BHUTAN NATIONAL BANK LIMITED

Open Tender
Supply of Stationery, Printing and Other Items for the Year 2027

November 23, 2026

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Section 1: Invitation of Bids

Bhutan National Bank Ltd. (the Bank) invites bids from eligible and qualified Bhutanese firms through online submission, as per the details provided below.

Work Details	Supply of Stationery, Printing and Other Items
Sale of Tender / Registration	20/11/2026 – 08/12/2026
Date & Time of Tender Submission Deadline	08/12/2026 [5:00 PM] System auto-closes at deadline time
Tender Fee (Non-refundable)	Nu. 500.00(plus 5% GST)
EMD/Bid Security	Nu. 20,000.00 (Lumpsum amount)
Bid Submission Mode	Online Submission through the portal https://procurement.bnb.bt.
System User Registration Requirement	Registration is mandatory prior to bid submission

Note:

1. Bidders must register, deposit the tender fee, and submit the bid security during office hours on or before the deadline. Failure to comply will result in the rejection of the bid via the eProcurement system.

2. Similarly, submission of physical samples for the toner cartridge and drum is mandatory within the tender deadline. Failure to submit these samples on time shall result in the rejection of the bid for these items. Furthermore, the samples submitted shall be non-returnable.

Section 2: Online Bid Submission Instructions

2.1 Introduction

a) The BNBL invites online bids from eligible and qualified bidders for the works as specified in this bidding document.

b) Bidders must carefully read all instructions, specifications, terms and conditions before submitting their bids.

c) Submission of a bid shall be deemed as acceptance of all the conditions contained in this bidding document.

2.2 Mode of Submission of Bids

a) Bids shall be submitted online through the portal https://procurement.bnb.bt within the deadline specified in the Tender Notice.

b) No physical submission of bids shall be accepted. Bids submitted physically shall not be accepted.

2.3 Bid Submission Procedure

a) The bidder shall follow the steps below while submitting the bid:
   ii. Register on the e-procurement portal.
   iii. Download the bidding document and review all requirements.
   iv. Prepare the technical and financial proposals in accordance with the instructions provided.
   v. Upload all required documents in the designated sections of the e-procurement system.
   vi. Submit the bid before the closing date and time specified in the tender notice.

   Note: Late submissions shall not be accepted by the system.

2.4 Online Tender Submission Conditions

a) The bidder shall ensure that all documents specified in the bidding document are properly scanned and uploaded in the required format (PDF or as specified in the portal).

b) The bidder shall be responsible for the accuracy and completeness of the uploaded documents.

c) Any modification or withdrawal of bids shall be made before the deadline for submission through the e-procurement system.

d) BNBL shall not be responsible for internet connectivity issues, system delays, incomplete submissions by the bidder, or any delay in tender submission resulting from late registration.

e) The system will automatically lock the submission after the deadline, and no further changes shall be permitted.

f) If the uploaded files are corrupt, infected with a virus, or unreadable for any reason, the tender will not be considered. Bidders are solely responsible for ensuring that all files are virus-free and uncorrupted.

g) All submissions, including any supporting documents, shall become the property of the Bank. By submitting a bid response, the respondent grants the Bank a license to reproduce all or part of their submission for evaluation purposes, regardless of any copyright or intellectual property rights that may exist in the submission or accompanying materials.

h) The submission overview displayed in the user portal after bid submission is subject to evaluation. Accordingly, the information reflected in the submission overview shall not be deemed final or binding until the evaluation process has been completed and the outcome has been formally notified.

i) For quotations that are required to be completed in the prescribed form and uploaded, arithmetical errors shall be corrected during the evaluation of the Price Bids, and the corrected figures shall be used to determine the evaluated bid price. In the event of a discrepancy between the unit price and the total price (i.e., the product of the unit price and the quantity), the unit price shall prevail, and the total price shall be adjusted accordingly. However, if the Bank determines that there is a clear and significant misplacement of the decimal point in the unit price, the total price for the respective line item, as quoted, shall prevail, and the unit price shall be corrected accordingly.

Section 3: General Bidding Instructions

3.1 Scope of Bid

a) The BNBL Management plans to outsource the work as specified in the bidding document to eligible and qualified Bhutanese firms.

b) The successful bidder(s) shall be fully responsible for carrying out the contract work in accordance with the terms and conditions outlined in this bid document.

c) In the event that the successful bidder(s) fail to meet the contractual obligations, they shall be subject to liquidated damages as specified in the bidding document.

d) The contract shall be valid for a minimum of one (1) year from the date of signing the agreement or issuing the work/purchase order. The Bank reserves the right to extend the contract based on the bidder's performance or according to the Bank's evolving needs.

3.2 Timeline & Deliverables

Deliverables	Timeline
Stationery, Printing and Other Items	Within **thirty (30)** calendar days from the date the purchase order is issued.

