

BHUTAN NATIONAL BANK LIMITED



BIDDING DOCUMENT

Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022 at BNBL Corporate Office, Thimphu

Ref. No. BNBL/PO-Tender/TH-11/2021/2317, dated: 22nd October, 2021



CONTENTS

BID DETAILS.....	3
SECTION 1: INTRODUCTION	4
1.1 Scope of Work	4
1.2 Timeline and Deliverables	4
1.3 Price Schedule.....	4
1.4 Tender Submission.....	4
1.5 Request for Information/Clarification	4
1.6 Notification	5
SECTION 2: GENERAL TERMS & CONDITIONS.....	5
SECTION 3: PERFORMANCE SECURITY	8
SECTION 4: SERVICE DELIVERY & PENALTY CLAUSE.....	8
SECTION 5: TENDER EVALUATION CRITERIA	9
Annexure I: Form for Submission of Proposal.....	10
Annexure II: Bidder Identification Form	11
Annexure III: Bill of Quantity (BOQ)	12
Annexure IV: Contract Agreement	13



Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022

BID DETAILS

Description of Item	Wall Calendar for the year 2022
Ref. No.	BNBL/PO-Tender/TH-11/2021/2317, dated 22 nd October, 2021
Sale of Bid Document	22 nd October, 2021 to 8 th November, 2021
Cost of Bid Document	Nu. 1,000/- (non-refundable)
Place of Sale	BNBL Corporate Office, Thimphu (during office hours)
Tender Submission Date	9 th November, 2021 (9:00 AM to 11:00 AM BST)
Place of Submission	BNBL Corporate Office, Thimphu (during office hours)
Bid Opening Date	9 th November, 2021 (11:30 AM BST)
Place of Bid Opening	BNBL Corporate Office, Thimphu (during office hours)
Bid Security (EMD)	Nu. 20,000 (refundable)
Bid Validity Period	90 calendar days from the bid opening date



SECTION 1: INTRODUCTION

1.1 Scope of Work

BNBL invites sealed bids from eligible Bhutanese firms for Printing, Supply & Delivery of Wall Calendar for the year 2022.

1.2 Timeline and Deliverables

Deliverables	Timeline
Printing, Supply & Delivery of Wall Calendar for the year 2022	Within 30 (Thirty) calendar days from the date of issuance of the purchase order.

If the successful bidder fails to comply with the scheduled timeline the bidder shall be liable for penalty as per the contract and supply terms & conditions.

1.3 Price Schedule

The price quoted shall be in local currency (Ngultrum) inclusive of all taxes, CIF and supply & delivery till BNBL Corporate Office, Thimphu.

The bidder is required to quote the price in the Annexure III-BOQ.

The price shall be firm and irrevocable and not subject to any change whatsoever even due to increase in the labor cost till validity of the contract period.

1.4 Tender Submission

Complete bids shall be submitted within the deadline specified in this document. Bids received by the BNBL shall be registered and maintained for record.

Only complete submissions shall be registered. Incomplete or partial submissions shall not be accepted.

All submissions, including any accompanying documents, shall become the property of the BNBL. Hence, submission of response to the tender shall be deemed as responds' license, and grant all rights to the BNBL to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

1.5 Request for Information/Clarification

The bidders are required to direct all communications related to this bid to;

**The Procurement Officer,
HRA Department,
Corporate Office,
Bhutan National Bank Limited, Thimphu
Contact No. 02-328586 (Ext. No.1222) / +975 77217420, Email Address: ugyen.t.d@bnb.bt**



Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022

All questions related to the tender, technical or otherwise, must be addressed to the above address. Interpersonal communications shall not be entered into and the respondent shall be disqualified if attempting to enter into such communications.

BNBL shall try to respond to all the queries raised by the bidders. However BNBL reserves the right of not responding to any query, if the BNBL feels that the same is not required to be answered.

1.6 Notification

The BNBL shall notify the selected bidders in writing as soon as possible about the outcome of its tender submission including if the bidders' submission has been rejected. The BNBL shall not be obliged to provide any reasons for any such rejection.

SECTION 2: GENERAL TERMS & CONDITIONS

Bidders are required to comply with the following terms and condition:

- 2.1 The bidder must have valid printing press trade license and tax clearance certificate.
- 2.2 The bid shall be valid for a minimum of 90 (ninety) calendar days from the date of submission.
- 2.3 BNBL reserves right to cancel and reject any and all bids without explanation.
- 2.4 Depending on the final requirement, the Bank may increase or decrease the quantities of the supply order.
- 2.5 BNBL reserves rights to issue any amendment on the bid document at any time prior to the last date of submission. Such amendment shall be notified to those bidders who have issued with the bid documents in writing or by standard electronic means.
- 2.6 Likewise, bidder (s) may request for bid clarification from the BNBL and the BNBL shall send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders. Should the BNBL deem it necessary to amend the Bid document as a result of a clarification, it shall do so after following the due procedures.
- 2.7 The entire set of documents (all pages) submitted as part of the Proposal shall be sealed and signed by the bidder.
- 2.8 The bid document must be filled neatly and clearly. Incomplete or conditional proposals shall not be entertained. Overwriting if any shall be duly signed by the concerned bidder.



Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022

- 2.9** All notices or other communications to the bidder (s) shall be delivered through post or through email at the address mentioned and the bidder (s) should acknowledge the receipt of the notices/communications by return mail within 3 (three) calendar days.
- 2.10** The Bidder (s) shall fill up and submit the Bid Submission form (Annexure I) and Bidder Identification Form (Annexure II) along with the tender documents.
- 2.11** The sealed bids shall be submitted in one sealed envelope marked as **“Original” – “Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022”** on 9th November, 2021 (9:00 AM to 11:00 AM BST) and addressed to the following:
- Bhutan National Bank Limited**
Corporate Office,
Thimphu
Attention: The Procurement Officer, HRA Department, Thimphu
- 2.12** The BNBL reserves the right to hold negotiations with bidders. If necessary such negotiations shall be held at the date, time and address intimated to the qualified and selected bidder (s). Representatives conducting negotiations on behalf of the successful Bidder must have written authority to negotiate and conclude a contract.
- 2.13** The full payment shall be made within 30 (thirty) calendar days of the completion of the supply, delivery and proper handing taking with the designated official of the BNBL.
- 2.14** If two or more bidders quote the same L1 (lowest) rates, fresh quotes for the same L1 rates shall be obtained from both L1 bidders after providing 3 (three) working days for resubmission of fresh rates. BNBL's decision regarding reasonable time shall be final and binding on the bidders. Thereafter contract will be awarded to L1 bidder as per the fresh quotes.
- 2.15** Power of Attorney shall be submitted if an authorized representative is appointed.
- 2.16** BNBL reserves the right to reject all or part, the item (s) supplied by the successful bidder (s) during physical verification / technical testing if it believes that the goods are nonstandard / nonspecific and unreliable in terms of quality.
- 2.17** EMD of Nu. 20,000/- shall be enclosed in form of Draft / Cash warrant / Bank guarantee favoring to Bhutan National Bank Limited and shall have validity for at least 3 (three) months.
- 2.18** The bid without the Bid security (EMD) or Bid security which does not comply with the above terms shall be disqualified or considered as non-responsive.



Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022

- 2.19** Bid security (EMD) of 'Responsive' but unsuccessful bidders shall be returned after receiving the performance security and signing of the contract with the 'Successful bidder'.
- 2.20** Bid security (EMD) of 'Successful bidder' shall be returned after receiving the performance security and signing of the contract.
- 2.21** The bid security (EMD) shall be forfeited;
- If the bidder (s) withdraws its bid during the period of bid validity; or
 - If the bidder (s) does not accept the arithmetical corrections of its bid price; or
 - In case of the successful bidder (s) fails;
 - a) To sign the contract agreement within the prescribed time; or
 - b) To furnish the performance security within the prescribed time
- 2.22** The bidder (s) shall confirm on the specifications of goods before submission of the bid and no claim whatsoever on such account shall be entertained by the BNBL under any circumstances.
- 2.23** The successful bidder (s), on award of contract must sign the contract agreement with a bid validity of 1 (one) year & furnish performance security equivalent to 10% of the contract amount, within 7 (seven) calendar days of award of contract failing which the bid will be rejected without any further notice.
- 2.24** The successful bidder (s) are required to open saving / current account with Bhutan National Bank Limited for disbursement of payments.
- 2.25** The necessary deductions on account of income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the vendor and necessary TDS certificate will be issued.
- 2.26** If the item / items supplied by the successful bidder is / are found defective within the period of contract / Warranty the same shall be replaced unconditionally failing which Performance security will be forfeited.
- 2.27** The bidders (s) shall not be under a declaration of ineligibility for the corrupt practices issued by the Royal Government of Bhutan.
- 2.28** All other clarification or dispute with regards to the procurement procedures and governing laws shall be guided by Bidding document, ii. BNBL Procurement Rules and Regulations 2019 further, if the dispute was not resolved, it shall be governed by Court Law, The Kingdom of Bhutan."



SECTION 3: PERFORMANCE SECURITY

The successful bidder (s) shall be required to furnish performance security equivalent to 10% of the contract amount issued from any authorized financial institutions within 7 (Seven) calendar days after awarding the work.

If the successful bidder (s) fails to provide the performance security within 7 (Seven) calendar days of the issue of the work awarding letter, the bid shall be considered as invalid and the particular work awarded shall be given to next lowest bidder.

The performance security shall be in the form of demand draft / cash warrant / bank guarantee. The performance security shall be valid for minimum of 12 (twelve) months. However, the maximum validity for draft & cash warrant is up to 6 (six) months, and as such, the successful bidder should renew the same for another 6 (six) months based on bank's requirement.

The Performance security shall be discharged with or without deductions (as applicable) to the successful bidder (s) upon completion of performance obligations as described in the contract terms.

The proceeds of this "Performance security" shall be payable to the BNBL as compensation for any failure of the successful bidder to complete his obligations stipulated in the contract.

