



REQUEST FOR PROPOSAL

DESIGN, EDIT, LAYOUT, PRINTING AND DELIVERY OF DHI DIARY AND CALENDAR FOR THE YEAR 2021

August 2020

Druk Holding and Investments Limited,
P.O Box 1127, New BOBL Building, Norzin Lam, Thimphu, Bhutan
Tele# +975-2-336257/58, Fax# +975-2336259
Website: www.dhi.bt

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PART 1

1. Notice Inviting Quotation

NIQ No.: DHI/Procurement-06/2020/434

August 29th, 2020

Notice Inviting Quotation

The Druk Holding and Investments Limited, (DHI) invites e-Bid from eligible firms (hereafter referred to as the “bidder” / “Consultant”) with valid trade license for providing website designing solution and implementation so that is a modern, highly attractive and built with responsive web design.

DHI would like to inform the interested firms to kindly visit the website www.tender.bt for vendor registration and to submit the proposal online.

The EMD amount must be submitted physically to the DHI office before the tender submission date. In case the covid-19 situation continues, please refer the covid-19 situation clause mentioned in the RFP. Failure to submit the EMD amount, the respective firm will not be considered.

The user manual for vendor registration and bidding process is available on the website www.tender.bt or else can be downloaded from following links:

- i. User manual for vendor registration
- ii. User manual for Bidding process

Interested firms may obtain further information at the address below during office hours [9am to 5pm].

Proposal must be submitted online by 29th September, 2020 before 12 noon.

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
New BOBL Building, Norzin Lam, Thimphu
Tel: [+975-2-336257/8], Fax: [+975-2-336259]

PART 2

1. Scope of Work

Druk Holding and Investments Limited (DHI) has a budget for the printing works and wishes to apply some of that allocation for the Design, Edit, Layout and Printing of DHI Diary and Calendar 2021 for which this Request for Quotation is issued.

2. Bidding Document

DHI would like to inform the interested firms to kindly visit the website www.tender.bt/www.dhi.bt for bidding documents. For further information at the address below during office hours [9am to 5pm].

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
New BOBL Building, Norzin Lam, Thimphu
Tel: [+975-2-336257/8], Fax: [+975-2-336259]

3. RFP Instructions and Information

3.1 RFP Timeline

Date and Time (Bhutan Time)	Description
August 29, 2020	Advertisement announcing RFP.
September 18, 2020	Last date to seek clarification on the RFP by bidders.
September 29, 2020 (12 noon)	Last date for the submission of the proposal.
September 29, 2020 (2:30 pm)	Opening of the proposal at DHI office.
September 30, 2020	Start of Evaluation and Negotiation.
October 05, 2020	Award of work to the successful bidder, based on the successful negotiation of terms and conditions.
November 05, 2020	Early delivery of the Goods
November 12, 2020	Latest delivery of the Goods

3.2 RFP Contact

Mr. Karpo Tshering	Senior Manager	Media & PR Unit, DHI, Email: karpotshering@dhi.bt Mob. No: +975-17631696 Tel: +975-02-336257/58 Ext. 144 Direct Line : +975-02-339625 Fax: +975-02336259
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3.3 Clarification / Queries

Clarification or queries regarding this RFP must be submitted in writing, in MS Word format on the form provided in Part 3, clause 8, and returned via: email to the RFP Contact listed in Part 2, clause 3.2 and only during the allotted time frame detailed in the timeline, Part 2, clause 3.1.

3.4 Submission and Opening of Bid Information

- i. Quotations for the items should be submitted on or before **29th September, 2020 before 12 noon and will be opened on the same date at 14:30 hrs. in DHI, Meeting Room 1.**
- ii. Quotations with complete details in form of Annexure 1 & 2 should be addressed to The Associate Director, Druk Holding and Investments Limited, New BOBL Building, Norzin Lam, Thimphu. For any further information please contact Procurement Unit, contact no. +975-2336257/58 (135). The quotation submitted by the firm shall comprise the following:
 - Bid Submission Form (Annexure-1);
 - A duly completed and signed price quotation as per the Schedule of Item(s) and the Price Quotation. (Annexure -2);
 - A valid Trade License;
 - A valid Tax Clearance Certificate;
 - The required bid security;
 - Any other requirements specified in this document.

