| 25 | Glue Stick | <ul style="list-style-type: none"> Brand: deli-(36g No.7123) Unit : Piece |
| 26 | Stamp Pad Ink | <ul style="list-style-type: none"> Brand: kores-100ml) Unit : Bottle |
| 27 | Pin | <ul style="list-style-type: none"> Brand: Oddy-T.Pins Unit : Box/Package |
| 28 | Stamp Pad Ink-Blue- for seal | <ul style="list-style-type: none"> Brand: Shiny-s -63 (Since 1957 Unit : Bottle |
| 29 | Stamp Pad Ink-Red- for seal | <ul style="list-style-type: none"> Brand: Shiny-s -63 (Since 1957 Unit : Bottle |

E. 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) |

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

| | |
|----|--|
| 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) |
| 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) |
| 29 | Toner Cartridge - TK 4109 (Kyocera Photo Copy Machine toner) |
| 30 | Toner Cartridge – TN BO 21 (Brother DCP-B7535DW printer) |
| 31 | Toner Cartridge- 30X (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) |

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| | |
|----|---|
| 36 | Drum Cartridge – 5225/5230(Xerox) |
| 37 | Drum Cartridge - KX FAD412E (Panasonic) |
| 38 | Drum Cartridge – 19A (HP Laserjet) |

F. 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 |

G. 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 |

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| | |
|----|---|
| 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-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 |
| 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 |

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 in **Annexure -II**.

2. Clarification to the bidding document

- 2.1. Information can be obtained in writing from the Procurement Division **OR** email to cheten.dorji@bob.bt or kinga.tshering2682@bob.bt not later than Five working days from the date of bid submission. After that the Bank will not entertained any clarification.

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 such as authorized dealership letter

4. Bid Price

- 4.1. All prices shall be quoted in Ngultrum. The quoted price shall be in Delivery Duty Paid (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 the BoB Corporate Office, Norzin Lam, Thimphu
- 4.3. Each item shall be evaluated and the contract shall be 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 by 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 up-to one year and three months if EMD is in form of BG.
 - 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 to sign the Contract

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;

Head, Procurement
Procurement Division, 2nd Floor
BoB Corporate Office, Thimphu

8. Submission deadline

- 8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated on or before **11 August, 2022 at 02:30 PM (BST)**. Bids by electronic means **are not accepted**.

9. Bid Opening

- 9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **11 August, 2022 at 03:00 PM (BST)**.

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

10.1. Bids determined to be substantially responsive will be evaluated as per criteria mentioned below;

- (a) Other than toner and drum cartridges, evaluation shall be carried out item wise based on the quoted price; 100 % on quoted price.
- (b) For printing Items (Envelopes, Registers, forms and vouchers) requires BICMA (printing license) holder only. General License holder shall not be eligible.
- (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 non-responsive.

10.2. To assist in the examination, evaluation and comparison of Bids, the Purchaser 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. Any clarification submitted by a Bidder that is not in response to a request made by the Purchaser shall not be considered.

10.3. 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;

10.4. 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.

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 evaluated 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 requirement, The Bank shall order at any time.

13. Award of the 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.

14. Delivery Schedule

- 14.1.** The supply of the goods and related service shall be completed within **45 calendar days** from the date of issue of the Purchase Order.

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 LD at the rate of **0.3%** per day of the undelivered. The maximum LD shall be **10%** of the total contract price.

16. Payment Terms

- 16.1.** No advance payment shall be made prior to the completion of project and the payment will be made 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/her own cost, if any.

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.** No substitution 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.

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).

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

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].

A. 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 | |

B. 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 | |

C. 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 | Set | |
| 5 | Form-Claim Nomination On - B.B. 294 | Set | |
| 6 | Form-RD Declaration B.B. 227/INR Remittance | Set | |
| 7 | Form-Application For Banker's Cheque- B.B. 295 | Pad | |

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| | | | |
|----|---|-------|--|
| 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 | |

D. 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 | |
| 7 | Refill-Blue-For Pen | Pkt | |
| 8 | Refill-Red-For Pen | Pkt | |
| 9 | Rope-Sutli-For Cash Binding | Roll | |

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| | | | |
|----|-------------------------------------|-------|--|
| 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 | |

E. TONER & DRUM CARTRIDGES

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

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| | | | |
|----|--|-----|--|
| 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- 30X (HP Laserjet) | No. | |
| 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. | |

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| | | | |
|----|---|-----|--|
| 36 | Drum Cartridge – 5225/5230(Xerox) | No. | |
| 37 | Drum Cartridge - KX FAD412E (Panasonic) | No. | |
| 38 | Drum Cartridge – 19A (HP Laserjet) | No. | |

F. 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. | |

G. DESKTOP & LAPTOP SPARE PARTS

| | | | |
|---|---|-----|--|
| 1 | Key Board with USB cable – Dell/Accer/HP/Eyot | No. | |
| 2 | Mouse with USB cable – Dell/Accer/HP/Eyot | No. | |
| 3 | Wireless Mouse – Dell/Accer/HP/Eyot/Logotech | No. | |
| 4 | RAM(DDR -2) 2 GB | No. | |
| 5 | RAM(DDR -2) 4 GB | | |

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| | | | |
|----|---|-------|--|
| 6 | RAM(DDR-3) - 2 GB | No. | |
| 7 | RAM(DDR-3) - 4 GB | No. | |
| 8 | RAM(DDR-3) - 8GB | No. | |
| 9 | Mother Board for Desktop- Dell/HP/Accer | No. | |
| 10 | Mother Board for Laptop- Dell/HP/Accer | No. | |
| 11 | Patch Cable/Cord | No. | |
| 12 | PCI Wireless Card - TP Link | No. | |
| 13 | Rack - 6U | No. | |
| 14 | Rack - 9U | No. | |
| 15 | CAT 6 Cable – Schneider | Roll | |
| 16 | Crimping Tool | No. | |
| 17 | Punching Tool | No. | |
| 18 | Calculator-14 Digits | No. | |
| 19 | Binder Clip - Metallic- 32 MM | Pkt | |
| 20 | Binder Clip - Metallic- 41 MM | Pkt | |
| 21 | Binder Clip - Metallic- 51 MM | Pkt | |
| 22 | Cable Tie - 200 MM | Pkt | |
| 23 | Casing Capping (Pipe) - 38 MM | Piece | |
| 24 | Casing Capping (Angle) - 38 MM | Piece | |
| 25 | File-Plastic - L Folder | Piece | |
| 26 | File-Plastic - With Bid | Piece | |
| 27 | HDMI Cable – CEFC | Piece | |
| 28 | I/O Box – D Link | Set | |
| 29 | RJ 45 Connector – D Link | Piece | |
| 30 | Strapping Roll - Cash Binding | Roll | |
| 31 | Switch (4 Port) – D link | No. | |
| 32 | Switch (8 Port) – D link | No. | |
| 33 | Temper Pin - For Casing Capping | Pkt | |
| 34 | Marker (Board/permenant) | Piece | |

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| | | | |
|--------------------------|-------------------------------|--|--|
| 35 | Pen- uni ball GEL IMPACT | Piece | |
| 36 | Pen Ink- uni aball GEL IMPACT | Piece | |
| Name of Supplier : | | Supplier's Signature Official Stamp | |
| Contact Number : | | | |
| Email id : | | | |
| Date :/...../2021 | | | |



