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DRUK HOLDING & INVESTMENTS LTD.

GROUP STANDARD BIDDING DOCUMENT

GOODS

Office Supplies and Stationery

January 2025

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Notice Inviting Quotation

NIQ No.: **DHI/PROC/TEN/2025/02**

Date: **February 3, 2025**

1. The Druk Holding and Investments Limited (DHI) invites e-Bid from eligible firms (hereafter referred to as the “Bidder” with valid trade license for: *Office Supplies and Stationery*.
2. Interested Bidders shall visit the website www.tender.bt for vendor registration and submit their quotation online.
3. To guide you through the bidding process, please refer the user manuals available on the website www.tender.bt or else can be downloaded from the following links:
 - [User manual for vendor registration](#)
 - [User manual for Bidding process](#)
 - [User manual for EMD upload](#)
4. Proposals shall be opened in the presence of Bidders/representatives who choose to attend as per the information given in the Terms and Conditions.
5. All Bids must be accompanied by Bid security for an amount of Nu. 10,000.00 [Ngultrum Ten Thousand] and shall remain valid for 3 months from the date of the opening of the bids.
6. DHI reserves the right to accept or reject any Proposal partly or fully or cancel the bidding process without assigning any reasons thereof and in such case, no Bidder/ intending Bidder shall have any claim arising out of such action of the company.
7. Timeline

| | |
|---|--|
| Bid Submission (<i>date & time</i>) | February 18, 2025 at 1230 hours |
| Opening (<i>date & time</i>) | February 18, 2025 at 1430 hours |
| Bid Document shall be available at | www.tender.bt |

Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) must quote for all items as per the technical specification and the [Price Quotation Form](#) as attached in [Annexure - II](#).

2. Clarification of the bidding document

- 2.1. Clarification can be obtained in writing from the address below during office hours no later than February 14, 2025.

Kinley Gyem

Email: kinleygyem@dhi.bt

Associate Manager, Procurement Unit

Druk Holding and Investments Ltd.

Phone: +975 17787782

3. Documents comprising bid

- 3.1. Refer to the [Checklist for Bid Submission](#) in [Annexure III](#) to guide you with the documents the Bidders are required to submit.

4. Bid Price

- 4.1. All prices shall be quoted in **Ngultrum (Nu)**. The quoted price shall be **DDP including taxes, duties and other levies to the final place of delivery**, if required.
- 4.2. The final place of delivery is as per **DHI office**.

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 a Bid Security of BTN 10,000/- in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft drawn in favour of the *Associate Director, Corporate Services Division, Druk Holding and Investments Limited*, Thimphu issued by the Financial Institution enforceable in any Banks in Bhutan:
 - a. The Bid security shall be valid up to 90 days from the date of submission of the bid.

- b. The scanned version of the Bid Security should be uploaded with the Bid on www.tender.bt and the original Bid Security shall be submitted to the Procurement Unit, CSD, DHI on/before the date of submission of the Bid. Refer [Manual for EMD Upload](#) under Downloads section on the website.
 - c. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
 - d. If the Bidder(s) opts to Bank Transfer the Bid Security, it may be deposited to the DHI's BOB Account No. **100893691**, and submit the transaction details along with other documents during bid submission as well as email to kinleygyem@dhi.bt /copy: passanggyem@dhi.bt
- 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 price bid in the form attached shall be submitted electronically on www.tender.bt.

8. [Submission deadline](#)

- 8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated: **February 18, 2025 at 1230 hours.**

Bids in hard copy shall not be accepted.

9. [Bid Opening](#)

- 9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend at **February 18, 2025 at 1430 hours** at DHI Conference Hall. 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. Evaluation shall be carried out on **item-wise** quoted price. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. 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;

- 10.2. 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.
- 10.3. 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. Validity of the offers

- 14.1. The quotation(s) shall be valid for a period of **12 months** from the award of the contract. However, the period of validity may be extended on mutual agreement.

15. Delivery Schedule

- 15.1. The supply of the Goods and related services shall be completed **within 3 working days** from the date of issue of the Purchase Order, or the signing of the contract [if applicable].

