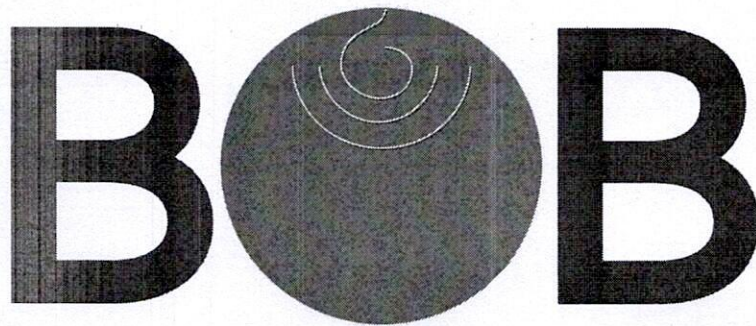


འབྲུག་གི་དངུལ་ཁང་།



BANK OF BHUTAN

A **chi** Company

Banker to the Nation since 1968

STANDARD BIDDING DOCUMENT

**FOR PRINTING, SUPPLY AND DELIVERY OF STATIONERY ITEMS AND TONER
CARTRIDGES**

3

Table of Contents

1. SPECIFICATION OF GOODS	3
2. SCOPE OF SUPPLY	12
3. CLARIFICATION TO THE BIDDING DOCUMENT	12
4. DOCUMENTS COMPRISING BID	12
5. BID PRICE	12
6. BID VALIDITY	12
7. SUBMISSION OF BIDS	12
8. SUBMISSION DEADLINE	13
9. BID OPENING	13
10. EVALUATION OF BID	13
11. PURCHASER'S RIGHT TO ACCEPT ANY BID, AND REJECT ANY OR ALL BIDS	14
12. QUANTITY VARIATION	14
13. AWARD OF CONTRACT	14
14. DELIVERY SCHEDULE	14
15. LIQUIDATED DAMAGE	14
16. PAYMENT TERMS	15
17. WARRANTY PERIOD	15
18. SUBMISSION OF BID	15
19. TERMINATION	15
20. GOVERNING LAW	15
21. DISPUTE RESOLUTION	15
22. BID SUBMISSION FORM	16

NOTICE INVITING TENDER

NIT No. 000/BoB/Tender/2025/41

Date: 4th December 2025

Purchaser Name: Bank of Bhutan

Procurement of Goods: Printing, Supply and Delivery of Stationery Items and Toner Cartridges.

The Bank of Bhutan Limited would like to invite eligible national bidders to submit the bid for the printing, supply and delivery of the following goods at the BoB Corporate Office, Norzin Lam, Thimphu as per the following Terms and Conditions;

Specification of the Goods as below:

1. ENVELOPES

Sl. No	Name	Specification
1	Envelope – A3 size	<ul style="list-style-type: none">Paper Thickness: 120 GSMPrint: Black & white with logo & addressColor: White with inside plastic coated
2	Envelope – Legal size	<ul style="list-style-type: none">Paper Thickness: 120 GSMPrint: Black & white with logo & addressColor: White with inside plastic coated
3	Envelope – A4 Size	<ul style="list-style-type: none">Paper Thickness: 120 GSMPrint: Black & white with logo & addressColor: White with inside plastic coated
4	White Envelope – Large size	<ul style="list-style-type: none">Paper Thickness: 90 GSMSize: 34 * 15.5 Cm (L * B)Print: Black & white with logo & address
5	White Envelope – Medium Size	<ul style="list-style-type: none">Paper Thickness: 90 GSMSize: 26.5 * 12 Cm (L * B)Print: Black & white with logo & address
6	White Envelope - Small Size	<ul style="list-style-type: none">Paper Thickness: 90 GSMSize: 23 CM * 10.5 CM (L * B)Print: Black & white with logo & address

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

2. REGISTERS

Sl. No	Item Name	Specification
1	Register –Ordinary with 50 sheets (100 pages)	<ul style="list-style-type: none"> Paper: Conquest with 90 GSM Paper Size: 21 * 32 Cm (L * H) Page Print: Black and white with rule(lining)& page number Cover Color: Blue
2	Register –Ordinary with 100 sheets (200 pages)	<ul style="list-style-type: none"> Paper: Conquest with 90 GSM Paper Size: 21 * 32 Cm (L * H) Page Print: Black and white with rule(lining)& page number Cover Color: Blue
3	Register-Cash Balance with 150 sheets (300 pages)	<ul style="list-style-type: none"> Paper: Conquest with 90 GSM Paper Size: 22 * 28 Cm (L * H) Page Print: Rule(lining)& page number Cover Color: Blue
4	Register-Currency Chest	<ul style="list-style-type: none"> Paper: Conquest with 90 GSM Size: 33.5 * 42 CM (L * H) Sheet: 100 sheets (200 pages) Page Print: Rule(lining)& page number Cover Color: Blue
5	Register-Import and Export	<ul style="list-style-type: none"> Paper: Conquest with 90 GSM Size: 33.5 * 42 CM (L * H) Sheet: 100 sheets (200 pages) Page Print: Rule(lining)& page number Cover Color: Blue