3.5 Price of Bid

All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is DHI, New BOBL Building, Norzin Lam, Thimphu.

3.6 Covid-19 Situation

In case the covid-19 situation extends during the submission date of the tender, the bidder is requested to kindly submit the following:

- i. Integrity Pact: Signed copy of the integrity pact to be submitted. No need for legal stamp during the submission, but would be required to sign again during the contract signing.
- ii. Bid Security (EMD): the lump sum amount of NU. 5,000/- to be deposited to the DHI's BOBL account no: 100893691, and submit the transaction details along with other documents during bid submission.

3.7 Bid Security

The quotation shall be accompanied by lump sum amount of Nu. 5,000/- Earnest Money Deposit (EMD/Bid Security) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 6 months in favour of The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu in and separate envelope marked as "Bid Security".

- 3.7.1 Any bid not accompanied by bid security shall be treated as non-responsive.
- 3.7.2 The bid security of unsuccessful bidders shall be returned within 15 days from the date of finalisation of the tender.
- 3.7.3 The bid security of the successful bidder shall be returned immediately after or adjusted against the submission of the performance security by the successful bidder to whom the contract is awarded.
- 3.7.4 The bid security shall be forfeited:
 - a. if a bidder withdraws its bids during the bid validity period,
 - b. if a bidder doesn't accept the arithmetical corrections of its bids,
- 3.7.5 In the case of successful bidder, if the bidder fails to:
 - a. sign the contract within the specified prescribed time and
 - b. Furnish the performance security within the prescribed time.

3.8 Performance Security

- 3.8.1 The successful bidders are required to submit **10% from the total bid price** as Performance Security prior the signing of the contract and it shall be refunded upon the completion of the supply.
- 3.8.2 The performance security should be deposited in the form of unconditional bank guarantee/cash warrant/demand draft in favour of **The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu.**
- 3.8.3 The performance security shall be discharged and returned to the owner/firm after completion of the supply.
- 3.8.4 The performance security shall be forfeited if the successful bidder fails to adhere by its obligations within the contract period.

PART 3

1. Compliance

The bidder must comply with the following:

- The law of the Kingdom of Bhutan.
- DHI Procurement rules and regulation.
- This RFP does not obligate the DHI to award a contract or complete the project and DHI reserves the right to cancel the solicitation if it is considered to be in its best interest.
- The Standard procedures and methodology of the project implementation.
- Proper documentation and report of the project.
- Proper sign-off of the deliverables from DHI.

2. Deliverables by the selected bidder

The selected bidder would be required to

SL.	DELIVERABLE	TIMELINE
1	Design, Edit, Layout, Printing and Delivery of DHI Diary and Calendar 2021	30 days from the date of issue of work order.

3. Payment Term

- No advance shall be provided.
- The payment will be made only after submitting satisfaction certificate by DHI officer in-Charge in the matter.
- No claim for interest in case of delayed payment will be entertained by DHI.
- The currency or currencies in which payments shall be made to the Bidder under this Contract shall be Bhutan Ngultrum (Nu) only and shall be paid only after the delivery of all items and successful satisfaction certificate by DHI officer in-Charge.
- All remittance charges will be borne by the bidder.
- In case the bidder fails to execute the contract, DHI shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.

4. Evaluation of Quotations

The bidder(s) need to quote for all items (both diary and calendar) together under this invitation. The bid shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price for both items included. In case the bidder quote for only one item, the bid shall be non-responsive and no further evaluation will be done. Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices

5. Award of Contract

The award will be made to the bidder who is offering the lowest evaluated price that meets the requirement of DHI. The successful bidder will sign a contract as per attached form of contract.

6. Quality of the works

The quality/standard of work shall be maintained strictly and it shall be as per the sample provided by DHI. The selected firm shall submit a copy of the book for approval to confirm the quality/standard and for proof reading before mass printing. The work order for the selected firm not meeting the quality/standard of the works will be cancelled and forfeit the performance security deposit. The work will be awarded to the next bidder.

7. Validity of the offers

Your quotation(s) shall be valid for a period of 03 months from the deadline for receipt of quotation(s). However the period of validity may be extended on mutual agreement.

