(a GIDC company)

GREENDIGITAL LIMITED
STANDARD BIDDING DOCUMENT
GOODS

Framework Agreement / Rate Contract for Supply and Delivery of Office Supplies, Housekeeping Items, Electrical Items, IT & Network Accessories and Toner Cartridges

Tender No.	GDL/GENERAL/2026/16
Procurement Method	Open Bidding
Procurement Arrangement	Framework Agreement / Rate Contract
Contract Period	Twelve (12) Months
Standard Delivery Point	Centralized Store, Jamjee, Bhutan
Date of Issue	15 September 2026

Issued by: Projects & Procurement Office, GreenDigital Limited

DOCUMENT CONTROL & BID DATA

Procuring Agency	GreenDigital Limited (GDL)
Tender No.	GDL/GENERAL/2026/16
Procurement Arrangement	Framework Agreement / Rate Contract
Contract Period	12 months from effective date
Bid Submission	Electronic submission through tender.bt
Bid Validity	60 days from bid submission deadline (applicable to bidding/evaluation/award stage only)
Bid Security	Nu. 10,000/- (Ngultrum Ten Thousand only), lump sum irrespective of the number of Lots quoted; valid for 90 days from the bid submission deadline.
Performance Security	Not Applicable (waived for this Framework Agreement / Rate Contract)
Price Basis	CIF Centralized Store, Jamjee, Bhutan, unless otherwise stated
Liquidated Damages	0.1% per day of the value of delayed Call-off PO/items, maximum 10% of the relevant delayed value

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1. NOTICE INVITING BIDS

GreenDigital Limited (GDL) invites e-Bids from eligible firms holding valid trade licences for establishment of a Framework Agreement / Rate Contract for supply and delivery of office supplies, housekeeping items, electrical items, IT & network accessories and toner cartridges for a period of twelve (12) months.

Bidders may quote for one or more Lots. However, a bidder quoting for a particular Lot shall quote for all items specified under that Lot. Partial quotation within a Lot shall be treated as non-responsive for that Lot.

The procurement is intended to establish fixed unit rates for the contract period. GDL shall issue Call-off Purchase Orders as and when requirements arise. Indicative/evaluation quantities are for bid comparison and planning only and do not constitute a minimum or guaranteed purchase commitment.

Bids shall be submitted electronically through tender.bt in accordance with the instructions and timelines below.

Activity	Date / Time
Bid Document Available	15 September 2026 to 30 September 2026 (1500Hrs BST)
Last Date for Clarification	24 September 2026 (1500Hrs BST)
Bid Submission Deadline	30 September 2026 (1600Hrs BST)
Bid Opening	30 September 2026 (1630Hrs BST)

Bid Security: lump sum amount of Nu. 10,000.00, valid for 90 days, in the form(s) prescribed in this SBD.

2. Instructions and Terms & Conditions

The following Terms and Conditions shall govern the bidding process, establishment of the Framework Agreement / Rate Contract, and all Call-off Purchase Orders issued under it. The Bidding Document, Letter of Award, accepted Price Schedule, signed Framework Agreement / Rate Contract and individual Call-off Purchase Orders shall be read together. Where any provision conflicts with the applicable GDL Procurement Manual or laws of Bhutan, the applicable Procurement Manual and laws shall prevail.

3. Scope of Supply

3.1 GDL intends to establish a twelve (12) month Framework Agreement / Rate Contract for recurring supply of goods under five Lots: (i) Stationery & Office Supplies; (ii) Cleaning, Housekeeping & General Utility Items; (iii) Electrical Items; (iv) IT & Network Accessories; and (v) Toner Cartridges.

3.2 The successful supplier(s) shall supply only against written Call-off Purchase Orders issued by GDL. The Framework Agreement itself does not constitute an order to supply any minimum quantity.

3.3 All goods shall be new, genuine, unused, of current manufacture where applicable, and conform to the description, specification, size, capacity, model, brand or equivalent requirement stated in the Price Schedule and Call-off Purchase Order.

4. Clarification and Amendment of Bidding Document

4.1 A bidder requiring clarification shall submit its request in writing within the clarification period stated in the Notice Inviting Bids.

4.2 GDL may issue clarifications, corrigenda or addenda before the submission deadline. Any addendum issued shall form part of the Bidding Document and shall be binding on all bidders.

4.3 Where an amendment is material, GDL may extend the bid submission deadline to provide bidders reasonable time to take the amendment into account.