16. Performance Security

- 16.1. The Successful Suppliers shall be required to furnish a lumpsum Performance Security of **Nu.10,000** in the form of bank transfer (Mbob, Mpay, TPay...) , cash warrant, demand draft or unconditional Bank Guarantee in the name drawn in favour of the *Associate Director, Corporate Services Division, Druk Holding and Investments Limited* 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 contract period and will be returned after the end of contract period.

17. Liquidated Damage

- 17.1. 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 0.3% per day for each day of delay to a maximum of 10% of the quoted price.

18. Payment Terms

- 18.1. 100% shall be released on the delivery of goods in a serviceable condition at site and on submission of bills.
- 18.2. 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.

19. Warranty Period

- 19.1. The Supplier shall provide the warranty for a period of **3 months** for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the 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.
- 19.2. 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.

20. Submission of Bid

- 20.1. 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.
- 20.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

21. Termination

- 21.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience:
- 21.2. 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

21.3. 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 **10 days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

22. Governing Law

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

23. Dispute Resolution

23.1. 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.

24. Rejection of Materials:

In the event of materials being considered inferior and rejected by the purchaser, the supplier shall replace the same with appropriate quality at their own cost, including to and fro freight and transit insurance charges and all other incidental charges up to Consignee destination within 15 days from the date of intimation of rejection of materials.

25. Inspection & Test:

At its own expense and at no cost to the purchaser, the supplier shall carry out delivery of materials within Thimphu. The purchaser may reject any materials or any part thereof that fail to conform to the required specifications. The supplier shall either rectify or replace such rejected materials or part thereof or make alternatives necessary to meet the specifications at no cost to the purchaser.

26. Packing & Forwarding:

The firm shall provide suitable packing for the materials to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation and open storage.

27. Replacement/Repair:

If any damages were found in the course of the shipment/transportation, DHI shall intimate the supplier for replacement. The supplier shall replace the damaged item within **5 working days** from the date of intimation.

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 about the Bidding Documents, including Addenda number: _____ *[insert the number and date of issue of each addendum]*;
- b. We offer to deliver the services in conformity with the Bidding Documents and in accordance with the Price Schedule: _____ *[insert a brief description of the Services]*;
- c. Our proposals shall be valid for a period of *90 days* from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- d. We have no conflict of interest;
- e. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Client under the laws or official regulations of Bhutan;
- f. 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 the terms and conditions of the Contract.
- g. 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.
- h. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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 proposal for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____ *[insert date of signing]*