3. FORMS AND VOUCHERS

Sl. No	Types of Forms	Specifications
1	Form-Customer Information (Retail)- B.B.213A	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 4 pages (2 sheets) with folding Print: Black & white
2	Form-Account Opening (Retail)-B.B.213B	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 3 pages (2 sheets) with folding Print: Black & white
3	Form-Customer Information (Corporate)- B.B.214A	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 4 Pages (2 sheets) with folding Print: Black & white
4	Form-Account Opening (Corporate)-B.B.214B	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 3 pages (2 sheets) with folding Print: Black & white

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

5	Form-Claim Nomination On - B.B. 294	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 2 pages (1 sheet) Print: Black & white
6	Form-RD Declaration B.B. 227/INR Remittance	<ul style="list-style-type: none"> Paper: A4 size maphlitho with 75 GSM Page: 1-page print Print: Black & white
7	Form-Application For Banker's Cheque- B.B. 295	<ul style="list-style-type: none"> Paper: Carbon paper with 60 GSM Size: L*B (21.8 CM * 13.8 CM) Print: Black & white Unit: one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top
8	Form- Application For Foreign Draft-B.B. 24	<ul style="list-style-type: none"> Paper: Carbon paper with 60 GSM Size: L*B (21.8 CM * 13.8 CM) Print: Black & white Unit: one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top
9	Form-Deposit-BB61	<ul style="list-style-type: none"> Paper: Carbon Paper with 60 GSM Size: L*B (21.8 Cm * 13.8 Cm) Print: Black & white Unit: one pad (100 sheets; 50 original and 50 duplicate copies) with glue binding on top
10	Form-Withdrawal -BB212	<ul style="list-style-type: none"> Paper: Maphlitho with 90 GSM Size: L*B (21.8 Cm * 13.8 Cm) Pad: 1 pad (100 sheets) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on top
11	Form-FD Receipt-BB 5	<ul style="list-style-type: none"> Paper: Maphlitho with 90 GSM Size: L*B (21.8 Cm * 13.8 Cm) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on top
12	Voucher-Credit-BB6/9	<ul style="list-style-type: none"> Paper: Maphlitho with 75 GSM Size: L*B (21.8 Cm * 13.8 Cm) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on top
13	Voucher-Debit-BB7/8	<ul style="list-style-type: none"> Paper: Maphlitho with 75 GSM Size: L*B (21.8 Cm * 13.8 Cm) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on top Rate: Per unit
14	Voucher Cover-BB218 & 219 (Front) and (Back)	<ul style="list-style-type: none"> Paper: Maphlitho with 300 GSM in yellow color Size: 22 Cm * 16 Cm (L *H) Print: Black & white (Front Page print only) &(Back Page Plain)

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

15	Note Slip-White-CC2	<ul style="list-style-type: none"> Paper: Maphlitho with 75 GSM Size: 21.5 * 6 Cm (L*B) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on the right side
16	Note Slip- Red-BB 221	<ul style="list-style-type: none"> Paper: Maphlitho with 75 GSM Size: 21.5 * 6 Cm (L*B) Print: Black & white (Front Page print only) Unit: one pad (100 sheets) with glue binding on the right side
17	Passbook- Recurring Deposit with cover-	<ul style="list-style-type: none"> Paper: Maphlitho with 90 GSM Size: 10 CM * 15 CM (L*B) Unit: one Booklet (12 pages print) Print: Black & white. Cover Thickness: 120 GSM Cover Color: RED
18	General/Senior citizen account holder card with plastic cover	<ul style="list-style-type: none"> Paper: Maphlitho with 120 GSM Size: 9.2 CM * 5.8 CM (L*B) Unit: one pad (100 sheets) Print: Black & White (Front and Back)
19	Form – Deposit (Agency)	<ul style="list-style-type: none"> Paper: Carbon paper with 60 GSM Size: L*B (21.8 Cm * 13.8 Cm) Unit: one Pad (150 sheets; 50 original & 100 duplicate copies) Print: Black & white Binding: With glue binding on top
20	Form – Withdrawal (Agency)	<ul style="list-style-type: none"> Paper: Carbon paper with 60 GSM Size: L*B (21.8 Cm * 13.8 Cm) Unit: one pad (100 sheets; 50 Original & 50 duplicate copies) Print: Black & white Binding: With glue binding on top
21	Passbook – Recurring deposit/Young Savers	<ul style="list-style-type: none"> Paper specification: Maphlitho with 60 GSM Size: 21.1 * 9.2 CM (L * B) Unit: one booklet (10 pages; 5 sheets) Print: Multi-color print Cover Thickness: 120 GSM