5. Documents Comprising the Bid

5.1 The bid shall include the duly completed Bid Submission Form, Price Quotation Form for each Lot quoted, valid Trade Licence, valid Tax Clearance Certificate, Integrity Pact/declaration where applicable, Bid Security where required, samples where specified, Manufacturer's Authorisation where specified, product datasheets/catalogues where required, and any other document stated in the checklist.

5.2 Failure to submit a mandatory document may render the bid non-responsive in accordance with the applicable Procurement Manual and the requirements stated in this SBD.

6. Lot Structure and Bidding Rules

6.1 Bidders may quote for one or more Lots.

6.2 A bidder quoting for a Lot shall quote for every item included in that Lot. Partial quotation within a Lot shall be treated as non-responsive for that Lot.

6.3 Evaluation and award shall be carried out Lot-wise. GDL may award one or more Lots to the same bidder or different Lots to different bidders.

6.4 Unless expressly provided otherwise in the bidding document, each Lot shall be awarded to one successful supplier. Multiple framework suppliers for a Lot shall be used only where the allocation mechanism for Call-off Orders has been predetermined and disclosed.

7. Bid Price and Taxes

7.1 All prices shall be quoted in Bhutanese Ngultrum (BTN/Nu.) on a CIF basis to Centralized Store, Jamjee, Bhutan, unless another delivery basis/location is expressly stated in the Price Schedule or Call-off Purchase Order. For the purpose of this bidding document, CIF Jamjee means that the quoted price shall include the cost of the goods, packing, forwarding, freight/transportation, transit insurance and all other costs necessary to deliver the goods to the Centralized Store, Jamjee, Bhutan, excluding only those statutory taxes or charges expressly stated by GDL as payable separately.

7.2 Unit rates shall include applicable taxes, duties, levies, packing, forwarding, loading, unloading where applicable, transportation, transit insurance and all incidental costs required for complete delivery.

7.3 The bidder shall quote a unit rate for every item within each Lot quoted. Blank, zero, conditional or incomplete rates shall be treated in accordance with the stated evaluation rules.

7.4 The contracted unit rate shall be the basis for payment for the actual quantity ordered, delivered, inspected and accepted.

8. Bid Validity

8.1 Bids shall remain valid for sixty (60) days from the bid submission deadline. The Bid Validity Period applies only to the bidding, evaluation and award process and shall not be construed as limiting the validity of the contracted unit rates after award.

8.2 In exceptional circumstances, GDL may request an extension of bid validity before expiry. The request and bidder's response shall be in writing.

8.3 Bid validity is separate from the twelve (12) month validity of the Framework Agreement / Rate Contract. Upon award and effectiveness of the Agreement, the accepted unit rates shall remain fixed and valid for the entire twelve (12) month contract period, subject only to any price adjustment expressly permitted under Clause 17.

9. Bid Security

9.1 Each Bid shall be accompanied by a lump-sum Bid Security of Nu. 10,000/- (Ngultrum Ten Thousand only), irrespective of whether the Bidder quotes for one or more Lots. The Bid Security shall remain valid for ninety (90) days from the Bid Submission Deadline, being thirty (30) days beyond the sixty (60) day Bid Validity Period. The acceptable form(s) of Bid Security shall be as prescribed in this SBD and the applicable procurement requirements.

9.2 Where Bid Security is required, failure to submit security of the required amount, form and validity may result in rejection as non-responsive.

9.3 Bid Security may be forfeited in circumstances permitted under the applicable Procurement Manual, including withdrawal of a bid during its validity or failure of a successful bidder to sign the Agreement or furnish required Performance Security.

9.4 The Bid Security requirement under this SBD applies as a single lump-sum amount for the entire Bid and shall not be calculated or aggregated Lot-wise.

10. Submission, Deadline and Opening of Bids

10.1 Bids shall be submitted electronically through tender.bt by the deadline stated in the Notice Inviting Bids. No manual submission shall be accepted unless GDL formally issues an addendum providing otherwise.

10.2 Late bids shall be dealt with in accordance with the electronic tendering system and applicable procurement rules.

10.3 Bids shall be opened at the stated date and time in accordance with GDL's procurement procedures. Bidders or their authorized representatives may attend where permitted.

10.4 After opening, a bidder shall not be permitted to alter the substance or price of its bid except for clarifications or arithmetic corrections permitted under the bidding document.

11. Evaluation and Comparison of Bids

11.1 GDL shall first examine eligibility, completeness, substantial responsiveness, technical compliance and commercial compliance.

11.2 Evaluation shall be conducted Lot-wise. Only bidders quoting all items in the relevant Lot shall be considered for award of that Lot.

11.3 For evaluation, GDL shall multiply the quoted unit rate by the indicative/evaluation quantity stated for each item and aggregate the line-item amounts to determine the evaluated Lot price.