Annexure – II: Price Quotation Form

Lot 1: Stationery Items

| Lot 1: Stationery Items | | | | | | |
|-------------------------|---------------------------------------|-------|--------------|------------------------------|---------------|-------------------|
| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
| 1 | Arch file | no | Not Required | Not Required | | |
| 2 | Battery (AA) | no | Not Required | Not Required | | |
| 3 | Battery (AAA) | no | Not Required | Not Required | | |
| 4 | Bhutanese paper sheet - Desho | sheet | Not Required | Not Required | | |
| 5 | Binder clip (15mm) | pkt | Not Required | Not Required | | |
| 6 | Binder clip (19mm) | pkt | Not Required | Not Required | | |
| 7 | Binder Clip (32mm) | pkt | Not Required | Not Required | | |
| 8 | Binding tape (25m length, 48mm width) | roll | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|---------------------------------------|------|--------------|------------------------------|---------------|-------------------|
| 9 | Binding tape (25m length, 24mm width) | roll | Not Required | Not Required | | |
| 10 | Board marker pens | no | Not Required | Not Required | | |
| 11 | Calculator Orpat | no | Not Required | Not Required | | |
| 12 | Calculator (scientific) | no | Not Required | Not Required | | |
| 13 | Cello tape (25m length, 48mm width) | roll | Not Required | Not Required | | |
| 14 | Cello tape (25m length, 24mm width) | roll | Not Required | Not Required | | |
| 15 | Chart paper | no | Not Required | Not Required | | |
| 16 | Colin spray | no | Not Required | Not Required | | |
| 17 | Color photocopying paper A4 (75 GSM) | ream | Not Required | Not Required | | |
| 18 | Computer Paper A4 (75 GSM) | ream | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|----------------------------|------|--------------|------------------------------|---------------|-------------------|
| 19 | Computer Paper A3 (75 GSM) | ream | Not Required | Not Required | | |
| 20 | Desho A4 envelopes | no | Not Required | Not Required | | |
| 21 | Dust bin | no | Not Required | Not Required | | |
| 22 | Dust bin with lid | no | Not Required | Not Required | | |
| 23 | Dust Collector | no | Not Required | Not Required | | |
| 24 | Duster cloth | no | Not Required | Not Required | | |
| 25 | Envelope - file size | no | Not Required | Not Required | | |
| 26 | Envelope (24X11cm) | no | Not Required | Not Required | | |
| 27 | Envelope (28X13cm) | no | Not Required | Not Required | | |
| 28 | Envelope (A4 size) | no | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|-----------------------|------|--------------|------------------------------|---------------|-------------------|
| 29 | Eraser | no | Not Required | Not Required | | |
| 30 | Executive put up file | no | Not Required | Not Required | | |
| 31 | File divider | pkt | Not Required | Not Required | | |
| 32 | Flip chart | roll | Not Required | Not Required | | |
| 33 | Glue 700ml | no | Not Required | Not Required | | |
| 34 | Glue stick | no | Not Required | Not Required | | |
| 35 | Hand towel | no | Not Required | Not Required | | |
| 36 | Lysol/Harpic | no | Not Required | Not Required | | |
| 37 | High lighter pens | no | Not Required | Not Required | | |
| 38 | Liquid handwash | no | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|--|------|--------------|------------------------------|---------------|-------------------|
| 39 | Marker Pen (permanent) | no | Not Required | Not Required | | |
| 40 | Marking cloth | no | Not Required | Not Required | | |
| 41 | Masking Tape (25m length, 48mm width) | roll | Not Required | Not Required | | |
| 42 | Multi Paper tray | no | Not Required | Not Required | | |
| 43 | Ribbon (1 inch) | roll | Not Required | Not Required | | |
| 44 | Ribbon (1.5 inches) | roll | Not Required | Not Required | | |
| 45 | Neptth ball | pkt | Not Required | Not Required | | |
| 46 | Note pads - executive (A4, 100 sheets) | no | Required | Not Required | | |
| 47 | Note pads - executive (A5, 100 sheets) | no | Required | Not Required | | |
| 48 | Note pads - executive (A6, 100 sheets) | no | Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|----------------------------------|------|--------------|------------------------------|---------------|-------------------|
| 49 | Pad locks | no | Not Required | Not Required | | |
| 50 | Paper clips (30 mm, 100 Nos) | pkt | Not Required | Not Required | | |
| 51 | Paper clips (28 mm, 100 Nos) | pkt | Not Required | Not Required | | |
| 52 | Paper cutter knife | no | Not Required | Not Required | | |
| 53 | Pencil | no | Not Required | Not Required | | |
| 54 | Pencil sharpener | no | Not Required | Not Required | | |
| 55 | Pens - pilot (V.5) | no | Not Required | Not Required | | |
| 56 | Pens - pilot (V.7) Signature Pen | no | Not Required | Not Required | | |
| 57 | Pens - Mitsubishi | no | Not Required | Not Required | | |
| 58 | Pens - cello gripper | no | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|---|------|--------------|------------------------------|---------------|-------------------|
| 59 | Pens - Signature Pen Baoke | no | Not Required | Not Required | | |
| 60 | OHP Permanent Marker | no | Not Required | Not Required | | |
| 61 | Phenol | no | Not Required | Not Required | | |
| 62 | Photo glossy paper | pkt | Not Required | Not Required | | |
| 63 | Plastic files (pocket type) | no | Not Required | Not Required | | |
| 64 | Plastic files with strips | no | Not Required | Not Required | | |
| 65 | Post it pads (5 inch x 4 inch) | pkt | Not Required | Not Required | | |
| 66 | Post it pads (one colour, 3 inch x 3 inch) | pkt | Not Required | Not Required | | |
| 67 | Post it pads (multi color, 3 inch x 3 inch) | pkt | Not Required | Not Required | | |
| 68 | Post-it flags (multi colour, 1 inch x 3 inch) | pkt | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|--|------|--------------|------------------------------|---------------|-------------------|
| 69 | Punching machine (double hole, 20 sheets capacity) | no | Not Required | Not Required | | |
| 70 | Register (32 cm x 19 cm, 250 pages) | no | Not Required | Not Required | | |
| 71 | Ring folder file (2 ring) | no | Not Required | Not Required | | |
| 72 | Ruler (30 cm) | no | Not Required | Not Required | | |
| 73 | Scissors (5 inch) | no | Not Required | Not Required | | |
| 74 | Scissors (8 inch) | no | Not Required | Not Required | | |
| 75 | Stapler machine (10) | no | Not Required | Not Required | | |
| 76 | Stapler machine (24/6) | no | Not Required | Not Required | | |
| 77 | Stapler pins - 24/6 | pkt | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|--|------|--------------|------------------------------|---------------|-------------------|
| 78 | Stapler pins - heavy duty, T-10 | pkt | Not Required | Not Required | | |
| 79 | Stapler pins (10) | pkt | Not Required | Not Required | | |
| 80 | Toilet paper | roll | Not Required | Not Required | | |
| 81 | Tissue box | no | Not Required | Not Required | | |
| 82 | White board duster | no | Not Required | Not Required | | |
| 83 | White board (3 ft x 4 ft) | no | Not Required | Not Required | | |
| 84 | White board (2 ft x 3 ft) | no | Not Required | Not Required | | |
| 85 | Double-sided tape (25m length, 48mm width) | no | Not Required | Not Required | | |
| 86 | Thumb pin (Gold colour, 50 pieces) | pkt | Not Required | Not Required | | |