4. PAPER & OTHER STATIONERY ITEMS

Sl. No	Name	Specification
1	Photocopy Paper	<ul style="list-style-type: none"> Paper Quality: JK Copier with 75 GSM (A4 Size)
2	File-Arch	<ul style="list-style-type: none"> Brand: Ambassador (Supreme original one)
3	File-Flat	<ul style="list-style-type: none"> Brand: Ambassador Export Quality Color: Yellow

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

4	Marking Cloth	<ul style="list-style-type: none"> Unit Rate: per Meter As per Sample
5	Paper Tray	<ul style="list-style-type: none"> Brand: Omega Deluxe with 3 trays Unit: Piece (three tiers)
6	Pen two sided	<ul style="list-style-type: none"> Brand: Linc, Duet Cream, Premium Lh Tip: Up Down Refill: Blue & Red
7	Refill-Blue-For Pen	<ul style="list-style-type: none"> Brand: Linc, Duet Cream, Premium Lh Unit: one packet (100 pieces)
8	Refill-Red-For Pen	<ul style="list-style-type: none"> Brand: Linc, Duet Cream, Premium Lh Unit: one packet (100 pieces)
9	Rope-Sutli-For Cash Binding	<ul style="list-style-type: none"> Unit: KG (Kilogram)
10	Rubber Band (Nylon-500g)	<ul style="list-style-type: none"> Unit: 500 gram
11	Stamp Pad-Small	<ul style="list-style-type: none"> Brand: Camel Unit: piece
12	Stapler – 24/6 size	<ul style="list-style-type: none"> Brand: Kangaroo Unit: Piece
13	Stapler – DS125/7 size	<ul style="list-style-type: none"> Brand: Kangaroo Unit: Piece
14	Stapler – No. 10 size	<ul style="list-style-type: none"> Brand: Kangaroo Unit: Piece
15	Stapler Pin – 24/6	<ul style="list-style-type: none"> Brand: Kangaroo Unit: one box (20 packets)
16	Stapler Pin – DS125/7	<ul style="list-style-type: none"> Brand: Kangaroo Unit: one box (10 packets) Rate: Per unit
17	Stapler Pin – No. 10	<ul style="list-style-type: none"> Brand: Kangaroo Unit: one box (20 packets)
18	Thread Ball-Voucher Binding	<ul style="list-style-type: none"> Brand: Konarak (24/20-Art 444- 100 GRMS) Unit: One roll/piece
19	Water Sponge	<ul style="list-style-type: none"> Brand: Wonder Unit: piece
20	Dust Bin-Plastic	<ul style="list-style-type: none"> Brand: Plastic-Medium Unit: Piece
21	Punching Machine- DP 480	<ul style="list-style-type: none"> Brand: Kangaroo Unit: piece
22	Punching Machine- DP 800	<ul style="list-style-type: none"> Brand: Kangaroo Unit: piece
23	Transparent cello tape white – Big	<ul style="list-style-type: none"> (300m-2’') Unit Rate: per piece
24	Transparent cello tape white-Medium	<ul style="list-style-type: none"> Brand: Wonder (100m-2’')

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

25	Glue Stick	<ul style="list-style-type: none"> Brand: deli-(15g No.7123) Unit: Piece
26	Stamp Pad Ink (60ml)	<ul style="list-style-type: none"> Brand: kores-100ml) Unit: Bottle Color: Blue
27	Pin	<ul style="list-style-type: none"> Brand: Oddy-T.Pins Unit: Box/Package
28	Stamp Pad Ink-Blue- for seal	<ul style="list-style-type: none"> Brand: Shiny-s -63 (Since 1957 Unit: Bottle
29	Stamp Pad Ink-Red- for seal	<ul style="list-style-type: none"> Brand: Shiny-s -63 (Since 1957 Unit: Bottle
30	Key Purse	<ul style="list-style-type: none"> Brand: Boss (L-22cm and B-10cm) Unit: Piece
31	Gems Clip	<ul style="list-style-type: none"> Brand: (Grapex Colour Plastic Coated Clips) Unit: Packet
32	Gems Clip	<ul style="list-style-type: none"> Brand: Oddy (35mm) Unit: Box
33	Transparent lamination Pouch	<ul style="list-style-type: none"> A4, 225mm*310mm 100sheets
34	Ring Binder File	<ul style="list-style-type: none"> Brand: Saya (SY-516A) Unit: Piece
35	Scissor	<ul style="list-style-type: none"> Unit: Piece
36	Mini Jaw Lock 150 NTO	<ul style="list-style-type: none"> 150mmL [5.9"], 18x30mm [0.71"x1.18"] Tag, NTO, Metal Jaw, MJ15NA Seal Colour: Green Solid Unit: 1 Box (1000 piece)
37	Note Pad Spiral Large	<ul style="list-style-type: none"> Brand Times Unit: Piece
38	Note Pad Spiral Medium	<ul style="list-style-type: none"> Brand : Times Unit: Piece
39	Sticker Note Past (Yellow)	<ul style="list-style-type: none"> Brand : Unit: Piece
40	Sticker Note –IT	<ul style="list-style-type: none"> Brand : worldone Unit: 1 Pcket (5pads of 25 Prompts)
41	Pen High-Lighter	<ul style="list-style-type: none"> Brand : Luxor Unit: Piece
42	Flip Chart Paper (25 Sheets)	<ul style="list-style-type: none"> Brand : Times Unit: Per Roll
43	Battery AA	<ul style="list-style-type: none"> Brand: Duracell Unit: Piece
44	Battery AAA	<ul style="list-style-type: none"> Brand: Duracell Unit: Piece
45	Calculator-14 Digits	<ul style="list-style-type: none"> Unit: Piece