11.4 Indicative/evaluation quantities are used only to establish a common basis for bid comparison and do not represent guaranteed purchase quantities.

11.5 Where there is a discrepancy between the unit rate and line-item total, the unit rate shall normally govern, except where there is an obvious gross misplacement of a decimal point. Other arithmetic corrections shall be made in accordance with the Bidding Document.

11.6 GDL may seek written clarification of a bid, but such clarification shall not be used to change the quoted price or materially alter the bid, except as permitted by the applicable Procurement Manual.

11.7 Subject to responsiveness, technical compliance, eligibility and capacity, each Lot shall be awarded to the bidder offering the lowest evaluated Lot price.

11.8 GDL is not bound to accept the lowest or any bid and retains the right to accept or reject bids in accordance with the applicable Procurement Manual.

12. Award and Formation of Framework Agreement / Rate Contract

12.1 GDL shall issue a Notification/Letter of Award to the successful bidder(s), identifying the awarded Lot(s) and accepted unit rates.

12.2 The successful bidder shall sign the Framework Agreement / Rate Contract within the period specified by GDL. No Performance Security shall be required under this procurement.

12.3 The Agreement shall remain valid for twelve (12) months from its effective date unless terminated earlier in accordance with the contract.

12.4 Award of the Framework Agreement does not guarantee any minimum quantity, expenditure or number of Call-off Orders.

13. Call-off Purchase Orders

13.1 Actual requirements shall be ordered through written Call-off Purchase Orders issued by authorized GDL officials.

13.2 Each Call-off Purchase Order shall state the item description, contracted unit rate, quantity, total order value, delivery location, delivery deadline and any order-specific instructions.

13.3 The supplier shall acknowledge receipt of the Call-off Purchase Order and supply strictly at the contracted unit rates.

13.4 No separate price negotiation shall be undertaken for an ordinary Call-off Order during the fixed-rate period.

13.5 GDL shall maintain cumulative ordering records against each Framework Agreement / Rate Contract for budget and contract-control purposes.

14. Indicative Quantities, Contract Ceiling and No Minimum Commitment

14.1 Quantities stated in the Price Schedule are indicative/evaluation quantities based on anticipated requirements and are not guaranteed.

14.2 GDL may order more, less or none of an individual item depending on actual operational requirements, stock position and budget availability, subject to the applicable Procurement Manual and any approved contract ceiling.

14.3 No minimum purchase quantity or minimum expenditure is guaranteed to the supplier.

14.4 Where an annual contract ceiling is approved for a Lot, cumulative Call-off Orders shall not exceed that ceiling without the required approval.

15. Delivery Schedule and Delivery Location

15.1 Unless otherwise stated in the Price Schedule or Call-off Purchase Order, delivery shall be completed within five (5) working days from the date of issue of the Call-off Purchase Order. For items with longer lead times, the accepted delivery period stated in the Price Schedule/Call-off Purchase Order shall apply.

15.2 Items requiring a longer lead time shall have the delivery period clearly stated and accepted before award.

15.3 The standard delivery location shall be Centralized Store, Jamjee. GDL may specify another GDL delivery location in a Call-off Purchase Order where the applicable delivery arrangement has been established.

15.4 Delivery shall be deemed complete only after receipt, inspection and acceptance by GDL.

16. Performance Security

16.1 Performance Security is not required for this Framework Agreement / Rate Contract.

16.2 The waiver of Performance Security does not relieve the Supplier of any contractual obligation, including timely delivery, replacement of rejected goods, warranty obligations, liquidated damages, or other remedies available to GDL.

17. Fixed Rates and Price Adjustment

17.1 Upon award, the accepted/contracted unit rates shall remain fixed and valid for the entire twelve (12) month Framework Agreement / Rate Contract period. The sixty (60) day Bid Validity Period shall not limit or shorten the validity of the contracted rates after award.

17.2 No increase shall be allowed on account of normal market fluctuation, exchange-rate movement, transportation cost, labour cost, taxes already included in the bid, or supplier sourcing arrangements, except where a change in law/tax or an expressly approved price-review mechanism applies.

17.3 If GDL elects to permit exceptional price review, the trigger, evidence, methodology and approval authority shall be stated before bid submission. Any approved adjustment shall apply prospectively only and shall not be retrospective.

17.4 Where an approved requested revised rate is not considered reasonable, GDL may, subject to the Procurement Manual, reject the request, seek market verification, procure the affected requirement elsewhere, or terminate the affected item/Lot.