3.3 Fraud and Corruption

a) Bank requires that a Bidder(s) and his/her employees, consultants & agents, shall observe the highest standards of ethics during the bidding process and execution of contracts.

b) Bank shall reject a Bid for award, if it determines that the Bidder(s) recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question.

c) Bank requires that Bidder(s), as a condition of admission to eligibility, execute and attach to their Bids an **Integrity Pact Statement as per Form: Annexure IV of Section 11**. Failure to provide a duly executed Integrity Pact Statement may result in rejection of the Bid.



d) Bank shall report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant agencies, including but not limited to the Anti-corruption Commission (ACC), of the Kingdom of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

3.4 Preparation of Bid

a) The bidder(s) shall be responsible for all costs incurred in the preparation and submission of their bid. The Bank shall not be held liable for any such costs, regardless of the outcome or progression of the bidding process.

b) The Bid shall include the following:
   1. Bid Submission Form (Annexure-I)
   2. Bidder Identification Form (Annexure-II)
   3. Bill of Quantity BOQ (Annexure-III)
   4. Integrity Pact Statement (Annexure-IV)
   5. Valid Trade License and Tax Clearance Certificate (Printing License required for printing items)
   6. Bid Security (EMD)
   7. A power of attorney if an authorized representative is designated.
   8. Physical Samples for Toner Cartridge and Drum Unit
   9. Any other document required as per bidding document

c) The uploaded/submitted bid document shall be completed in a clear and legible manner. Incomplete or conditional bids that do not comply with the terms and conditions shall not be considered. Any corrections, deletions, or additional conditions shall only be accepted if they are initialed or signed by the authorized person submitting the bid.

d) The bidder(s) shall thoroughly review all instructions, forms, terms and specifications outlined in the bidding document. Failure to provide all the required information or documentation may lead to the rejection of the bid.

e) The Bid, as well as all communications and documents exchanged between the Bidder(s) and the Bank, shall be written in English. Supporting documents or printed materials included in the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant sections into the language specified in the bidding document. In case of any discrepancies, the translation shall prevail for the purpose of bid interpretation.

3.5 Price Schedules

a) The price shall be converted in local currency (Ngultrum) inclusive of all taxes, duties and other service charges, except **GST. GST should be included only when raising the bill, along with clearly providing the GSTIN/GST-registered TPN number or a copy of the GST registration certificate.**

a) The price quoted shall be fixed and final, inclusive of any discounts or rebates, and shall remain unchanged throughout the contract period, even in the event of cost increases.

b) The Bank reserves the right to contact the selected Bidder(s) for additional supplies of the listed items at the same quoted/approved price on a repeat order basis, during the term of the contract.

c) The bidder(s) must enter the prices for all items in the Bill of Quantities (BOQ) on the online portal. The **BOQ** is also mentioned in **Annexure III** of **Section 11** of this Bid Document for reference.

3.6 Clarification and amendment of Bids

a) The Bank reserves right to issue amendments to the Bid document at any time before the final submission deadline. These amendments may be made either on the Bank's initiative or in response to a clarification request from any prospective bidder(s). Any such amendments shall be communicated in writing, including by email, to all bidders who have registered for the tender.

b) Similarly, bidder(s) may request clarifications regarding the Bid document in writing, including via email. The Bank shall provide written responses to these queries, including explanations, but shall not disclose the identity of the bidder(s) raising the questions. It the Bank determines that a clarification necessitates an amendment to the Bid document, it shall follow the appropriate procedure to make the necessary revisions. Bidder(s) shall not be permitted to seek clarifications in person, by telephone, or through any other verbal communication.

c) A pre-bid meeting shall only be held if deemed essential to address any doubts or concerns from bidder(s) before the bid submission deadline. The minutes of the pre-bid meeting shall be shared with all bidders who have registered for the tender.

3.7 Period of validity of Bid

a) The bid shall remain valid for a minimum of ninety (90) calendar days from the submission deadline. Any bid with a validity period shorter than this shall be rejected as non-responsive.

b) In exceptional cases, before the expiration of the bid validity period, the Bank may request the Bidder(s) in writing to extend the validity of their bids. Bidder(s) are not obligated to agree to this extension and may decline without forfeiting their bid security. If a bidder refuses the extension, their bid shall not be considered for evaluation or award. For those bidders who agree to the extension, they shall also be required to extend the validity of their bid security accordingly, but they shall not be allowed to alter or modify their bid.

3.8 Bid Security

a) The Bid security (EMD) of Nu. 20,000/- (Ngultrum Twenty thousand) shall be submitted in the form of a Draft, Cash warrant, or Bank Guarantee, made payable to "**Bhutan National Bank Ltd., Thimphu**." The Bid Security shall remain valid for a minimum of ninety (90) calendar days from the bid submission deadline.

b) The Bid Security shall be submitted physically before the submission deadline; otherwise, the bid submitted online shall be considered non-responsive and shall be disqualified.

c) Bids submitted without the required Bid Security (EMD) or with Bid Security that does not meet the above requirements shall be disqualified and deemed non-responsive.

d) The Bid Security (EMD) of unsuccessful but responsive bidders shall be returned after the contract is signed and the performance security is received from the successful bidder(s).

e) The Bid Security (EMD) of the successful bidder(s) shall be returned once the contract is signed and the performance security has been deposited by the successful bidder(s).

f) The Bid Security (EMD) shall be forfeited under the following circumstances:

i. If the bidder withdraws their bid, in whole or in part, during the bid validity period;

ii. If the bidder engages in corrupt, fraudulent, collusive, or coercive practices during the bidding process; or

iii. In the case of the successful bidder, if the bidder fails to provide the performance security and sign the contract agreement within the prescribed time.