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

46	Binder Clip - Metallic- 32 MM	▪ Unit: Box
47	Binder Clip - Metallic- 41 MM	▪ Unit: Box
48	Binder Clip - Metallic- 51 MM	▪ Unit: Box
49	File-Plastic - L Folder	▪ Brand: Megha Deluxe 14mm ▪ Unit: Packet (20 Piece)
50	Marker Board	▪ Brand: Flair ▪ Unit: Unit: Piece
51	Marker Permanent	▪ Brand: Luxor ▪ Unit: Unit: Piece
52	Pen- uni ball GEL IMPACT	▪ Brand Uni Ball Gel Impact ▪ Unit: Unit: Piece
53	Pen Ink- uni aball GEL IMPACT	▪ Brand Uni Ball Gel Impact ▪ Unit: Piece
54	Punching Machine- DP 600	▪ Brand: Kangaroo ▪ Unit: piece

5. TONER & DRUM CARTRIDGES

Sl/No.	Particulars
1	Toner/Cartridge - TN118 (Bizhub)
2	Toner/cartridge - 81 A (HP LaserJet)
3	Toner/Cartridge - 12A (HP LaserJet)
4	Toner/Cartridge - 16A (HP LaserJet)
5	Toner/Cartridge - 17A (HP LaserJet)
6	Toner/Cartridge - 19 A (HP LaserJet)
7	Toner/Cartridge - 26A (HP LaserJet)
8	Toner/Cartridge - 36A (HP LaserJet)
9	Toner/Cartridge - 51A (HP LaserJet)
10	Toner/ Cartridge - 051 (Cannon)
11	Toner/Cartridge - 55A (HP LaserJet)
12	Toner/Cartridge - 78A (HP LaserJet)
13	Toner/Cartridge - 79A (HP LaserJet)
14	Toner/Cartridge - 83A (HP LaserJet)
15	Toner/Cartridge - 85A (HP Laserjet)
16	Toner/Cartridge - 87A (HP Laserjet)
17	Toner/Cartridge - 88A (HP Laserjet)
18	Toner/ Cartridge - 325/925 (Cannon)
19	Toner/Cartridge- 110A (HP Laserjet)
20	Toner/ Cartridge - 069 (BLACK) (Cannon)
21	Toner/ Cartridge - 069 (CYAN) (Cannon)
22	Toner/ Cartridge - 069 (MANGENTA) (Cannon)

འབྲུག་གི་དངུལ་ཁང་།

BOB
BANK OF BHUTAN

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

23	Cannon Cartridge - 069 (YELLOW) (Cannon)
24	Toner Cartridge (Ribbon) – PLQ 20 (Epson)
25	Toner Cartridge (Ribbon) – LQ 290 (Epson)
26	Toner Cartridge - TK 4109 (Kyocera)
27	Toner Cartridge – TN BO 21 (Brother Printer)
28	Toner Cartridge- 30X (HP LaserJet)
29	Drum Cartridge- 32A (HP LaserJet)
30	Drum Cartridge- 2201 (Kyocera)
31	Toner/ Cartridge - TN -2365 (Brother)
32	Toner /Brother (Drum DR - 2365)
33	Toner/ Cartridge - TN - B021 (Brother)
34	Toner/ Cartridge Brother (Drum - DR B021)
35	Toner Xerox B7025
36	Toner/Cartridge 072
37	Toner/ Cartridge 137A
38	HP LaserJet W1002YC

6. CONSUMABLE ITEMS

Sl. No.	Particulars
1	Extension Cord - Anchor with 16A,240V
2	Extension Cord – Cona with 16A,240V
3	Power Strip - (GOLGMADAL) (4 Ways)
4	Power Strip-MX Universal with Noise Filter (4 Ways)
5	Power strip - Anchor (4 ways with individual switch)
6	Multi Plug - 3 Pin (Cona/Anchor/Roma)
7	Hard Disk (Internal) -1 TB - Seagate
8	Hard Disk (Internal) -1 TB – Toshiba
9	Hard Disk (Internal) -2 TB - Seagate
10	Hard Disk (Internal) -2 TB – Toshiba
11	Hard Disk (Internal) -4 TB - Seagate
12	Hard Disk (Internal) -4 TB – Toshiba
13	Hard Disk (External) -1 TB - Seagate
14	Hard Disk (External) -1 TB – Toshiba
15	Hard Disk (External) – 2 TB – Seagate
16	Hard Disk (External) – 2 TB – Toshiba
17	Hard Disk (External) – 4 TB – Seagate
18	Hard Disk (External) – 4 TB – Toshiba
19	Hard Disk (External) – 8 TB - Toshiba
20	Hard Disk (External) – 8 TB - Seagate
21	Hard Disk (External) – 16 TB - Toshiba
22	Hard Disk (External) – 16 TB - Seagate