18. Inspection, Acceptance and Goods Receipt

18.1 GDL shall have the right to inspect goods at delivery and, where necessary, test or verify specification, brand/model, quantity, condition, authenticity and other requirements.

18.2 Receipt of goods at the delivery point shall not by itself constitute final acceptance where inspection or verification remains pending.

18.3 Goods Receipt/acceptance documentation shall be prepared only for quantities accepted by GDL.

18.4 Any shortage, excess, damage, wrong specification, expired item or other discrepancy shall be recorded and communicated to the supplier for corrective action.

19. Quality, Samples, Brand and Manufacturer's Authorisation

19.1 Where samples are required in the Price Schedule, they shall be submitted by the stated deadline and shall form part of technical evaluation.

19.2 Where an offered brand/model is required, the bidder shall clearly identify it. The supplied goods shall correspond to the accepted brand/model unless prior written approval for an equivalent substitution is obtained from GDL.

19.3 Manufacturer's Authorisation shall be submitted only for items where specifically required in the Price Schedule.

19.4 Counterfeit, used, refurbished or materially inferior goods shall not be accepted unless the bidding document expressly permits such goods.

20. Warranty

20.1 IT, electrical, toner and other items for which warranty is applicable shall carry the manufacturer/supplier warranty stated in the Price Schedule, accepted bid or Call-off Purchase Order.

20.2 During the warranty period, defective goods attributable to manufacturing defect or non-conformity shall be repaired or replaced by the supplier at no additional cost to GDL.

20.3 Replacement or repair shall not relieve the supplier of other obligations under the contract.

21. Rejection and Replacement of Goods

21.1 GDL may reject goods that are damaged, defective, expired, counterfeit, inferior, incorrectly specified, short supplied or otherwise non-conforming.

21.2 Rejected goods shall be removed and replaced by the supplier at its own cost, including transportation, insurance and incidental costs, within the period specified by GDL.

21.3 If the supplier fails to replace rejected goods within the required period, GDL may procure replacement goods from another source and recover any additional cost from the supplier, subject to the applicable contract and Procurement Manual.

22. Packing, Transportation and Risk

22.1 Goods shall be suitably packed to prevent loss, damage or deterioration during handling, storage and transportation.

22.2 The supplier shall bear responsibility and risk for the goods until delivery and acceptance at the specified destination under the applicable delivery terms.

22.3 Packaging shall be appropriate to the nature of the goods and shall comply with any item-specific requirements stated by GDL.

23. Liquidated Damages

23.1 Where delay is attributable to the supplier, GDL may impose liquidated damages at the rate of 0.1% per day of the value of the delayed Call-off Purchase Order or delayed items, as applicable, up to a maximum of 10% of the relevant delayed order value.

23.2 Imposition of liquidated damages shall not relieve the supplier from its obligation to complete delivery.

23.3 Upon reaching the maximum liquidated damages, GDL may consider termination or other remedies in accordance with the contract and applicable Procurement Manual.

24. Payment Terms

24.1 Payment shall be made only for actual quantities ordered, delivered, inspected and accepted under a valid Call-off Purchase Order.

24.2 The supplier shall submit a correct invoice referencing the Framework Agreement / Rate Contract and relevant Call-off Purchase Order, together with delivery documentation and any other required supporting documents.

24.3 Subject to submission of complete and correct supporting documents, payment shall normally be processed within thirty (30) days after Goods Receipt/acceptance and verification of the invoice, unless another period is stated in the Call-off Purchase Order.

24.4 Applicable TDS and other statutory deductions shall be made in accordance with the laws of Bhutan.

24.5 No payment shall be due merely because an indicative quantity or contract ceiling is stated in the Framework Agreement.

25. Supplier's Obligations and Performance

25.1 The supplier shall maintain adequate stock/sourcing arrangements and capacity to respond to Call-off Orders during the contract period.

25.2 The supplier shall promptly inform GDL of any matter that may affect delivery, quality or continued availability of a contracted item.

25.3 Repeated failure to respond to Call-off Orders, repeated delay, or repeated supply of non-conforming goods may constitute poor performance/default and may lead to contractual remedies.

26. No Exclusivity and Alternative Procurement

26.1 The Framework Agreement / Rate Contract does not create an exclusive purchasing obligation on GDL.

26.2 Subject to the applicable Procurement Manual, GDL may procure an item outside the arrangement where the contracted supplier cannot meet the required specification, quantity or delivery timeline; where an item becomes unavailable; where the supplier is in default; or where procurement outside the arrangement is otherwise justified and approved.

27. Substitution, Discontinuation and Obsolescence

27.1 The supplier shall not substitute an accepted brand/model/specification without prior written approval from GDL.

27.2 Where an item is discontinued or obsolete, the supplier shall notify GDL in writing and propose an equivalent or superior replacement with supporting technical documentation.