SECTION 4: SERVICE DELIVERY & PENALTY CLAUSE

Delay in supply;

If the vendor fails to perform the work as per the contract on specified time, the following penalty clause shall be applied on the bill payable or Performance Security:

- a) Delay up to one week- 2% (on the total order value).
- b) Delay exceeding one week but not exceeding two weeks- 5% (on the total order value).
- c) Delay exceeding two weeks but not exceeding one month- 10% (on the total order value).

Delay more than one month, work order shall be revoked and the performance security deposited shall be forfeited without any further notice. Further, if the vendor wishes to make the partial or remaining completion of works thereafter, the BNBL on its discretion shall accept the work. However, late completion penalty of 10% on the partial or remaining works shall be charged.



SECTION 5: TENDER EVALUATION CRITERIA

The criteria and process of evaluation are elaborated in this section.

3.1 Mandatory Qualification Criteria

Bidders shall fulfill the following mandatory criteria:

Sl. No.	Descriptions	Status
1.	Valid Printing Press Trade License	Mandatory
2.	Valid Tax Clearance Certificate for the year 2021	Mandatory
3.	Security Deposit (EMD): Nu. 20,000/-	Mandatory
4.	Annexure I: Bid Submission Form (duly filled, signed & stamped)	Mandatory
5.	Annexure II: Bidder Identification Form (duly filled, signed & stamped)	Mandatory
6.	Annexure III: BOQ (duly filled, signed & stamped)	Mandatory
7.	Physical printed sample of the Wall Calendar as per the specifications provided by bank (sealed & signed)	Mandatory

Note: Verifiable documentary proofs for all the above requirements are mandatory. Proposals will be rejected if a bidder fails to submit any of the verifiable documentary evidence.

3.2 Evaluation Criteria and Process

Bids submitted by the bidders, who fulfill the mandatory qualification criteria defined under 4.1 above, shall be evaluated as follows:

3.2.1 Specifications of Printed Calendar Sample submitted by the Bidder

Next, the specifications of the printed calendar sample should match the specifications provided by the BNBL. If the specifications provided by bidder are inferior to the specifications provided by the BNBL, the bid will be marked as disqualified and will not be considered for the final evaluation i.e. 'Rate Quoted'. The specifications of the sample shall be determined by evaluating the conformation of the sample to all the designs and specifications, including size, paper quality, color code and combinations and hanging hook.

3.2.1 Rate Quoted

Upon meeting the specifications, the rates quoted by the bidders shall be noted and the bidders will be ranked into L1, L2, etc. based on the quoted price. Bidders shall note only one rate shall be quoted. If any bidder (s) quotes two rates for one item, it shall not be evaluated.



Annexure I: Form for Submission of Proposal

Date: [DD/MM/YY]

**To: BHUTAN NATIONAL BANK LIMITED,
CORPORATE OFFICE,
THIMPHU.**

Dear Sir/Madam,

The undersigned, having read the bidding document of Bhutan National Bank Limited, vide ref. no. **BNBL/PO-Tender/TH-11/2021/2317 dated 22nd October, 2021** hereby accept all terms and conditions for the **"Printing, Supply & Delivery of Wall Calendar for the year 2022"** at BNBL Corporate office, Thimphu as specified in the bid document.

I / We agree to abide by this Proposal / Bid for a period of 90 (ninety) days from the date fixed for Bid opening 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 work awarding letter (s) and to 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 said security deposit absolutely.

Best regards

* Signature & Seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email Address:	

Note: The fields marked * are mandatory field



Annexure II: Bidder Identification Form

1. Firm (s) Information	
* Name & Address:	
* Telephone/Mobile:	
* Email address:	
Legal Representative: Name/Surname/Position (if any)	
2. 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 two weeks following the Bid opening date.	
* Seal & Signature of the Bidder:	

Note: The fields marked * are mandatory



Annexure III: Bill of Quantity (BOQ)

Product/Specification	Qty. (No.)	*Rate (Nu.)	*Amount
BNBL Wall Calendar Finished Size: 48 x 72 cm (W x H) Paper Thickness: 170 GSM Paper Quality: Art Paper with Matt Finishing Fabrication: Tin Mounting on top & bottom with hanging thread on top Tin Mounting Color: Blue Hanging Thread Color: Yellow Color Coding: as per the attached calendar design	30,000		

Note: The fields marked * are mandatory & datasheet with detailed specification should be submitted

Total Amount in Words:

.....

.....

Bidders Remarks (if any):



Annexure IV: 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").

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"). The supplier will be contacted for additional supply of any enlisted item in the future on repeat order basis and at same prices till 31st December, 2022.

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) BOQ submitted to BNBL;
 - (g) Bid Acceptance Letter submitted to BNBL.
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.



Open Tender for Printing, Supply & Delivery of Wall Calendar for the year 2022

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 successful bidder

(_____)

(_____)

[Insert title or other appropriate designation] [Insert title or other appropriate designation]

Witnessed by: _____

Witnessed by: _____

[Insert identification of official witness]

[Insert identification of official witness]

*** END OF BIDDING DOCUMENT ***