3.9 Deadline for submission of Bids

a) The portal shall automatically close for bid submission at the specified deadline.

b) The Bank reserves the right, at its discretion, extend the submission deadline by amending the bidding document in accordance with **ITB clause 3.6**. In such cases, all rights and obligations of the Bank and the Bidder(s) that were previously governed by the original deadline shall thereafter be governed by the extended deadline.

3.10 Withdrawal, Substitution, and Modifications of Bids

a) No Bid may be withdrawn, substituted or altered after the submission deadline and before the expiration of the bid validity period specified in the bidding document.

3.11 Requests for information/clarification

a) Bidders are required to direct all communications related to this Bid to:

The Procurement Officer,
HRA Department,
Bhutan National Bank Ltd., Thimphu
Email: procurement@bnb.bt

b) All inquiries regarding the bid, whether technical or otherwise, shall be directed to the above contact. The Bank shall not engage in personal communications with bidders, and any bidder found attempting to do so shall be disqualified.

c) The Bank shall make an effort to respond to all queries raised by bidders. However, the Bank reserves the right to withhold responses to any query it deems unnecessary or irrelevant.

3.12 Evaluation and Comparison of Bids

3.12.1 Confidentiality

a) Information pertaining to the examination, evaluation, comparison and post-qualification of bids, as well as the recommendation for contract award, shall not be disclosed to any bidder or other individuals not directly involved in the process until contract is officially published.

b) Any attempt by a bidder to influence the Bank's authorized representatives during the examination, evaluation, comparison, or qualification of bids, or in the contract award decision, may lead to the rejection of their Bid.

3.12.2 Clarification of Bids

a) To assist in the examination, evaluation, comparison, and post-qualification of bids, the Bank may, at its discretion, request clarifications from any bidder. Any clarification provided by a bidder that was not specifically requested by the Bank shall not be considered. Both the Bank's request for clarification and the bidder's response shall be in writing. No changes to the bid prices or substance shall be allowed.

3.12.3 Responsiveness of Bids

a) The Bank's determination of a Bid's responsiveness shall be based solely on the contents of the Bid itself. The objective is to identify which bids meet the requirements and then compare the responsive bids to select the best evaluated one.

b) A substantially responsive Bid is one that complies with all the terms, conditions, and specifications of the bidding document, without any material deviation, reservation or omission.

c) A bid that is not substantially responsive to the bidding document shall be rejected and cannot later be made responsive by the bidder through correction of any material deviation, reservation, or omission.

3.12.4 Preliminary examination of Bids

The Bank shall review the bids to ensure that all required documents and technical documentation, as mentioned in the online portal and outlined in the pre-qualification criteria below, have been submitted.

Sl.#	Description	Status
1.	Bid Submission Form (Annexure-I)	Mandatory
2.	Bidder Identification Form (Annexure-II)	Mandatory
3.	Integrity Pact Statement (Annexure IV)	Mandatory
4.	Valid Trade License and Tax Clearance Certificate (Printing License required for printing items)	Mandatory
5.	Bid Security (EMD) – To Be Submitted Physically	Mandatory
6.	A power of attorney must be submitted if an authorized representative is designated	Mandatory

Note: *Verifiable documentary evidence for all the above requirements is mandatory. Proposals shall be rejected if a bidder fails to provide any of the required verifiable documentation.*

3.12.5 Evaluation of Bids

a) The Bank shall evaluate each bid that has been determined to be substantially responsive up to this stage of the evaluation process.

b) The evaluation shall be carried out as per the following criteria:

i. Preliminary examination of the bids (**clause: 3.12.4**).
ii. Compliance with the requirement provided by BNBL (Technical).

For products requiring sample submission, particularly toner cartridges and drums, the evaluation shall be based on the submitted samples; failure to provide these samples shall result in the rejection of the bid for these items.

iii. The bid price quoted (Financial).

c) Except for seal, bids shall be evaluated item-wise, not as a single lot.

3.12.6 Bank's Right to Accept Any Bid, and to reject any or All Bids

a) The Bank reserves the right to accept or reject any bid, or to cancel the bidding process and reject all bids at any time before the contract award, without incurring any liability to bidders.

b) The Bank also reserves the right to enter into negotiations with the selected bidder(s), if deemed necessary. Such negotiations shall take place on the date, time, and the location communicated to the qualified and selected bidder(s). Representatives conducting negotiations on behalf of the successful Bidder(s) shall have written authority to negotiate and finalize the contract.