27.3 GDL may accept or reject the proposed replacement after technical and price reasonableness review. Approval of a substitute shall not automatically entitle the supplier to a higher rate.

28. Termination

28.1 GDL may terminate the Framework Agreement / Rate Contract, in whole or in part, for material default, repeated delivery failure, repeated non-conforming supply, failure to replace rejected goods, reaching the maximum liquidated damages, insolvency, fraud/corruption or other grounds permitted under the contract and Procurement Manual.

28.2 Where appropriate, GDL shall issue written notice identifying the default and allow a reasonable remedy period before termination.

28.3 GDL may terminate for convenience where permitted, by written notice, without creating a claim for unplaced indicative quantities.

28.4 Termination of the Framework Agreement shall not affect accrued rights and obligations relating to Call-off Orders already issued unless otherwise directed by GDL.

29. Fraud, Corruption, Conflict of Interest and Eligibility

29.1 Bidders and suppliers shall maintain integrity throughout the procurement and contract period and shall comply with applicable anti-fraud, anti-corruption and conflict-of-interest requirements.

29.2 A bidder/supplier shall disclose any actual or potential conflict of interest relevant to the procurement.

29.3 GDL may take action in accordance with applicable law and procurement rules where fraud, corruption, collusion, misrepresentation or other prohibited practice is established.

30. Force Majeure

30.1 A party affected by an event beyond its reasonable control that prevents performance shall notify the other party promptly, describing the event, expected duration and affected obligations.

30.2 The affected party shall take reasonable steps to mitigate the consequences. Relief, extension or other treatment of the event shall be determined in accordance with the contract and applicable law.

30.3 Force majeure shall not automatically entitle the supplier to a price increase.

31. Notices and Contract Administration

31.1 Formal notices under the Framework Agreement / Rate Contract shall be in writing and sent to the addresses or authorized contacts stated in the Agreement.

31.2 Only officials authorized by GDL may issue or amend Call-off Purchase Orders or approve changes affecting contractual obligations.

31.3 Oral instructions shall not amend the Framework Agreement or a Call-off Purchase Order unless confirmed in writing by an authorized official.

32. Governing Law and Dispute Resolution

32.1 The Framework Agreement / Rate Contract and Call-off Purchase Orders shall be governed by and interpreted in accordance with the laws of Bhutan.

32.2 The parties shall first attempt to resolve disputes amicably through good-faith consultation.

32.3 If a dispute remains unresolved, it shall be dealt with in accordance with the applicable laws of Bhutan and the Alternative Dispute Resolution Act of Bhutan, as applicable.

33. Order of Precedence of Contract Documents

33.1 In the event of inconsistency, the order of precedence shall be: (a) Letter/Notification of Award; (b) signed Framework Agreement / Rate Contract and amendments; (c) applicable Call-off Purchase Order; (d) Terms and Conditions of the SBD; (e) accepted Price Schedule and technical specifications; and (f) supplier's responsive bid, unless the Agreement expressly states otherwise.

33.2 No document shall be interpreted as guaranteeing purchases beyond actual Call-off Purchase Orders issued by GDL.

Annexure I - Bid Submission Form

Annexure II - Price Quotation Forms

Annexure III - Bid Submission Checklist

SCHEDULE A – LOT STRUCTURE

Lot	Description	Indicative Scope
Lot 1	Stationery & Office Supplies	Paper, files, pens, office stationery and related office supplies
Lot 2	Cleaning, Housekeeping & General Utility Items	Cleaning materials, washroom supplies, bins, brooms, mats, buckets and utility items
Lot 3	Electrical Items	Power strips, sockets, plugs, batteries, LED lighting and extension cords
Lot 4	IT & Network Accessories	Network accessories, cables, adapters, storage media, AP and related IT accessories
Lot 5	Toner Cartridges	HP/Xerox toner cartridges and related printer consumables

ANNEXURE I – BID SUBMISSION FORM

Date: ______________________

Tender No.: GDL/GENERAL/2026/16

To: GreenDigital Limited (GDL)

We, the undersigned, declare that:

(a) we have examined and have no reservations to the Bidding Documents and any Addenda;

(b) we offer to supply the goods for the Lot(s) indicated in our Price Quotation Form in conformity with the Bidding Documents;

(c) our Bid shall remain valid for sixty (60) days from the bid submission deadline; upon award, the accepted unit rates shall remain fixed and valid for the twelve (12) month Framework Agreement / Rate Contract period, subject only to any expressly permitted price adjustment;

(d) the quoted unit rates shall remain fixed for the twelve (12) month Rate Contract period, subject only to any expressly permitted price adjustment;

(e) we understand that the quantities stated are indicative/evaluation quantities and do not constitute a guaranteed purchase commitment by GDL;

(f) we understand that supplies shall be made only against Call-off Purchase Orders issued by GDL;

(g) we have no conflict of interest and are eligible to participate under the applicable laws and procurement rules;

(h) if awarded, we agree to sign the Framework Agreement / Rate Contract within the period specified by GDL; and

(i) we understand that GDL may award different Lots to the same or different bidders.

