



## GROUP STANDARD BIDDING DOCUMENT

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### GOODS

#### Office Supplies and Stationery

Tender No.: DHI/CSD/PROC/TEN/2026/2

January 2026

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## Notice Inviting Quotation

NIQ No.: **DHI/CSD/PROC/TEN/2026/02**

Date: **January 31, 2026**

1. Druk Holding and Investments Limited (hereinafter referred to as "DHI" or "the Purchaser") invites e-Bid from eligible firms (hereafter referred to as "the Bidder") with a valid trade license for: *Office Supplies and Stationery*.
2. Interested Bidders shall visit the website [www.tender.bt](http://www.tender.bt) for vendor registration and submit their quotation online.
3. To guide you through the bidding process, please refer to the user manuals available on the website [www.tender.bt](http://www.tender.bt), or they 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 &amp; time</i> )	February 16, 2026 at 1230 hours, BTT
Tender Opening ( <i>date &amp; time</i> )	February 16, 2026 at 1430 hours, BTT
The Bid Document shall be available at	<a href="http://www.tender.bt">www.tender.bt</a>

## 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 13, 2026.

Kinley Gyem

Email: [kinleygyem@dhi.bt](mailto: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](#) 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**.

#### 4.2. The final place of delivery:

- DHI's head office is located on the 5th Floor of BOB TCO Building, Norzin Lam, Thimphu
- DHI has offices at the TTPL Office Building, Babesa, Thimphu

4.3. If the firm is GST-registered, a copy of the GST Registration Certificate shall be submitted along with the bid.

### 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 *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](http://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](mailto:kinleygyem@dhi.bt) /copy: [passanggyem@dhi.bt](mailto: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](http://www.tender.bt).

## 8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated: **February 16, 2026 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 16, 2026 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 *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

*The quoted prices shall be inclusive of GST, taxes, duties, service charges, delivery charges, and any other applicable levies up to the final place of delivery.*

Lot 1: Stationery Items							
SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
1	Arch file	no	Not Required				
2	Battery (AA)	no	Not Required				
3	Battery (AAA)	no	Not Required				
4	Bhutanese paper sheet - Desho	sheet	Not Required				
5	Binder clip (15 mm)	pkt	Not Required				
6	Binder clip (19 mm)	pkt	Not Required				
7	Binder Clip (32 mm)	pkt	Not Required				
8	Binding tape (25 m length, 48 mm width)	roll	Not Required				
9	Binding tape (25 m length, 24 mm width)	roll	Not Required				
10	Board marker pens	no	Not Required				
11	Calculator Orpat	no	Not Required				
12	Calculator (scientific)	no	Not Required				

**Lot 1: Stationery Items**

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
13	Cello tape (25m length, 48mm width)	roll	Not Required				
14	Cello tape (25m length, 24mm width)	roll	Not Required				
15	Chart paper	no	Not Required				
16	Colin spray	no	Not Required				
17	Color photocopying paper A4 (75 GSM)	ream	Not Required				
18	Computer Paper A4 (75 GSM)	ream	Not Required				
19	Computer Paper A3 (75 GSM)	ream	Not Required				
20	Desho A4 envelopes	no	Not Required				
21	Dust bin without lid, 7L	no	Not Required				
22	Dust bin with lid, 7L	no	Not Required				
23	Dust Collector	no	Not Required				
24	Duster cloth	no	Not Required				
25	Envelope - file size	no	Not Required				
26	Envelope (24X11cm)	no	Not Required				
27	Envelope (28X13cm)	no	Not Required				

**Lot 1: Stationery Items**

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
28	Envelope (A4 size)	no	Not Required				
29	Eraser	no	Not Required				
30	Executive put up file	no	Not Required				
31	File divider	pkt	Not Required				
32	Flip chart	roll	Not Required				
33	Glue 700ml	no	Not Required				
34	Glue stick	no	Not Required				
35	Hand towel	no	Not Required				
36	Lysol/Harpic, 1L	no	Not Required				
37	High lighter pens	no	Not Required				
38	Liquid handwash	no	Not Required				
39	Marker Pen (permanent)	no	Not Required				
40	Marking cloth	no	Not Required				
41	Masking Tape (25m length, 48mm width)	roll	Not Required				
42	Multi Paper tray	no	Not Required				

**Lot 1: Stationery Items**

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
43	Ribbon (1 inch)	roll	Not Required				
44	Ribbon (1.5 inches)	roll	Not Required				
45	Neptball	pkt	Not Required				
46	Note pads - executive (A4, 100 sheets)	no	Required				
47	Note pads - executive (A5, 100 sheets)	no	Required				
48	Note pads - executive (A6, 100 sheets)	no	Required				
49	Pad locks	no	Not Required				
50	Paper clips (30 mm, 100 Nos)	pkt	Not Required				
51	Paper clips (28 mm, 100 Nos)	pkt	Not Required				
52	Paper cutter knife	no	Not Required				
53	Pencil	no	Not Required				
54	Pencil sharpener	no	Not Required				
55	Pens - pilot (V.5)	no	Not Required				
56	Pens - pilot (V.7) Signature Pen	no	Not Required				
57	Pens - Mitsubishi	no	Not Required				