3.13 Award of Contract

a) The Bank shall award the contract to the bidder(s) whose offer is determined to be the lowest evaluated bid and is substantially responsive to the requirements of the bidding document.

b) The Bank reserves the right, at the time of contract award, to increase or decrease the quantity of items tendered, without altering the price or any other terms and conditions of the contract.

c) The Bank shall notify the successful bidder(s) of its intention to award the contract in writing, using the format provided in **Annexure-V**, referred to as the "**Letter of Intent to Award the Contract**," ensuring compliance with all mandatory requirements. Simultaneously, unsuccessful bidders shall receive written notifications using the format in **Annexure-VI**, referred to as the "**Letter for Unsuccessful Bid**," informing them of the outcome. All bidders shall also be provided with information regarding the name and bid amount of the successful bidder(s). These notifications shall be sent on the same day, including by email.

d) Upon receiving the Bank's notification **[ITB 3.13 (c)]**, an unsuccessful bidder has seven (7) calendar days to submit a written request for a debriefing. The bank shall respond to all such requests for debriefing within this deadline.

e) If a debriefing request is made within the deadline, the Bank shall provide a response within five (5) calendar days.

f) The debriefing shall focus solely on the bidder's own bid and will not include discussions about other competing bids. The debriefing shall not:

   i. Point-by-point comparisons with other bids; and
   ii. Information that is confidential or commercially sensitive to other bidder(s).

g) The purpose of the debriefing is to inform the unsuccessful bidder(s) of the specific reasons for their lack of success, highlighting the shortcomings of their bid, but without disclosing details of other bids.



h) If two or more bidders submit identical L1 rates, the Bank shall request fresh quotes from both L1 bidders, providing five (5) calendar days for resubmission. The Bank's decision on the reasonable time allowed for this resubmission shall be final and binding. Following this, the contract shall be awarded to the L1 bidder(s) based on the fresh quotes received.

i) The successful bidder(s) shall sign the contract acceptance in writing within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent issued. Failure to do so shall result in the bid being rejected without further notice.

Section 4: Performance Security

4.1 The successful bidder(s) shall be required to provide a performance security equivalent to 10% of the contract amount, issued by any authorized financial institution in Bhutan, within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent.

4.2 If the successful bidder(s) fails to submit the performance security within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent, the bid shall be considered invalid, and the contract shall be awarded to the next lowest bidder.

4.3 The performance security shall be provided in the form of a demand draft, cash warrant, or bank guarantee and shall remain valid for at least six (6) months. The successful bidder(s) shall renew the performance security, as required by the Bank, throughout the duration of the contract.

4.4 The Performance security shall be released to the successful bidder(s) with or without deductions (if applicable) upon completion of all performance obligations, including warranty obligations, as stipulated in the contract terms.

Section 5: Service Delivery Penalty

5.1 If the Successful Bidder fails to supply and deliver the goods or services at the specified time, the following penalty clause shall be applied proportionately on the bill payable or Performance Security based on total order value and number of days delayed.

a) Delay of up to one week – 2% of the total order value.
b) Delay exceeding one week but not more than two weeks – 5% of the total order value.

c) Delay exceeding two weeks but not more than one month – 10% of the total order value.

d) Delay exceeding one month- the purchase order shall be revoked, and the performance security deposited shall be forfeited without further notice. Additionally, any incomplete work shall be terminated, and the contract shall be awarded to the next lowest bidder or re-tendered, as deemed appropriate.

Section 6: Force Majeure

6.1 The successful Bidder(s) shall not be held liable for the forfeiture of their performance security, liquidated damages, or termination for default if the delay in performance or any failure to meet their obligations under the contract is caused by an event of Force Majeure.

6.2 For purposes of this Clause, "Force Majeure" refers to any event or circumstance beyond the control of the successful bidder(s), which could not have been foreseen, is unavoidable, and is not due to negligence or lack of care by the successful Bidder(s). Such events may include, but not limited to, actions by the Bank in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

6.3 In the event of a Force Majeure situation, the successful bidder(s) shall promptly inform the Bank in writing, detailing the nature of the situation and its cause, and provide acceptable documentary or pictorial evidence. Unless otherwise instructed by the Bank in writing, the successful Bidder(s) shall continue to fulfil their contractual obligations.

Section 7: Terms of Payment

7.1 Payment for the invoice shall be processed by the Bank upon receipt of the original invoice and TPN number, based on the actual quantities of goods supplied as specified in the purchase order.

7.2 Payment shall be made within thirty (30) calendar days, following the successful completion of the supply of items specified in the purchase order. Applicable deductions, including income tax, service tax etc., shall be made at source in accordance with the Government regulations from the bills submitted by the successful Bidder(s), and necessary TDS certificate shall be issued accordingly.

Section 8: Warranty

8.1 The successful bidder(s) guarantee that all goods supplied are new, unused, and in accordance with the accepted specifications. Unless otherwise stated in the bidding document, the warranty shall remain valid for twelve (12) months from the date the goods, or any part thereof, are delivered or accepted at the final destination. Any defective goods or not as per the specified requirement shall be replaced by the successful Bidder(s) at no additional cost to the Bank within fifteen (15) calendar days from the date notification.

8.2 If the successful Bidder(s) fails to repair or replace the defective goods or parts within the specified timeline, the Bank shall carry out the necessary repairs or replacements at the expenses of the concerned Bidder(s).