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

23	Pen Drive -16 GB- HP (Metal)
24	Pen Drive -32 GB- HP (Metal)
25	Pen Drive -64 GB- HP (Metal)

7. DESKTOP & LAPTOP SPARE PARTS

26	Key Board with USB cable – Dell
27	Mouse with USB cable – Dell
28	Wireless Mouse – Dell
29	RAM (DDR -2) 2 GB
30	RAM (DDR -2) 4 GB
31	RAM (DDR-3) - 4 GB
32	RAM (DDR-3) - 8GB
33	RAM (DDR-3) – 16GB
34	Patch Cable/Cord
35	PCI Wireless Card - TP Link
36	Rack - 6U
37	Rack - 9U
38	CAT 6 Cable – Schneider
39	Crimping Tool
40	Punching Tool
41	Cable Tie - 200 MM
42	Casing Capping (Pipe) - 35 MM
43	Casing Capping (fittings) - 35 MM
44	HDMI Cable – CEFC
45	I/O Box – D Link
46	RJ 45 Connector – D Link
47	Strapping Roll - Cash Binding
48	Switch (4 Port) – D link
49	Switch (5 Port) – D link
50	Switch (8 Port) – D link
51	Temper Pin - For Casing Capping
52	Ethernet C-TYPE- TP-Link
53	Lap Care-C8 in One Block

TERMS AND CONDITIONS OF SBD

1. Scope of Supply and Delivery

- 1.1. The bidder(s) may quote for **any item or all the items** as per the technical specification mentioned above and the Price Schedule as attached at **Annexure -II**.

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from Procurement Division **OR** email to duphen.lepcha@bob.bt and kinga.tshering2682@bob.bt not later than three working days from the date of bid submission. Clarification received after three working days from the date of bid submission shall not be entertained.

3. Documents comprising the bid

- 3.1. The bid must be accompanied by the following document:
- Bid Security;
 - Valid Trade license;
 - Tax clearance;
 - Bid Submission Form in Annexure I;
 - Price Schedule in Annexure II; and
 - Any other relevant documents.

Note:

- **Failure to submit i-v above shall be rejected.**

4. Bid Price

- 4.1. All prices shall be quoted in Ngultrum. The quoted price shall be in DDP (Incoterm), Thimphu including taxes, duties, and other levies to the final place of delivery and installation site if required.
- 4.2. The final place of delivery is at BoB Corporate Office, Norzin Lam, Thimphu.
- 4.3. Each item shall be evaluated and the contract awarded separately to the firm(s) offering the lowest evaluated bid for each item.

5. Bid Validity

- 5.1. The bid shall be valid for **60 calendar 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 security of **Nu. 50,000.00** lump sum in the form of Cash Warrant/Unconditional Bank Guarantee/Banker's Cheque/Demand draft in the name of the **Bank of Bhutan** issued by the Financial Institution enforceable in any Banks in Bhutan.
- The Bid security shall be valid up-to 30 September 2025
 - The Bid Security is to be submitted as a part of the Bid.

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

- c) A copy of bid security should be submitted with the bid through tender.bt and original should be handed over to Procurement Office before the submission time.
- d) Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

Or

6.2. The bid security shall be deposit via the fund transfer option such us mbob transfer or direct deposit to the Bank of Bhutan account number.

6.3. Bank Details as below

Account Number: 218773145

Account Holder Name: BID SECURITY EMD MONEY

Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.4. 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 bidder(s) shall submit one's bid through tender.bt. The bid including all documents should be duly filled, signed and sealed.

8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated on or before **16th December 2025 at 14:30 PM** Bhutan Standard Timing (BST).

9. Bid Opening

8.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **16th December 2025 at 15:00** (BST).

In case the due date of the opening of the bid falls on non-working days, the opening of the bid shall be on the next working day at the same time.

10. Evaluation of Bid

10.1. Bids determined to be substantially responsive will be evaluated as per the criteria mentioned below;

- (a) Other than toner and drum cartridges, the evaluation shall be carried out item-wise based on the quoted price and as per the bank specification. Therefore, the bidder requests to go through the specification for paper and stationery given by the bank and quote the rate. If the specifications do not match the bank, the bid will not be evaluated and considered as non-responsive for that item.

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

- (b) For printing Items (Envelopes, Registers, forms, and vouchers) requires BICMA (printing license) holder only. A general License holder shall not be applicable.
- (c) Toner and Drum cartridges:
 - **60% weightage** for price and **40% weightage** for OEM partner/authorized dealer (Certificates must be enclosed); and
 - If none of the bidders have a Dealership/Authorized certificate, the evaluation shall be purely based on the samples not on the price quoted. Samples of all toner & drum cartridges need to be submitted along with the bid before the submission time. The Bid without samples shall be treated as non-responsive.

