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DRUK HOLDING & INVESTMENTS LTD.

GROUP STANDARD BIDDING DOCUMENT

GOODS



Part I: NOTICE INVITING TENDER

NIT No: OFFICE STATIONERY-2024

1. Bhutan Telecom Ltd. invites eligible bidders to submit your ebids for the supply of **BT/ OFFICE STATIONERY-2024**
2. Bhutan Telecom Ltd would like to inform the interested firms to kindly visit the website www.tender.bt for vendor registration and to submit the proposal online. [SEP]
3. The user manual for vendor registration and bidding process is available on the website www.tender.bt or else can be downloaded from following links:[SEP]-User manual for vendor registration[SEP]-User manual for Bidding process [SEP]
4. SBD Timeline

NIT No.	BT/ OFFICE STATIONERY-2024
Bid Submission & EMD Submission Date & Time	On or before 15 th January 2024 (17:00 hrs)
Bid Opening Date & Time	16 th January 2024 (14:00 hrs)
RFP shall be available at	www.tender.bt

Part II: Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) may quote for any or all items as per the technical specification as attached at Annexure -IV

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from procurement@bt.bt not later than 12th January 2024.

3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:
- i. Bid Security
 - ii. Valid Trade license
 - iii. Tax clearance
 - iv. Any other relevant documents as required
 - v. Data Sheet/ Catalogue

4. Bid Price

- 4.1. All prices shall be quoted in BTN/INR. The quoted price shall be CIF, Thimphu including taxes, duties and other levies to the final place of delivery, if required.
- 4.2. The final place of delivery of Equipment is Central Stores, Thimphu
- 4.3. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item.

Or

- 4.4. The bidder(s) must quote for all the items under this bid if in lot. Price bids will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
- 4.5. All price quoted shall be on per unit basis and valid for 12 months from the date of bid opening. The selected bidders shall be contacted for additional supply of any enlisted item in the future on repeat order basis for the entire period.
- 4.6. The order shall be placed as and when required for the year **2024**.

5. Bid Validity

- 5.1. The bid shall be valid for 90 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 the bid security of **lumpsum amount of 20,000** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Chief Executive Officer, Bhutan Telecom Ltd** issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security shall be valid up to 3 months.
- b) The EMD s to be uploaded online after submitting the quotation and the original to be submitted as a part of the BID in a separate sealed envelope and be submitted to Finance & Accounts Division or to our nearest Branch Office within the specified time in SBD timeline.
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser and considered as non-responsive.
- d) The user manual to upload EMD, please view our tender for BT/STATIONERY/2024 tender under Agency Document upload.

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

7.1. 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.

8. Quantity Variation

8.1. 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.

9. Award of Contract

9.1. 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/Purchase Order shall constitute a binding Contract.

10. Delivery Schedule

10.1. The supply of the Goods and related service shall be completed within **one month** from the date of issue of the Purchase Order/ signing of the contract.

11. Performance Security

- 11.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in the name of Chief Executive Officer, Bhutan Telecom issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of warranty period and will be returned after the end of warranty period.

12. Liquidated Damage

- 12.1. 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 **0.1%** per day for each day to a maximum of 10% of the total PO value.

13. Payment Terms

- 13.1. **100% payment** shall be released on receipt of full Qty of materials and no part payment shall be entertained during the execution of the supply order.
- 13.2. 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.

14. Warranty Period

- 14.1. If any faulty are detected during delivery, Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 14.2. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

15. Submission of Bid

- 15.1. The Bidder shall submit the Bid Submission Form using the Form in the Annexure I if so required: 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.
- 15.2. As such a bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

16. Termination

- 16.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience:
- 16.2. 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
- 16.3. 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 **one month** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

17. Governing Law

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

18. Dispute Resolution

- 18.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.

Part III: Forms:

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 total price of our Bid, excluding any discounts offered in item is: *[insert the Bid Price in words and figures, indicating the various amounts and their respective currencies]*;
- (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;
- (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- Performance Security Form

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] Date: [insert date (as day, month, and year) of Bid submission]

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*^[L1]^[SEP] **Beneficiary:** *[insert complete name of The company]*^[L1]^[SEP] **PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)]*¹ *in figures and words* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to The company's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

Annexure III- Contract Forms

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

1. (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “The company”), and [SEP]
2. (2) *[insert name of Supplier]*, a corporation incorporated under the laws of [SEP]*[insert country of Supplier]* and having its principal place of business at *[insert address of Supplier]* (hereinafter called “the Supplier”). [SEP] WHEREAS The company invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”). [SEP] NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to. [SEP]

The following documents shall constitute the Contract between The company and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.: [SEP]