Section 9: Termination

9.1 The Bank may, at any time, terminate the purchase order (or Contract if applicable) in whole or in part, for its convenience, by providing written notice.

a) If the Successful Bidder(s) fails to comply with any of the terms and conditions specified in the purchase order, exceeds the maximum allowable liquidated damages, or fails to take corrective action within the timeframe specified by the Bank.

b) If, in the Bank's judgment, the Successful Bidder(s) has been involved in any corrupt or fraudulent practices while competing for or executing the tasks under this purchase order.

Section 10: Patent Indemnify

10.1 The successful bidder(s) shall indemnify and hold the Bank harmless from any claims, damages, or expenses arising from patent infringement related to the goods supplied.

10.2 The Bank shall promptly notify the successful bidder(s) of any infringement claims. The successful bidder(s) has the right to defend such claims at its own cost. The Bank shall cooperate but cannot settle without the bidder(s) consent.

10.3 If the goods infringe a patent, the bidder(s) shall either:

a) Secure the right for the Bank to use the goods;
b) Modify or replace the goods to make them non-infringing, or
c) Accept return of the goods and refund the purchase price.

Section 11: Bidding Forms

Annexure I: Bid Submission Form

Date: [DD/MM/YYYY]
To: Bhutan National Bank Limited
Corporate Office
Thimphu

Dear Sir/Madam,

The undersigned, having read the tender document, hereby offers to execute and complete the work in accordance with the terms and conditions set out or specified in the document.

I/We agree to abide by this Proposal/Bid for a period of Ninety (90) calendar days from the date for Bid submission in the tender, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Proposal is accepted, we undertake to initiate the work specified in our Proposal within the time frame that shall be stipulated in the letter of intent to award contract and comply with all the provisions of the Contract.

I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your company/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full performance security deposit, absolutely.

Best regards

* Signature and seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email:	

Footnote: /* Compulsory field

Annexure II: Bidder Identification Form

1. Firm (s) Information	
***** Name and Address:	
Telephone/Mobile:	
Email address:	
***Legal Representative**: Name/Surname/Position (if any)	
2. **Proprietor (s) Details**	
*Name:	
*CID Card No.	
Telephone/Mobile No.	
Email Address:	
3. Contact details of persons that BNB may contact for requests for clarification during Bid evaluation:	
***** Name/Surname:	
***** Telephone/Mobile:	
* Email address:	
Be advised that this person must be available during the evaluation of the bids.	
***** Signature and stamp of the Bidder:	

Footnote: /* Compulsory field

Annexure III: Bill of Quantity (BOQ)

SL	Item Name	Preferred Brand	Unit	Quantity
A	**CONSUMABLES**			
1	Canon Toner Cartridge 054 Black Original	Canon	No	10
2	Canon Toner Cartridge 054 Cyan Original	Canon	No	10
3	Canon Toner Cartridge 054 Magenta Original	Canon	No	10
4	Canon Toner Cartridge 054 Yellow Original	Canon	No	10
5	Canon Toner Cartridge 056 Original	Canon	No	100
6	Canon Toner Cartridge 057 Original	Canon	No	10
7	Canon Toner Cartridge T06 Black Original	Canon	No	10
8	HP Drum Cartridge 32A Original	HP	No	10
9	HP Toner Cartridge 152A Original	HP	No	150
10	HP Toner Cartridge 30A Original	HP	No	10
11	HP Toner Cartridge 77A Original	HP	No	30
12	Konica Toner Cartridge Bishub 164	Konica	No	10
13	Toner Cartridge for Xerox WC 3225	Xerox	No	40
14	Xerox Drum Cartridge 006R04379 Original	Xerox	No	80
15	Xerox Toner Cartridge 006R04379 Original	Xerox	No	80
B	**MAINTENANCE OF PREMISES**			
1	LED Bulb 12W	Phillips/Panasonic/Wipro	No	40
2	LED Bulb 7-Watt Thread Type	Phillips/Panasonic/Wipro	No	10
3	LED Circular Light -Recessed 18W (22.5 Diameter)	Phillips/Panasonic/Wipro	No	10
4	LED Tube light 20/22 W (Complete Set)	Phillips/Panasonic/Wipro	SET	8
5	Surface LED Light 12W	Phillips/Panasonic/Wipro	No	2
6	Tube light Frame	Phillips/Panasonic/Wipro	EA	2
7	Tube light Rod 40 W	Phillips/Panasonic/Wipro	EA	10
C	**PRINTING ITEMS**			
1	Atm Card Cover	As per the Sample	PC	100
2	File - Board Meeting	As per the Sample	PC	100
3	Cash Denomination Slip 100 Pages 45 GSM	As per the Sample	BK	20
4	Cash Withdrawal Slip 100 Pages 58 GSM	As per the Sample	BK	500
5	Cash/Cheque Deposit Slip 200 Pages 58 GSM	As per the Sample	BK	400
6	Currency Chest Register 250 Pages 70 GSM	As per the Sample	BK	14
7	Flat File with BNBL Logo (should be available in Red, Blue & Green)	As per the Sample	No	4400
8	Lamination Pouch for Account Card 100 Pcs Per Pkt	As per the Sample	PK	90