10.2. To assist in the examination, evaluation, and comparison of Bids, the Client may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered, or permitted. Failing to respond to the clarifications sought by the client within two working days will be treated as non-responsive and hence be rejected. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

10.3. In evaluating the bids, the Purchaser will determine for each bid 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;

10.4. where there is a 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.

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 evaluated bid and reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

12. Quantity Variation

12.1. Depending on the requirement, the Bank shall order at any time.

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 a Notification of Award/ Purchase Order to the successful Bidder.

14. Delivery Schedule

14.1. The supply of the Goods and related services shall be completed within **45 calendar days** from the date of issue of the Purchase Order, or the signing of the contract and delivery should be done to Thimphu Head Office and unloading of goods till store should be done by the bidder.

15. Liquidated Damage

15.1. 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 **0.30%** per day of the delay on the undelivered value. The maximum is **10%** of the total value. Thereafter, the purchaser shall decide with reasonable reasons whether to continue or discontinue the contract.

16. Payment Terms

16.1. No advance payment shall be made prior to the completion of the assigned work(s) and the payment shall be made within 30 working days after submitting the invoices.

16.2. At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan. The Purchaser shall furnish the necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

17. Warranty Period

17.1. Warranty shall not be applicable, but the Supplier shall be bound to rectify the fault or replace the defective Goods at his cost. Failure to provide the required support shall be penalized as per the liquidated damage clause 15.1.

18. Submission of Bid

18.1. The Bidder shall submit the Bid Submission Form and Price Schedule using the Form in **Annexure I and II**: 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.

18.2. A bid in which the Bid Submission Form and Price Schedule (clause 18.1 not complied) is not duly filled, signed, and sealed by the bidder shall be rejected.

19. Termination

19.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience:

19.2. 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

19.3. 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 **7 calendar days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

20. Governing Law

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

21. Dispute Resolution

21.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan.

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

Annexure- I: Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date of Bid submission]*

Tender No.: *[insert number]*

To: *[insert complete name of the Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda number: ***[insert the number and date of issue of each addendum];***
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: ***[insert a brief description of the Goods and Related Services];***
- (c) The price of our Bid, excluding any discounts offered in the item is as per the Price schedule in Annexure II.
- (d) The discounts offered and the methodologies for their application are:

Discounts. If our Bid is accepted, the following discounts shall apply: ***[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]***

Methodology of Application of the Discounts. The discounts shall be applied using the following methodology: ***[Specify in detail the methodology that shall be used to apply the discounts];***

- (e) Our Bid shall be valid for a period of ***[insert number]*** from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 1.5 for the due performance of the Contract;
- (h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: ***[insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier].***
- (i) We have no conflict of interest;
- (j) Our firm, its affiliates, or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) We have read the terms and conditions carefully, understood, and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed: _____ [insert signature of the person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of the person signing the Bid Submission Form]

Name: _____ [insert complete name of the person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

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

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

Annexure II: Price Schedule

[Describe below the items, units, and quantity of the Goods and related Services required].

1. ENVELOPES

Sl. No	Name	Unit	Rate/Unit (Nu.)
1	Envelope – A3 size	Piece	
2	Envelope – Legal size	Piece	
3	Envelope – A4 Size	Piece	
4	White Envelope – Large size	Piece	
5	White Envelope – Medium Size	Piece	
6	White Envelope - Small Size	Piece	

2. REGISTERS

Sl. No	Item Name	Unit	Rate/Unit (Nu.)
1	Register –Ordinary with 50 sheets (100 pages)	Register	
2	Register –Ordinary with 100 sheets (200 pages)	Register	
3	Register-Cash Balance with 150 sheets (300 pages)	Register	
4	Register-Currency Chest	Register	
5	Register-Import and Export	Register	

3. FORMS AND VOUCHERS

Sl. No	Types of Forms	Unit	Rate/Unit (Nu.)
1	Form-Customer Information (Retail)- B.B.213A	Set	
2	Form-Account Opening (Retail)-B.B.213B	Set	
3	Form-Customer Information (Corporate)- B.B.214A	Set	
4	Form-Account Opening (Corporate)-B.B.214B	Set	
5	Form-Claim Nomination On - B.B. 294	Set	
6	Form-RD Declaration B.B. 227/INR Remittance	Set	
7	Form-Application for Banker's Cheque- B.B. 295	Pad	
8	Form- Application for Foreign Draft-B.B. 24	Pad	
9	Form-Deposit-BB61	Pad	
10	Form-Withdrawal -BB212	Pad	
11	Form-FD Receipt-BB 5	Pad	
12	Voucher-Credit-BB6/9	Pad	