Lot 1: Stationery Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|------------------------------------|------|--------------|------------------------------|---------------|-------------------|
| 87 | Push pin (Plastic head, 50 pieces) | pkt | Not Required | Not Required | | |
| 88 | Broom (soft) | no | Not Required | Not Required | | |
| 89 | Broom (hard) | no | Not Required | Not Required | | |
| 90 | Room Freshner | no | Not Required | Not Required | | |
| 91 | Bucket (20 L) | no | Not Required | Not Required | | |
| 92 | Mop with bucket | set | Not Required | Not Required | | |
| 93 | Foot mat (60 cm x 40 cm) | no | Not Required | Not Required | | |
| 94 | Toilet brush | no | Not Required | Not Required | | |
| 95 | Dust collector | no | Not Required | Not Required | | |
| 96 | Jug (1 L, plastic) | no | Not Required | Not Required | | |

Lot 2: IT Accessories

| Lot 2: IT Accessories | | | | | | |
|-----------------------|-------------------------------------|------|--------------|------------------------------|---------------|-------------------|
| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
| 1 | USB flash drive (8GB) | No | Not Required | Not Required | | |
| 2 | USB flash drive (16 GB) | No | Not Required | Not Required | | |
| 3 | Seagate External Hard Drive (500GB) | No | Not Required | Not Required | | |
| 4 | Seagate External Hard Drive (1 TB) | No | Not Required | Not Required | | |
| 5 | Seagate External Hard Drive (2 TB) | No | Not Required | Not Required | | |
| 6 | Seagate External Hard Drive (4 TB) | No | Not Required | Not Required | | |
| 7 | Seagate External Hard Drive (6 TB) | No | Not Required | Not Required | | |
| 8 | Seagate External Hard Drive (8 TB) | No | Not Required | Not Required | | |
| 9 | Power Point Laser Pointer | No | Not Required | Not Required | | |

Lot 2: IT Accessories

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|------------------------------|------|--------------|------------------------------|---------------|-------------------|
| 10 | USB Coverter (HDMI - Type C) | No | Not Required | Not Required | | |
| 11 | HDMI Cable (5 m) | No | Not Required | Not Required | | |
| 12 | HDMI Cable (3 m) | No | Not Required | Not Required | | |
| 13 | HDMI Cable (2 m) | No | Not Required | Not Required | | |
| 14 | HDMI Cable (1.5 m) | No | Not Required | Not Required | | |