Lots Quoted: ______________________________________

Authorized Signature: ______________________________

Name and Designation: ______________________________

Bidder/Firm: ______________________________________

Date: ____

ANNEXURE II – PRICE QUOTATION FORMS

Instructions: A bidder may quote for one or more Lots. All items within a quoted Lot must be priced. The 'Evaluation Quantity' is used solely to compare bids and does not represent a guaranteed order quantity.

Lot	Description	Bidder Quoting? (Yes/No)
1	Stationery & Office Supplies	
2	Cleaning, Housekeeping & General Utility Items	
3	Electrical Items	
4	IT & Network Accessories	
5	Toner Cartridges	

Price Schedule Template – repeat separately for each Lot

SN	Item Description / Specification	Unit	Evaluation Qty.	Offered Brand/Model	Unit Rate (BTN)	Evaluated Amount (BTN)	Delivery Period
1							
2							
3							
4							
5							
6							
7							

Evaluated Amount = Evaluation Quantity × Quoted Unit Rate. The total of all evaluated line items within the Lot shall be used for Lot-wise comparison.

ANNEXURE III – BID SUBMISSION CHECKLIST

SN	Document	Requirement	Bidder Status
1	Bid Submission Form	Required	
2	Price Quotation Form for each quoted Lot	Required	
3	Valid Trade Licence	Required	
4	Valid Tax Clearance Certificate	Required	
5	Integrity Pact / Declaration, if applicable	Required	
6	Bid Security	Nu. 10,000/- lump sum; valid for 90 days from Bid Submission Deadline	
7	Samples	As specified item-wise	
8	Manufacturer's Authorisation	As specified item-wise	
9	Product datasheet/catalogue for specified IT/Electrical items	As specified	

ANNEXURE IV – CALL-OFF PURCHASE ORDER FORM

Call-off PO No.: ______________________ Date: ______________________

Framework / Rate Contract No.: ______________________ Awarded Lot: ___________

Supplier: ____

Delivery Location: ____________________________________

Delivery Deadline: ____________________________________

SN	Item / Specification	Unit	Qty.	Contracted Unit Rate	Amount
1					
2					
3					
4					

The Supplier shall supply the above requirement at the contracted unit rates and in accordance with the Framework Agreement / Rate Contract. Payment shall be made only for quantities delivered, inspected and accepted by GDL.

Authorized by GDL: ____________________________________

ANNEXURE V – FRAMEWORK AGREEMENT / RATE CONTRACT FORM

This Framework Agreement / Rate Contract (the "Agreement") is made on ____________ 2026 between GreenDigital Limited (GDL), Bhutan (the "Purchaser"), and ______________________________ (the "Supplier").

1. Contract Documents

This Agreement shall be read together with the Letter/Notification of Award, this SBD and its addenda, the accepted Price Schedule and technical offer, and each Call-off Purchase Order issued under the Agreement.

2. Awarded Lot(s)

The Supplier is appointed for the following Lot(s): ______________________________, at the accepted unit rates forming part of this Agreement.

3. Contract Period

The Agreement shall remain valid for twelve (12) months from __________________ to __________________, unless terminated earlier in accordance with the Agreement.

4. Call-off Orders

No supply obligation arises merely from signing this Agreement. GDL shall place actual requirements through written Call-off Purchase Orders issued by authorized officials.

5. Quantities and No Minimum Commitment

Any quantities stated in the Price Schedule are indicative/evaluation quantities only. No minimum purchase quantity, expenditure or number of Call-off Orders is guaranteed.

6. Contracted Rates

Accepted unit rates shall remain fixed for the contract period, except where an exceptional price-review mechanism was expressly included in the bidding document and approved. Payment shall be based on actual accepted quantities.

7. Delivery

Delivery shall be made to Centralized Store, Jamjee, Bhutan, or another GDL location expressly stated in the Call-off Purchase Order, within the delivery period specified in the applicable Call-off Purchase Order/accepted Price Schedule.