**Lot 1: Stationery Items**

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
58	Pens - cello gripper	no	Not Required				
59	Pens - Signature Pen Baoke	no	Not Required				
60	OHP Permanent Marker	no	Not Required				
61	Phenol	no	Not Required				
62	Plastic files (pocket type)	no	Not Required				
63	Plastic files with strip	no	Not Required				
64	Post it pads (5 inch x 4 inch)	pkt	Not Required				
65	Post it pads (one colour, 3 inch x 3 inch)	pkt	Not Required				
66	Post it pads (multi color, 3 inch x 3 inch)	pkt	Not Required				
67	Post-it flags (multi colour, 1 inch x 3 inch)	pkt	Not Required				
68	Punching machine (double hole, 20 sheets capacity)	no	Not Required				
69	Register (32 cm x 19 cm, 250 pages)	no	Not Required				
70	Ring folder file (2 ring)	no	Not Required				
71	Ruler (30 cm)	no	Not Required				

**Lot 1: Stationery Items**

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
72	Scissors (5 inch)	no	Not Required				
73	Scissors (8 inch)	no	Not Required				
74	Stapler machine (10)	no	Not Required				
75	Stapler machine (24/6)	no	Not Required				
76	Stapler pins - 24/6	pkt	Not Required				
77	Stapler pins - heavy duty, T-10	pkt	Not Required				
78	Stapler pins (10)	pkt	Not Required				
79	Toilet paper	roll	Not Required				
80	Tissue box	no	Not Required				
81	White board duster	no	Not Required				
82	White board (3 ft x 4 ft)	no	Not Required				
83	White board (2 ft x 3 ft)	no	Not Required				
84	Double-sided tape (25m length, 48mm width)	no	Not Required				
85	Thumb pin (Gold colour, 50 pieces)	pkt	Not Required				

**Lot 1: Stationery Items**

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

## Lot 2: IT Accessories

*The total quoted price shall be inclusive of GST, taxes, duties, service charges, delivery charges, and any other applicable levies up to the final place of delivery.*

Lot 2: IT Accessories							
SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
1	USB flash drive (8GB)	No	Not Required				
2	USB flash drive (16 GB)	No	Not Required				
3	Seagate External Hard Drive (500GB)	No	Not Required				
4	Seagate External Hard Drive (1 TB)	No	Not Required				
5	Seagate External Hard Drive (2 TB)	No	Not Required				
6	Seagate External Hard Drive (4 TB)	No	Not Required				
7	Seagate External Hard Drive (6 TB)	No	Not Required				
8	Seagate External Hard Drive (8 TB)	No	Not Required				

**Lot 2: IT Accessories**

<b>SN</b>	<b>Item description</b>	<b>Unit</b>	<b>Sample</b>	<b>Offered Brand</b>	<b>Quoted Rate (BTN)</b>	<b>GST (BTN)</b>	<b>Total (BTN)</b>
9	PowerPoint Laser Pointer	No	Not Required				
10	HDMI Cable (5 m)	No	Not Required				
11	HDMI Cable (3 m)	No	Not Required				
12	HDMI Cable (2 m)	No	Not Required				
13	HDMI Cable (1.5 m)	No	Not Required				

### Lot 3: Electrical Items

*The total quoted price shall be inclusive of GST, taxes, duties, service charges, delivery charges, and any other applicable levies up to the final place of delivery.*

SN	Item description	Unit	Sample	Offered Brand	Quoted Rate (BTN)	GST (BTN)	Total (BTN)
1	4 way power strip, 2 m	No	Not Required				
2	4 way power strip, 5 m	No	Not Required				
3	6 way power strip, 2 m	No	Not Required				
4	6 way power strip, 5 m	No	Not Required				
5	Multiplug 3 pin adaptor, 6A	No	Not Required				
6	Multiplug 3 pin adaptor, 16A	No	Not Required				
7	Extension Cord Round (5 m)	No	Not 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	<a href="#">Annexure - I: Bid Submission Form</a>	✓	
2	<a href="#">Annexure - II: Price Quotation Form</a>	✓	
3	<a href="#">Annexure - III: Checklist for Bid Submission</a>	✓	
4	Valid Trade License	✓	
5	Tax Clearance Certificate	✓	
6	Integrity Pact Statement	✓	
7	Samples	APR <sup>1</sup>	
8	GST Registration Certificate	APR	
9	Bid Security	✓	
10	Power of Attorney	✓	

#### Note:

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

<sup>1</sup> “APR” stands for “As per requirement”