8. Liquidated damages

In case a delay of printing works, liquidated damages @ 0.1% maximum of 10% shall be levied for the number of days of delay. The work shall be completed within the stipulated date and time.

9. Resolution of disputes

In case of any disputes, it shall be dealt as DHI Procurement Manual and the governing law and jurisdiction applicable within Bhutan.

10. Force majeure

In the event, owner/firm delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, pandemics, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the supplier/bidder shall notify the Procuring agency in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the Procuring agency. Unless otherwise directed by the Procuring agency in writing, the owner/firm shall continue to perform its obligation.

11. Termination of the Contract

The contract shall be terminated if in case the owner/firm fails to abide by its obligations and the contract may be awarded to next bidder.

12. General Terms and Conditions

- 12.1 Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
- 12.2 The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
- 12.3 DHI 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.
- 12.4 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- 12.5 The items shall be nicely sealed in a box clearly specifying the quantities and shall be addressed to The Associate Director, CSD, DHI, Norzin lam, new BOBL building, 5th Floor, Thimphu during the delivery.
- 12.6 DHI reserves the right to reject any or all of the tenders without assigning any reason.
- 12.7 The decision of the tender committee will be final and binding.

13. Question Submittal Form

Questions regarding this RFP must be submitted in writing, in MS Word format on the form provided below and returned via: email to the RFP Contact listed in Part 2, clause 3.2 and only during the allotted time frame detailed in the timeline, Part 2, clause 3.1. Answers to all pertinent questions from all Vendors will be returned to all RFP participants without identifying the Vendor making the inquiry. The answers to the questions will be made available as per the RFP timeline mentioned in Part 2, clause 3.1 of this RFP at DHI website (www.dhi.bt).

START BELOW HERE --- use "CUT" and then "PASTE" to another MS Word document

# Tender Number: DHI/Procurement-06/2020/		RFP QUESTION FORM	
RFP Section and Paragraph:		RFP Page Number:	
Submitted By:		Date Submitted:	
Email:		Phone:	
Company Name:			
Questions:			
1			
2			
3			
4			
5			

PART 4

Annexure -1: Bid Submission Form

(Use Official Letter Head)

To,
Associate Director,
Druk Holding and Investments Limited
DHI, Thimphu.

Sir:

Subject: Quotations for DHI Diary and Calendar for 2021

Dear Sir,

I/We _____ Individual/ firm herewith enclose quotation for selection of my/our firm/organization for DHI Diary and Calendar 2021.

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____
Full Name _____
Designation _____
Address _____
(Authorized Representative)

Annexure – II: Price Quotation Form

Sl.	Item	Scope of Work	Description & Details (<i>minimum specifications of Design and Printing works</i>)	Unit	Qty	Rate (Nu.)	Total Amount (Nu.)	Early Delivery	Latest Delivery
1	Design, Layout & Print of DHI Diary (Refer Diary Sample at DHI Office)	Design, Edit, Layout, Printing and Delivery.	Size: 6" x 8.75" (outer size approx.) Cover: 350 GSM Leather Finishing Cover: Silver/Gold Logo & Text Embossing Binding: Cover hard binding in library book style with imported PVC coated paper covering material and cover printing as per approved sample. Design & Layout: Write up and Calendar. Packing: Each Diary in polythene and box packing. Pages: 200	Nos	1500			05 th November 2020	12 th November 2020
2	Design, Layout and Print of DHI Desktop Calendar (Refer Desktop Calendar Sample at DHI Office)	Design, Edit, Layout, Printing and Delivery.	Size: 19.5cm(W)x12.5 cm (H) (Stand:19.5cm(W)x 14 cm(H)) Paper: 230 GSM IRES (Textured Paper) Pages: 28 (14 Leaves) Paper Stand: 130GSM IRES (Textured Paper) Binding: Hard Bound Wire-O Finishing: Anilox Coating Design & Layout: Artworks, Dzongkha Calendar, Holiday Insertion required in all pages.	Nos	1500				
Total Amount for Printing Works (including all types of cost) Goods to be supplied to DHI, Norzin Lam, new BOBL Building, 5 th Floor, Thimphu									