8. Quality, Inspection and Acceptance

All goods shall be new, genuine, unused and compliant with the accepted specifications. GDL may inspect/test goods and reject non-conforming supplies. Rejected goods shall be replaced at the Supplier's cost within the period specified by GDL.

9. Warranty

Where applicable, the Supplier shall provide the manufacturer/supplier warranty stated in the accepted Price Schedule or Call-off Purchase Order and shall repair or replace defects covered by warranty at no additional cost to GDL.

10. Performance Security

No Performance Security is required under this Framework Agreement / Rate Contract. This waiver does not affect the Supplier's other obligations or GDL's contractual remedies.

11. Liquidated Damages

For delay attributable to the Supplier, GDL may impose liquidated damages at 0.1% per day of the value of the delayed Call-off Purchase Order/items, up to a maximum of 10% of the relevant delayed value.

12. Payment

Subject to complete supporting documents, payment shall normally be processed within thirty (30) days after delivery, inspection, acceptance/Goods Receipt and verification of the correct invoice. Statutory deductions shall apply.

13. No Exclusivity

This Agreement does not create an exclusive purchasing obligation. Subject to the applicable Procurement Manual, GDL may procure elsewhere where justified, including supplier default, inability to meet specification/quantity/delivery, discontinuation or urgent operational need.

14. Substitution and Obsolescence

No accepted brand/model/specification may be substituted without prior written approval. Discontinued/obsolete items shall be notified promptly with evidence and an equivalent or superior proposed replacement for GDL review.

15. Default and Termination

GDL may terminate the Agreement, in whole or in part, for material default, repeated delivery failure, repeated non-conforming supply, failure to replace rejected goods, maximum LD, insolvency, fraud/corruption or other grounds permitted under the contract and Procurement Manual. Termination for convenience may apply where permitted.

16. Force Majeure

A party affected by an event beyond its reasonable control shall promptly notify the other party and take reasonable mitigation measures. Force majeure shall not automatically entitle the Supplier to a price increase.

17. Integrity and Conflict of Interest

The Supplier shall comply with applicable integrity, anti-fraud, anti-corruption and conflict-of-interest requirements throughout the contract period.

18. Governing Law and Dispute Resolution

The Agreement shall be governed by the laws of Bhutan. Disputes shall first be resolved amicably and, if unresolved, handled in accordance with applicable Bhutanese law and the Alternative Dispute Resolution Act of Bhutan, as applicable.

19. Order of Precedence

In case of inconsistency, the order of precedence shall be: (a) Letter/Notification of Award; (b) signed Agreement and amendments; (c) applicable Call-off Purchase Order; (d) Terms and Conditions of the SBD; (e) accepted Price Schedule and technical specifications; and (f) Supplier's responsive bid, unless expressly stated otherwise.

SIGNED for and on behalf of the parties:

For GreenDigital Limited (GDL)	For the Supplier
Name: ______________________________	Name: ______________________________
Designation: ______________________	Designation: ______________________
Signature: ________________________	Signature: ________________________
Date/Seal: ________________________	Date/Seal: ________________________

SECTION VII – SCHEDULE OF SUPPLY

The following items shall form the Schedule of Supply under the Framework Agreement / Rate Contract. Quantities, where subsequently stated in the Price Schedule or Call-off Purchase Order, are indicative/actual requirements as applicable. Supply shall be made against Call-off Purchase Orders issued by GDL and delivered on CIF – Centralized Store, Jamjee, Bhutan basis, unless otherwise specified in the applicable Call-off Purchase Order.

LOT 1 – STATIONERY & OFFICE SUPPLIES

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
1	Lever Arch File, No. 556	
2	Battery (AA)	
3	Battery (AAA)	
4	Bhutanese Paper Sheet – Desho	
5	Binder Clip (15 mm)	
6	Binder Clip (19 mm)	
7	Binder Clip (32 mm)	
8	Binding Tape (25 m × 48 mm)	
9	Binding Tape (25 m × 24 mm)	
10	Board Marker Pens	
11	Calculator – Orpat	
12	Cello Tape (25 m × 48 mm)	
13	Cello Tape (25 m × 24 mm)	
14	Colin Spray	
15	Colour Photocopying Paper A4 (75 GSM)	
16	Computer Paper A4 (75 GSM), JK Copier	
17	Computer Paper A3 (75 GSM), JK Copier	
18	Desho A4 Envelopes	
19	Dust Bin with Lid	
20	Dust Collector	
21	Duster Cloth	
22	Envelope – File Size	
23	Envelope (24 × 11 cm)	
24	Envelope (28 × 13 cm)	
25	Envelope (A4 Size)	
26	Envelope (A3 Size)	
27	Executive Put-Up File	
28	File Divider	
29	Glue Stick	
30	Hand Towel	
31	Highlighter Pens	
32	Marker Pen – Permanent	
33	Marking Cloth	
34	Masking Tape (25 m × 48 mm)	
35	Multi Paper Tray	