9	On Draft Issued Daily Register 250 Pages 70 GSM	As per the Sample	No	5
10	Piggy Saving Account Book 300 GSM	As per the Sample	No	750
11	QR Code Label Paper	As per the Sample	No	50
12	Register # 1 [Vault Entry/Exit] 100 Pages 70 GSM	As per the Sample	No	16
13	Saving /Current/Piggy Account Card 300 GSM	As per the Sample	No	1000
D	**STATIONARIES**			
1	""""Cello Tape 2" Transparent 65 MTRS""""	Wonder	RL	200
2	"""Cello Tape 1" Transparent 65 MTRS"""	Wonder	RL	40
3	"""Post It Pad 100 Sheets 3" * 4"""""	Scotch	No	20
4	""Double Tape 1" 3 MTR""	Scotch	RL	10
5	A-4 Size Paper 75 GSM 500 Sheets	JK	RM	4000
6	Arch File (should be available in Red, Blue & Green)	Worldone/ Astafiles	No	400
7	Atm Journal Thermal Paper	As per the sample	No	10
8	Atm Roll for New Diebold	As per the sample	No	55
9	Binder Clips 19 MM	Choice	PK	20
10	Binder Clips 25 MM	Choice	PK	20
11	Binder Clips 32 MM	Choice	PK	20
12	Binder Clips 41 MM	Choice	PK	20
13	Binding Spiral 10 MM	GBC	No	20
14	Binding Spiral 15 MM	GBC	No	20
15	Calculator 14 Digit	Amigo Gold	No	20
16	Carbon Paper Black	-	PK	5
17	Cash Binding Thread Sulti	-	KG	5
18	Deysho Envelope 23*10 CM	-	PK	10
19	Dhyesho Paper 85 x 55 CM	-	PC	20
20	Envelope A3	-	No	550
21	Envelope A4	-	No	535
22	Gems Clip 24 MM	Globe	PK	10
23	Gems Clip 35 MM	Globe	PK	10
24	Gems Clip 50 MM	Globe	PK	10
25	Glue Stick 22 GRM	Kores/Vivid	No	20
26	Ink For Stamp Pad 50 ML	-	No	10
27	Lamination Pouch, Size: A4	-	PK	10
28	Note Strapping Roll	-	No	20
29	OHP Marker Pen (pcs)	Doms	No	50
30	Pen "Board Marker"	Doms	PC	50
31	Pen "Highlighter"	Camlin	SET	50



32	Pen "Permanent Marker "	Luxor	PC	10
33	Porelon Fingerprint Pad 5 x 2.5 in.	Porelon	No	41
34	POS Thermal Paper	As per the sample	No	20
35	Punching Machine DP-45	Kangro	No	5
36	Punching Machine DP-600	Kangro	No	5
37	Punching Machine DP-800	Kangro	No	10
38	Register RB # 08	As per the sample	No	5
39	Ring Binder File A-4 (should be available in Red, Blue & Green)	Worldone/ Astafiles/Choice	No	100
40	Rubber Band (500g)	-	PK	20
41	Scale Ruler 30 CM	Camlin	No	20
42	Scissor Medium	Gripex	No	10
43	Stamp Pad Big	-	No	10
44	Stamp Pad Small	-	No	10
45	Stapler Machine HS-24	Kangro	No	10
46	Stapler Machine HS-45P	Kangro	No	10
47	Stapler Pin 10-1m	Kangro	PK	10
48	Stapler Pin 23/17 for Stapler Machine HD-23S17	Kangro	PK	10
49	Stapler Pin 24/6 for Stapler Machine HS-45P	Kangro	PK	10
50	Thump Pin Small	-	PK	50
51	Writing Pad Medium	-	No	20
E	**STORE ITEMS**			
1	256GB SSD for Desktop	EVM/WD Blue	No	-
2	3 Pin Top 16A	Havells/Anchor	EA	10
3	4 Way Socket 10 AMP	Goldmedal	NO	135
4	5 Way Socket 16AMP MX-Metal	Goldmedal	EA	20
5	512 GB SSD for Desktop	EVM/WD Blue	No	10
6	6 Way Power Strip with Surge Protector	Honeywell	No	20
7	American Tourister Briefcase for Cash: size: Small 48*32*18 cm	American Tourister	No	6
8	Bathroom Freshener Odonil	Odonil	No	30
9	Binding Cloth 89 X 22 CM	-	M	50
10	Bluetooth Mouse	Dell	No	20
11	Broom Hard	-	No	10
12	Broom Soft	-	No	30
13	Bygone Spray 500 ML	Bygone	No	55
14	Car Perfume	-	No	10
15	CCTV Internal Hard Disk 6TB	WD/Toshiba/Seagate	No	1