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

13	Voucher-Debit-BB7/8	Pad	
14	Voucher Cover-BB218 & B219 (Front) and (Back)	Set	
15	Note Slip-White-CC2	Pad	
16	Note Slip- Red-BB 221	Pad	
17	Passbook- Recurring Deposit with cover-	Bkt	
18	General/Senior citizen account holder card with plastic cover	Set	
19	Form – Deposit (Agency)	Pad	
20	Form – Withdrawal (Agency)	Pad	
21	Passbook – Recurring deposit/Young Savers	Bkt	

4. PAPER & OTHER STATIONERY ITEMS

Sl. No	Name	Unit	Rate/Unit (Nu.)
1	Photo Copy Paper	Ream	
2	File-Arch	Piece	
3	File-Flat	Piece	
4	Marking Cloth	Mtr	
5	Paper Tray	Set	
6	Pen two sided	Piece	
7	Refill-Blue-For Pen	Pkt	
8	Refill-Red-For Pen	Pkt	
9	Rope-Sutli-For Cash Binding	Roll	
10	Rubber Band (Nylon-500g)	Pkt	
11	Stamp Pad-Small	Piece	
12	Stapler – 24/6 size	Piece	
13	Stapler – DS125/7 size	Piece	
14	Stapler – No. 10 size	Pkt	
15	Stapler Pin – 24/6	Pkt	
16	Stapler Pin – DS125/7	Pkt	
17	Stapler Pin – No. 10	Pkt	
18	Thread Ball-Voucher Binding	Roll	
19	Water Sponge	Piece	
20	Dust Bin-Plastic	Piece	
21	Punching Machine- DP 520	Piece	
22	Punching Machine- DP 800	Piece	

འབྲུག་གི་དངུལ་ཁང་།

BOB
BANK OF BHUTAN
འབྲུག་གི་དངུལ་ཁང་།

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

23	Transparent cello tape white –Big	Roll	
24	Transparent cello tape white-Medium	Roll	
25	Glue Stick (15g)	Piece	
26	Stamp Pad Ink (60ml)	Piece	
27	Pin	Pkt	
28	Stamp Pad Ink-Blue- for seal (28ml)	Btle	
29	Stamp Pad Ink-Red- for seal (28ml)	Btle	
30	Key Purse	Piece	
31	Gems Clip, Colour plastic coated	Pkt	
32	Gems Clip, steel Matel. (35mm)	Box	
33	Transparent lamination Pouch film (A4, 225mm*310mm 100sheets	Pkt	
34	Ring Binder File	Piece	
35	Scissor, (Big & Medium)	Piece	
36	Mini Jaw Lock 150 NTO	Box	
37	Note Pad Spiral Large	Piece	
38	Note Pad Spiral Medium	Piece	
39	Sticker Note Past (Yellow)	Piece	
40	Sticker Note –IT	Piece	
41	Pen High-Lighter	Piece	
42	Flip Chart Paper (25 Sheets)	Roll	
43	Battery AA8	Piece	
44	Battery AAA6	Piece	
45	Calculator-14 Digits	Piece	
46	Binder Clip - Metallic- 32 MM	Box	
47	Binder Clip - Metallic- 41 MM	Box	
48	Binder Clip - Metallic- 51 MM	Box	
49	File-Plastic - L Folder	Piece	
50	Marker Board	Piece	
51	Marker Permanent	Piece	
52	Wall Colck (Ajanta)	Piece	

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

52	Pen- uni ball GEL IMPACT	Piece	
53	Pen Ink- uni aball GEL IMPACT	Piece	
54	Punching Machine – DP 600	Piece	

5. TONER & DRUM CARTRIDGES

Sl/No.	Particulars	Unit	Rate/Unit (Nu.)
1	Toner/Cartridge - TN118 (Bizhub)	No.	
2	Toner/cartridge - 81 A (HP LaserJet)	No.	
3	Toner/Cartridge – 12A (HP LaserJet)	No.	
4	Toner/Cartridge - 16A (HP LaserJet)	No.	
5	Toner/Cartridge - 17A (HP LaserJet)	No.	
6	Toner/Cartridge – 19 A (HP LaserJet)	No.	
7	Toner/Cartridge - 26A (HP LaserJet)	No.	
8	Toner/Cartridge – 36A (HP LaserJet)	No.	
9	Toner/Cartridge – 51A (HP LaserJet)	No.	
10	Toner/ Cartridge – 051 (Cannon)	No.	
11	Toner/Cartridge - 55A (HP LaserJet)	No.	
12	Toner/Cartridge – 78A (HP LaserJet)	No.	
13	Toner/Cartridge – 79A (HP LaserJet)	No.	
14	Toner/Cartridge – 83A (HP LaserJet)	No.	
15	Toner/Cartridge - 85A (HP Laserjet)	No.	
16	Toner/Cartridge – 87A (HP Laserjet)	No.	
17	Toner/Cartridge – 88A (HP Laserjet)	No.	
18	Toner/ Cartridge - 325/925 (Cannon)	No.	
19	Toner/Cartridge- 110A (HP Laserjet)	No.	
20	Toner/ Cartridge - 069 (BLACK) (Cannon)	No.	
21	Toner/ Cartridge - 069 (CYAN) (Cannon)	No.	
22	Toner/ Cartridge - 069 (MANGENTA) (Cannon)	No.	
23	Cannon Cartridge - 069 (YELLOW) (Cannon)	No.	
24	Toner Cartridge (Ribbon) – PLQ 20 (Epson)	No.	