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
36	Note Pad – Executive A4, 100 Sheets	
37	Note Pad – Executive A5, 100 Sheets	
38	Note Pad – Executive A6, 100 Sheets	
39	Pad Lock	
40	Paper Clips (30 mm, 100 Nos.)	
41	Paper Clips (28 mm, 100 Nos.)	
42	Paper Cutter Knife	
43	Pen – Pilot V5	
44	Pen – Pilot V7 Signature Pen	
45	Pen – Mitsubishi	
46	Pen – Cello Gripper	
47	Pen – Signature Pen Baoke	
48	OHP Permanent Marker	
49	Phenol	
50	Plastic File – Pocket Type	
51	Plastic File with Strips	
52	Punching Machine – Double Hole, 20 Sheets	
53	Register (32 × 19 cm, 250 Pages)	
54	Ring Folder File (2 Ring)	
55	Ruler (30 cm)	
56	Scissors (5 inch)	
57	Scissors (8 inch)	
58	Stapler Machine 24/6	
59	Stapler Pins – Heavy Duty T-10	
60	Stapler Pins 24/6	
61	Tissue Box	
62	Toilet Paper	
63	White Board Duster	
64	White Board (3 ft × 4 ft) with Stand	
65	Sticky Notepad	

LOT 2 – CLEANING, HOUSEKEEPING & GENERAL UTILITY

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
1	Bucket (20 L)	
2	Broom – Soft	
3	Broom – Hard	
4	Room Freshener	
5	Mop with Bucket	
6	Toilet Brush	
7	Jug (1 L, Plastic)	
8	Lysol/Harpic	

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
9	Foot Mat (1000 cm × 40 cm)*	
10	Foot Mat (70 cm × 40 cm)	
32	Liquid Handwash	

LOT 3 – ELECTRICAL ITEMS

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
1	4-Way Socket/Power Strip, 2 m	
2	4-Way Socket/Power Strip, 5 m	
3	Multiplug 3-in Adapter, 16A	
4	16A Socket with Switch	
5	3-Pin Electric Plug Top, 16A, 230V – Havells	
6	LED Flood Lamp – MG Gold 100W, IP66	
7	Coin Cell Battery CR2032 – Maxell	
8	Extension Cord Round, 5 m	
9	Cusomised extension cord 2 socket	

LOT 4 – IT & NETWORK ACCESSORIES

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
1	Console Cable	
2	USB 3.0 to RJ45 Gigabit Ethernet Adapter – TP-Link UE300	
3	FODP, 6 Port	
4	PowerPoint Laser Pointer	
5	Fiber Patch Cable (LC to LC)	
6	Fiber Patch Cable (SC to LC)	
7	Cat 6 Cable	
8	USB-C Converter for Mac	
9	RUCKUS AP R350	
10	Rechargeable 9V DC Battery with Charger – Camelion	
11	Wireless Keyboard and Mouse	
12	VGA Cable, 15 m	
13	HDMI to VGA Adapter	
14	USB Host to OTG Cable	
15	8GB Memory Card	
16	Crimping Tool – RJ45/RJ11, Cat5/6	
17	Ethernet Cable – Factory Crimped, 3 m	
18	Ethernet Cable – Factory Crimped, 2 m	
19	HDMI Cable, 15 m	
20	HDMI Cable, 10 m	
21	Pen Drive, 4GB	
22	SD Card, 4GB	
23	ESET Antivirus	

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
24	Converter USB C to multi port	

LOT 5 – TONERS & CARTRIDGES

SN	Item Description / Specification	Quoted Unit Rate (Nu.)
1	HP LaserJet Pro MFP 226dw (88A)	
2	HP LaserJet Pro MFP M329dw (77A)	
3	HP LaserJet M233sdw (137A)	
4	Xerox C230/C235 High Capacity Toner Cartridge	
5	HP Colour Laser MFP 178nw (116A)	
6	Black Toner cartidge Xerox Versalink B7125	
7	a. 119A (W2092A) Yellow Laser toner (HP color Laser MFP 178nw)	
	b. 119A (W2093A) Magenta Laser toner	
	c. 119A (W2091A) Cyan Laser toner	
	d. 119A (W2090A) Black Laser toner	

Note: Actual quantities shall be ordered through Call-off Purchase Orders based on GDL requirements.