16	CCTV Internal Hard Disk 10TB	WD/Toshiba/Seagate	No	-
17	Dash Board Polish	-	No	10
18	Dell USB C Multiport Adapter	Dell	No	-
19	Detergent Surf Excel	Surf	KG	60
20	Double A Battery	Duracell	No	400
21	Dust Collector Short Handle	Prestigo	No	13
22	Duster Cloth 17 X 17 CM	-	PC	10
23	Electric Cordless Screw Driver	Bosh	No	1
24	Floor Mob with Wiper Blade	-	No	19
25	Floor Mop with Cover Squeezer	-	No	28
26	Floor Spin Mob Bucket Set	Helgon	No	2
27	Garbage Bag, Size: L	Swacleen	BX	10
28	Glass/Surface Cleaner 500 ML	Colin	BOT	60
29	Halogen Heater	Wega	No	-
30	Hand Gloves Reusable	-	No	25
31	Insulation Tape	-	RL	40
32	Laptop Charger 45W USB C	Dell	No	-
33	Laptop Cooler Stand with two fans	-	No	-
34	LED Bulb 15W	Phillips/Panasonic/Wipro	No	30
35	LED Bulb 20W	Phillips/Panasonic/Wipro	No	20
36	LED Bulb 50W	Phillips/Panasonic/Wipro	No	21
37	Lemon Grass Spray 30ML	Bio Bhutan	BOT	40
38	Lizol Disinfectant Surface Cleaner	Lizol	BOT	10
39	Lock And Key 4 Keys 65 MM	Hi-Tech	No	11
40	Masking Tape 1" 20 MTR	-	RL	10
41	Measuring Tape	-	No	1
42	Mouse Optical Dell	Dell	No	10
43	Mouse Pad	Genius	No	10
44	Mouse Wireless Dell	Dell	No	10
45	Naphthalene Balls	-	KG	20
46	Network/Cat 6 Cable	D-Link	BOX	-
47	Phenol Cleaner	Phenol	BOT	180
48	Platronics Headset, Blackwire C3220 USB-A, P/N:	Poly	No	20
49	QR Code Stand- A5 (Acrylic)	As per the sample	No	20
50	Room Freshener Spray 500 ML	Odonil	No	50
51	Round Extension Cord 15/16AMP Heavy Duty	Anchor	EA	10
52	SSD Card 1TB for Laptop	EVM/WD Blue	No	2
53	Stand Fan	Bajaj/Havells	No	-

54	Table Fan	Bajaj/Havells	EA	11
55	Tamper Resistant Locks	-	NO	2
56	Tissue Box	Opal/Jamphu	BOX	50
57	Toilet Brush	-	No	30
58	Toilet Cleaner 500 ML	-	BOT	150
59	Triple A Battery	Duracell	No	50
60	Tyre Polish	-	No	8
61	Ultra-Alkaline Battery 9V	Duracell	No	100
62	Water Boiler - 2.3L	Sharp	No	-
F	**SEAL (The evaluation for this package shall be done on lot basis)**			
1	Self-Ink 1.5 Inch (Shape: Round/Oval, Size: 1.5 Inch)	Shiny	No	-
2	Self-Ink 2 Inch (Shape: Round/Oval, Size: 2 Inch)	Shiny	No	-
3	Self-Ink S 827 (Dater) (Type: Date Seal, Size: 50 x 30 mm)	Shiny	No	-
4	Self-Ink S828 (Dater) (Type: Date Seal, Size: 56 x 33 mm	Shiny	No	-
5	Self-Ink Seal M-2 (Shape: Rectangle, Size: 42 x 18mm)	Shiny	No	-
6	Self-Ink Seal M-3(Shape: Rectangle, Size: 62 x 21 mm)	Shiny	No	-
7	Self-Ink Seal M-4 (Shape: Rectangle, Size: 61 x 23mm)	Shiny	No	-
8	Self-Ink Seal M-5 (Shape: Rectangle Size: 76 x 22mm)	Shiny	No	-
9	Self-Ink Seal M-6 (Shape: Rectangle, Size: 62 x 29mm)	Shiny	No	-

Note:

- The rate and any other pertinent remarks must be entered in the BOQ on the online portal.

- Except for the cartridges and brand names specifically mentioned in the item descriptions, bidders may propose equivalent or higher-quality brands for all other items, provided that the proposed products meet or exceed the specifications of the preferred brands.



Annexure IV: Integrity Pact Statement (IPS)

1. General:
   Whereas, the Chief Executive Officer*,* representing Bhutan National Bank Limited, hereinafter referred to as the "Employer" on one part, and ..... (Name or Designation*)* representing M/s. *..... (Name of firm)*, hereinafter referred to as the "Bidder" on the other part hereby execute this agreement as follows:

   This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document.

2. Objectives:
   Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process and contract administration, with a view to:

   2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and

   2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:
   The validity of this Tender shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer commits itself to the following: -

4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.

4.2 The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.

4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office for any violation or attempted violation of clauses 4.1 and 4.2.

4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following: -

5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.

5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.

5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.

6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.

7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* _____ **on *(date)*** _____

Affix Legal Stamp	Affix Legal Stamp
EMPLOYER/BANK	**BIDDER/REPRESENTATIVE**
CID:	**CID:** .....
Witness:	**Witness**: .....
Name:	**Name**: .....
CID:	**CID:** .....