འབྲུག་གི་དངུལ་ཁང་།

BOB
BANK OF BHUTAN

[Signature]

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

25	Toner Cartridge (Ribbon) – LQ 290 (Epson)	No.	
26	Toner Cartridge - TK 4109 (Kyocera)	No.	
27	Toner Cartridge – TN BO 21 (Brother Printer)	No.	
28	Toner Cartridge- 30X (HP LaserJet)	No.	
29	Drum Cartridge- 32A (HP LaserJet)	No.	
30	Drum Cartridge- 2201 (Kyocera)	No.	
31	Toner/ Cartridge - TN -2365 (Brother)	No.	
32	Toner /Brother (Drum DR - 2365)	No.	
33	Toner/ Cartridge - TN - B021 (Brother)	No.	
34	Toner/ Cartridge Brother (Drum - DR B021)	No.	
35	Toner Xerox B7025	No.	
36	Toner/Cartridge 072	No.	
37	Toner/ Cartridge 137A	No.	
38	HP LaserJet W1002YC	No.	
39	Drum Cartridge – 19A (HP LaserJet)	No.	

6. CONSUMABLE ITEMS

Sl. No.	Particulars	Unit	Rate/Unit (Nu.)
1	Extension Cord - Anchor with 16A,240V	No.	
2	Extension Cord – Cona with 16A,240V	No.	
3	Power Strip - (GOLGMADAL) (4 Ways)	No.	
4	Power Strip-MX Universal with Noise Filter (4 Ways)	No.	
5	Power strip - Anchor (4 ways with individual switch)	No.	
6	Multi Plug - 3 Pin (Cona/Anchor/Roma)	No.	
7	Hard Disk (Internal) -1 TB - Seagate	No.	
8	Hard Disk (Internal) -1 TB – Toshiba	No.	
9	Hard Disk (Internal) -2 TB - Seagate	No.	
10	Hard Disk (Internal) -2 TB – Toshiba	No.	
11	Hard Disk (Internal) -4 TB - Seagate	No.	
12	Hard Disk (Internal) -4 TB – Toshiba	No.	
13	Hard Disk (External) -1 TB - Seagate	No.	

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

14	Hard Disk (External) -1 TB – Toshiba	No.	
15	Hard Disk (External) – 2 TB – Seagate	No.	
16	Hard Disk (External) – 2 TB – Toshiba	No.	
17	Hard Disk (External) – 4 TB – Seagate	No.	
18	Hard Disk (External) – 4 TB – Toshiba	No.	
19	Hard Disk (External) – 8 TB - Toshiba	No.	
20	Hard Disk (External) – 8 TB - Seagate	No.	
21	Hard Disk (External) – 16 TB - Toshiba	No.	
22	Hard Disk (External) – 16 TB - Seagate	No.	
23	Pen Drive -16 GB- HP (Metal)	No.	
24	Pen Drive -32 GB- HP (Metal)	No.	
25	Pen Drive -64 GB- HP (Metal)	No.	
26	Key Board with USB cable – Dell	No.	
27	Mouse with USB cable – Dell	No.	
28	Wireless Mouse – Dell	No.	
29	RAM (DDR -2) 2 GB	No.	
30	RAM (DDR -2) 4 GB	No.	
31	RAM (DDR-3) - 4 GB	No.	
32	RAM (DDR-3) - 8GB	No.	
33	RAM (DDR-3) – 16GB	No.	
34	Patch Cable/Cord	No.	
35	PCI Wireless Card - TP Link	No.	
36	Rack - 6U	No.	
37	Rack - 9U	No.	
38	CAT 6 Cable – Schneider	Roll	
39	Crimping Tool	No.	
40	Punching Tool	No.	
41	Cable Tie - 200 MM	Pkt	
42	Casing Capping (Pipe) - 35 MM	Piece	
43	Casing Capping (fittings) - 35 MM	Piece	
44	HDMI Cable – CEFC	Piece	
45	I/O Box – D Link	Set	
46	RJ 45 Connector – D Link	Piece	

Standard Bidding Document for Printing, Supply and Delivery of Office Stationery & Toner Cartridges

47	Strapping Roll - Cash Binding	Roll	
48	Switch (4 Port) – D link	No.	
49	Switch (5 Port) – D link	No.	
50	Switch (8 Port) – D link	No.	
51	Temper Pin - For Casing Capping	Pkt	
52	Ethernet C-TYPE- TP-Link	Piece	
53	Lap Care-C8 in One Block	piece	
Name of Supplier:		Supplier's Signature Official Stamp	
Contact Number:			
Email id :			
Date :/...../2025			