Lot 3: Electrical Items

| Lot 3: Electrical Items | | | | | | |
|-------------------------|---------------------------------|------|--------------|------------------------------|---------------|-------------------|
| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
| 1 | 4 way socket (power strip, 2 m) | No | Not Required | Not Required | | |
| 2 | 4 way socket (power strip, 5 m) | No | Not Required | Not Required | | |
| 3 | 6 way socket (power strip, 2 m) | No | Not Required | Not Required | | |
| 4 | 6 way socket (power strip, 5 m) | No | Not Required | Not Required | | |
| 5 | Multiplug 3 pin adaptor, 6A | No | Not Required | Not Required | | |
| 6 | Multiplug 3 pin adaptor, 16A | No | Not Required | Not Required | | |
| 7 | Extension Cord Round (5 m) | No | Not Required | Not Required | | |
| 8 | LED Bulb (50 W) | No | Not Required | Not Required | | |
| 9 | LED Bulb (20 W) | No | Not Required | Not Required | | |

Lot 3: Electrical Items

| SN | Item description | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|------------------|------|--------------|------------------------------|---------------|-------------------|
| 10 | LED Bulb (12 W) | No | Not Required | Not Required | | |

Lot 4: Toner Cartridges

| Lot 4: Toner Cartridge | | | | | | | |
|------------------------|---------------------------------------|-------------------------|------|--------------|------------------------------|---------------|-------------------|
| SN | Item description | Cartridge Specification | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
| 1 | Samsung SCX-8128 | W709 | No | Not Required | Required | | |
| 2 | Drum cartridge for Xerox 6700 printer | - | No | Not Required | Required | | |
| 3 | Laser Jet Pro 425dw | 203A (B/C/M/Y) | No | Not Required | Required | | |
| 4 | Drum Cartridge for Workstation 5330 | - | No | Not Required | Required | | |
| 5 | HP LaserJet 2055dn Printer | CE505A | No | Not Required | Required | | |
| 6 | Laser jet Pro M203dw | 30A | No | Not Required | Required | | |
| 7 | Laser Jet Pro M402dn | H-CF226A | No | Not Required | Required | | |
| 8 | Laser Jet Pro MFP M427DW | CF228A | No | Not Required | Required | | |
| 9 | HP Laser Jet 400M401dn Printer | HP 80A | No | Not Required | Required | | |

Lot 4: Toner Cartridge

| SN | Item description | Cartridge Specification | Unit | Sample | Manufacturer's Authorisation | Offered Brand | Quoted Rate (BTN) |
|----|---|-------------------------|------|--------------|------------------------------|---------------|-------------------|
| 10 | HP laser Jet P1108 Printer/ M226dw/ M202dw | HP 88A | No | Not Required | Required | | |
| 12 | Xerox workstation 5330 | 5330/5335 | No | Not Required | Required | | |
| 13 | HP printer 208dw | 137A | No | Not Required | Required | | |
| 14 | HP Laserjet 152A | W1520A | No | Not Required | Required | | |
| 15 | Cartridge for Pantum Printer | 210EK | No | Not Required | Required | | |
| 16 | Canon Printer TS3522 | Multicolor | No | Not Required | Required | | |
| 17 | Canon Printer ImagePROGRAF | Multicolor | No | Not Required | Required | | |

Annexure – III: Checklist for Bid Submission

The table below is provided to assist the Bidders with bid submission.

| SN | Document | Purchaser's Requirement | Bidders to fill up |
|----|--|----------------------------------|------------------------------------|
| | | Required (✓) or Not Required (✗) | Submitted (✓) or Not Submitted (✗) |
| 1 | Annexure - I: Bid Submission Form | ✓ | |
| 2 | Annexure - II: Price Quotation Form | ✓ | |
| 3 | Annexure - III: Checklist for Bid Submission | ✓ | |
| 4 | Valid Trade License | ✓ | |
| 5 | Tax Clearance Certificate | ✓ | |
| 6 | Integrity Pact Statement | ✓ | |
| 7 | Samples | APR ¹ | |
| 8 | Manufacturer's Authorisation | APR | |
| 9 | Bid Security | ✓ | |

Note:

1. Samples and Manufacturer's Authorisation (MA) shall be submitted *as per requirement* specified in the Price Quotation Forms.
2. The MA shall be uploaded along with the other bid documents on www.tender.bt.
3. The samples shall be submitted to the *Procurement Unit, DHI, 5th Floor of BOB Building* on or before the bid submission time.

¹ "APR" stands for "As per requirement"