

BHUTAN NATIONAL BANK LIMITED



Tender Document

For supply of library books - 2020

Open Tender for supply of library books at BNBL Corporate Office, Thimphu

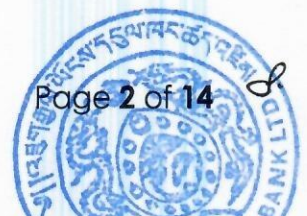
Ref.# BNBL/PO-Tender/TH-06/2020/939, dated: 19th March 2020



Open Tender for Supply of Library Books – 2020

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Open Tender for Supply of Library Books – 2020

OPEN TENDER

Bhutan National Bank Ltd (BNBL) is pleased to invite seal bid from eligible Bhutanese firms for the “**Supply of Library Books for the year 2020**” at BNBL Corporate Office, Thimphu according to the following time frame and terms & conditions:

Tender Calling Date	19.03.2020
Tender closing date	01.04.2020. 5:00 PM
Tender submission date	02.04.2020. 11:00 AM
Date & Time of Tender opening	02.04.2020. 11:30 AM (tentative)
Name of the work	Supply of Library Books for the year 2020
Bill of Quantity (BOQ)	Refer- Annexure-I
EMD	Nu.10,000.00
Tender fee	Nu.500/- (Non-refundable)
Note:	Tender document can be purchased from the Procurement Section of Bhutan National Bank Limited, located on the 3rd floor of Corporate Office, Thimphu on all working days from 9:00 AM to 5:00 PM (Monday - Friday). The tender documents can also be downloaded from BNBL website: www.bnb.bt . However, the bidder should deposit the tender fee on or before submission of the tender.



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SECTION 1: INTRODUCTION

1.1 Background

The BNBL Management intends to seek Open tender for the supply of Library Books for the year 2020 at Corporate BNBL office from the eligible Bhutanese suppliers/Vendors.

1.2 Scope of work

- a) The successful bidder (s) has to undertake full responsibility of supplying the Library Books for the year 2020. The minimum specification for such Library books shall be as per details specified by the Bank.

1.3 Timeline and deliverables

Sl. #	Deliverables	Timeline
1	Supply and delivery of the Library Books for the year 2020.	Within 45 (Forty five) calendar days from the issuance of the supply 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.
- The contract shall be valid for a period of 1 (one) year from the date of signing the contract agreement or commencement order.

1.4 Price Schedule

- The price shall be in local currency (Ngultrum) inclusive of all taxes and service charges. The bidder is required to quote the price in the BOQ –Annexure I provided in this tender. The price shall be firm and irrevocable and not subject to any change whatsoever even due to increase in the labour cost till validity of the contract period. The selected vendor shall be contacted for additional supply of any enlisted item (s) in future on repeat order basis for the entire contract period.

1.5 Registration of Tender submission

- Upon the received of tender submission, the BNBL shall register the tender document. 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'



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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 copy right or other intellectual property right that may subsist in the submission or accompanying documents.

1.6 Late Tender submission

- On-time submission of responses is strongly encouraged and recommended. Tender submissions after the deadline as prescribed by BNBL shall be declared "Late" and returned unopened to the bidder.

1.7 Requests for information/clarification

- The bidders are required to direct all communications related to this Tender to;
The Procurement Officer,
HRA Department,
Corporate Office,
Bhutan National Bank Limited, Thimphu
Contact # 02-328577 (Ext. No.1211)
Email: prinzin@bnb.bt
- 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.

1.8 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 shall comply with the following terms and condition:

- 2.1 The bidder must have valid trade license and tax clearance certificate.
- 2.2 The bid shall be valid for a minimum of 3 (three) months from the date of submission.
- 2.3 BNBL reserves right to cancel and reject any and all tenders without explanation.
- 2.4 BNBL reserves rights to issue any amendment on the tender documents at any time prior to the last date of submission. Such amendment shall be notified to those bidders who have issued with the tender documents in writing or by standard electronic means.
- 2.5 Likewise, selected 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 procedure.
- 2.6 The entire set of documents (all pages) submitted as part of the Proposal shall be sealed and signed by the bidder.
- 2.7 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.
- 2.8 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.
- 2.9 The Bidder (s) shall fill up and submit the form for Submission of Proposal (Annexure II) and Bidder Identification Form (Annexure III) along with the tender documents.
- 2.10 The sealed bids shall be submitted in one sealed envelope marked as **“Original” – “Open tender for supply of Library Books for the year 2020”** on **2nd April 2020 on or before 11.00 AM** and addressed to the followings:
Bhutan National Bank Limited
Corporate Office,
Thimphu
Attention: The Procurement Officer, HRA Department, Thimphu
- 2.11 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.