Annexure-V: Letter of Intent to Award the Work

BNBL/PO-TENDER/TH-.../...../ [Date]

[Bidder's Firm Name]
[Bidder's Address]
[City, State]

Subject: Letter of Intent to Award Contract for [Project/Tender Title]
Tender reference No.....

Sir/Madam,

We are pleased to inform you that your bid for the [Project/Tender name] has been selected, and we intend to award the contract to your firm. This letter serves as an official notice of our intent to award the contract to your firm, subject to the conditions outlined below.

Conditions of Award:

1. This Work Awarding Letter is issued on the condition that no formal complaints or objections are received from the unsuccessful bidders within the next seven (7) calendar days from the date of this letter. During this period, unsuccessful bidders may raise any concerns or objections regarding the bidding process.

2. If no valid complaints are received during this period, you are required to report to the Procurement Unit, Human Resource and Administration Department, Corporate Office, BNBL, Thimphu, within seven (7) calendar days after the end of the compliant period to complete the following formalities.

    a) Sign the Bid Acceptance letter and Contract Agreement;
    b) Submit a Performance Security deposit amounting to Nu. [in figures/words] (10% of the contract value) in the form of Demand Draft/Cash Warrant/Bank Guarantee, valid of [months/days], in favor of "Bhutan National Bank Limited".

3. You are encourage to begin preliminary preparations for the work. However, please refrain from commencing any work or incurring any related costs the formalities outlined in points 2. (a) & (b) are completed.

Important Notes:

1. If a complaint is received within the specified period, we will notify you promptly. We will then review and address the compliant before providing further instructions.

2. This letter does not constitute a binding agreement until the seven-day period has passed without any objections and the formalities outlined in points 2. (a) & (b) are completed.

3. Please arrange to collect the EMD deposited with us once the formalities outlined in points
   2. (a) & (b) are completed.

4. Please note that if you do not complete the required formalities within the specified timeframe, your selection may be revoked, and the EMD may be forfeited in accordance with bidding terms and conditions.

We appreciate your patience and understanding throughout the process. We look forward to a successful partnership on this project. For any further clarifications, please feel free to contact us at [contact details].
Thanking you.
Yours Sincerely,

[Name of Authorized Official]
[Designation & Name of Department]

Cc:

- T
  he Procurement In-charge/Officer, HRA Department, Corporate Office, BNBL, Thimphu:
  for information and necessary compliance.

Annexure-VI: Letter for unsuccessful bid

[Bidder's Firm Name]
[Bidder's Address]
[City, State]

Subject: Unsuccessful Bid for [Project/Tender Title]
Tender reference No……

Sir/Madam,
We regret to inform you that your bid for [Project/Tender Name] has not been selected due to the following reasons:

1. ……
2. ……

We sincerely appreciate the effort and time you dedicated to preparing and submitting your bid. Please arrange to collect your EMD from our office after the signing of the contract and receipt of the performance security deposit from the successful bidder, or after fourteen (14) calendar days of the compliant period and completion of formalities by the successful bidder, whichever comes first or is more convenient.

If you have any concerns or wish to raise a complaint regarding the bid process, you are required to submit your concerns to the procurement unit within seven (7) calendar days from the date of this letter, as outlined in the bid document. If no formal complaint is received within this period, it will be considered that you have no objections, and we will proceed with awarding the contract to the successful bidder according to the bidding terms and conditions. We thank you for your participation and look forward to your participation in future bidding opportunities.

Thanking you.
Yours Sincerely,

[Name of Authorized Official]
[Designation & Name of Department]
Cc:

- The Procurement In-charge/Officer, HRA Department, Corporate Office, BNBL, Thimphu: for information and necessary compliance.

Annexure VII: Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]
THIS CONTRACT AGREEMENT is made on the [insert number] day of [insert month], [insert year], BETWEEN

1. [Insert complete name of bank], having its registered head office at [insert address] (hereinafter called "the bank"),

   And

2. [Insert name of successful bidder], holding certificate No. [Insert certificate number] (Hereinafter called "the successful bidder/Supplier").

WHEREAS the BNBL invited Bids- Tender for [Insert brief description of work] and has accepted the Proposal by the successful bidder for the supply of [Insert details of work] at the sum of [insert contract price in words and figures], expressed in the contract [currency] quoted by the successful bidder (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.

2. The following documents shall constitute the Contract between the BNBL and the successful bidder, and each shall be read and construed as an integral part of the Contract, viz.:
   a) This Contract Agreement;
   b) Tender terms & conditions;
   c) The successful bidder's Proposal and original Price Schedules;
   d) The bank's Notification of Award of Contract;
   e) The form of Performance Security;
   f) Negotiation of bids (if any).

3. The Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.



For and on behalf of the bank	For and on behalf of the bidder
(_____)	(_____)
[*Insert title & designation*]	[*Insert title & designation*]
Witnessed by: _____	Witnessed by:_____
[*Insert identification of official witness*]	[Insert identification of official witness]