- (a) This Contract Agreement; [SEP]
- (b) The Special Conditions of Contract; [SEP]
- (c) The General Conditions of Contract; [SEP]
- (d) Technical Requirements (including Schedule of Supply and Technical Specifications.) [SEP]
- (e) The Supplier’s Bid and original Price Schedules; [SEP]
- (f) The company’s Notification of Award of Contract; [SEP]
- (g) The form of Performance Security; [SEP]
- (h) The form of Bank Guarantee for Advance Payment; [SEP]
- (i) *[Insert here any other document(s) forming part of the Contract]* [SEP]

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above. [SEP]

In consideration of the payments to be made by The company to the Supplier as [SEP]

3. hereinafter mentioned, the Supplier hereby covenants with The company to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. 5. The company hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.
6. For and on behalf of The company Signed: *[insert signature]*
7. in the capacity of *[insert title or other appropriate designation]* [SEP] in the presence of *[insert signature]* *[insert identification of official witness]*
8. For and on behalf of the Supplier [SEP] Signed: *[insert signature of authorized representative(s) of the Supplier]*
9. in the capacity of *[insert title or other appropriate designation]* [SEP] in the presence of *[insert signature]* *[insert identification of official witness]*

Annexure IV- Technical Specifications

1. Please refer Material Description for quoting.
2. Sample Submission and Selection shall be notified by Procurement for the same after tender opening.
3. Duplicate shall be rejected during the sample selection and during actual delivery.
4. For printing stationery, you can collect the sample from BT Office.

S/N	Item Code	Item Name	UOM
1	CO00446	Stapler Pin 23/17	PKT
2	CO00428	Flat File Ambassador (export quality)	Nos
3	CO00501	Spiral Note book (Medium)	nos
4	CO00508	Printing of SIM Registration form (AS per BT Sample) (100 pages)	nos
5	CO00457	Post It pad (3x4)	nos
6	CO00500	White Board Marker (12 nos PKT)	PKT
7	CO00437	Punching machine DP-600	Nos
8	CO00434	Packing Tape White 2" (Thick)	Roll
9	CO00436	Punching machine DP-800	Nos
10	CO00449	Stapler Pin Max 24/6	PKT
11	CO00502	Computer paper for Receipt Printing with BT Logo (500 Sheets)	REAM
12	CO00493	Marker Pen Permanent (12 nos PKT)	PKT
13	CO00450	Stock Register No. 20 (Leather Binding) 365 pages with page No.	NOS
14	CO00495	Linoleum Carpet (2mm thickness) Per meter	M
15	CO00432	Marking Cloth (breath- 54")	M
16	CO00498	Rubber band Good Quality (1kg)	PKT
17	CO00433	Packing Tape Brown 2" (Thick)	Roll
18	CO00440	Register Ruled No. 18 (Leather binding)	Nos
19	CO00448	Stapler Pin Max No. 10	PKT
20	CO00424	Carbon Paper Blue (210x330mm)	PKT
21	CO00438	Register Ruled No. 30 Leather binding , 548 pages with P No.	NOS
22	CO00447	Stapler Machine Max No. 10	Nos
23	CO00429	Gems Clip 35mm	PKT
24	CO00445	Stapler machine H-45N	Nos
25	CO00427	Dispatch Register No. 30 (Leather binding)	Nos

26	CO00503	Movement Order Book (200 Pages with S/N .100 copies in Original and 100 pages duplicate)	Nos
27	CO00454	Envelop 11x5 (with BT Logo). 50 nos in each packet	PKT
28	CO00504	Revenue Cash Book (200 sheets/book. As per BT Sample)	Nos
29	CO00458	Duster Cloth	Nos
30	CO00505	Revenue Deposit Challan Book in Triplicate Copy (Pgs./book) (200sheets/book. As per BT Sample)	Nos
31	CO00439	Register Ruled No. 12 (Leather binding)	Nos
32	CO00441	2 Ring File	Nos
33	CO00507	Vehicle log Book (As per BT Sample)	Nos
34	CO00444	Stapler Machine DS-12S/17	Nos
35	CO00499	Bhutanese Paper (1M)	Nos
36	CO00425	Calculator Citizen CT-500	NOS
37	CO00453	Envelope 9x4 (with BT Logo). 50 nos in each packet	PKT
38	CO00452	Envelope A4 size (with BT Logo). 50 nos in each packet	PKT
39	CO00456	Glue Stick	NOS
40	CO00455	Highlighting Pen (5 nos per Pkt)	PKT
41	CO00494	Synthetic Carpet (2mm thickness) per Meter	M
42	CO00435	Plastic Sheet Sylpoline (18" * 15" GSM) Best Quality for Hilux and Bolero	Nos
43	CO00587	Plastic Sheet Sylpoline (24" * 18" GSM) Best Quality for DCM and Truck	nos
44	CO00588	PP Rope (16mm) for Truck and DCM	KG
45	CO00589	PP Rope (12 mm) for Hilux and Bolero	KG
46	CO00422	Arch File Supreme (Standard)	NOS