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- 2.12 The full payment shall be made within 30 (Thirty) calendar days of the completion of supply and proper handing taking with the designated official of the BNBL.
- 2.13 The BNBL reserves the right at the time of the contract to increase or decrease the quantity of item (s) tendered, without any change in price or other terms and conditions.
- 2.14 If two or more bidders quote the same L1 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 If the item/items supplied by the firm is/are found defective within the period of 'Performance Security' the same shall be replaced by the firm unconditionally failing which Performance Security will be forfeited.
- 2.16 Power of Attorney shall be submitted if an authorized representative is appointed.
- 2.17 The bidder (s) shall not be under a declaration of ineligibility for the corrupt practices issued by Royal Government of Bhutan.
- 2.18 BNBL reserves right to reject all or part, the item supplied by the successful bidder (s) during physical verification/technical testing if it believes that the goods supplied are non standard/non specific and unreliable in terms of quality.
- 2.19 **EMD of Nu.10,000/-** shall be enclosed in the form of Draft/Cash Warrant/Bank Guarantee favoring to **Bhutan National Bank Ltd.** and shall have validity for at least 3 (three) months.
- 2.20 The bid without the Bid security (EMD) or Bid security which does not comply with above terms shall be disqualified or considered as non-responsive.
- 2.21 Bid security (EMD) of "Responsive" but unsuccessful bidders shall be returned after receiving the Performance security and signing of contract with the "Successful bidder".
- 2.22 Bid Security (EMD) of "Successful bidder" shall be returned after receiving the Performance security and signing of contract.
- 2.23 The bid security (EMD) shall be forfeited;
- i. If the bidder (s) withdraws its bid during the period of bid validity; or
 - ii. If the bidder (s) does not accept the arithmetical corrections of its bid price; or
 - iii. 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.



SECTION 3: TENDER EVALUATION CRITERIA

Evaluation shall be done based on item wise and lowest quoted rate (s) with fulfillment of the following criteria:

- a) Bid price quoted
- b) Based on product specification provided by BNBL
- c) Pre-qualification criteria (3.1)

Note: if bidder (s) quotes two rates for one item, it will be not evaluated (one rate for one item).

3.1 Pre-qualification criteria

Bidders shall fulfill the following mandatory criteria:

Sl.#	Description	Status
1.	Valid Trade license	Mandatory
2.	Valid tax clearance certificate	Mandatory
3.	Security deposit (EMD) Nu.10,000/-	Mandatory
4.	BOQ (Annexure I)	Mandatory
5.	Bid Submission Form (Annexure II)	Mandatory
6.	Bidder Identification Form (Annexure III)	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.

SECTION 4: PERFORMANCE SECURITY

- The successful bidder (s) shall be required to furnish performance security equivalent to 10% of the quoted 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 (only), 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 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 5: SERVICE DELIVERY PENALTY CLAUSE

Delay in supply;

- If the vendor fails to supply the required items 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, supply order shall be revoked and the performance security deposited shall be forfeited without any further notice. Further, if the supplier wishes to make the partial or remaining delivery of item (s) thereafter, the BNBL on its discretion shall accept the delivery. However, late delivery penalty of 10% on the partial or remaining delivery items shall be charged.

Annexure 1: Bill of Quantity (BOQ):

(Refer attached)



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Annexure II: Form for Submission of Proposal

[Please submit in bidder's letter head]

Date: [DD/MM/YY]

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

Dear Sir/Madam,

The undersigned, having read the tender document of Bhutan National Bank Limited vide ref.# **BNBL/PO-Tender/TH-06/2020/939, dated. 19.03.2020**, hereby offers to supply of item (s), in accordance with terms and conditions set out or specified in the Tender documents.

I/We agree to abide by this Proposal/Bid for a period of 3 (Three) months 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 and seal of the Bidder:

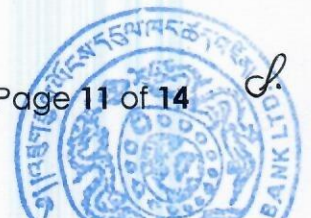
* Name:

* Title:

* Telephone:

* Email:

Footnote: /* Compulsory field



[Please submit in bidder's letter head]

Annexure III: Bidder Identification Form

1. Firm (s) Information	
* Name and 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.	
* Signature and stamp of the Bidder:	

Footnote: /* Compulsory field



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"),

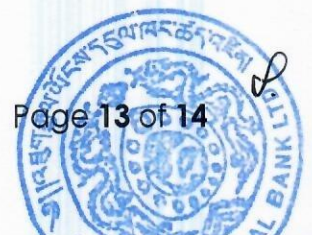
And

(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").

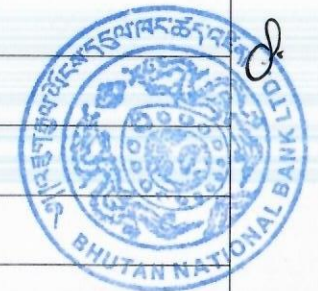
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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;



BILL OF QUANTITY (BOQ) - ANNEXURE-I

Sl.#	*Titles / Authors	*Publisher	*ISBN	Qty.	Soft Cover		Hard Cover		Bidder's Remarks (if any)
					Rate (Nu.)	Amount (Nu.)	Rate (Nu.)	Amount (Nu.)	
1	Risk Management and Financial Institutions by John Hull			1					
2	Risk management in Banking by Joel Bessis			1					
3	The Essentials of Risk Management – by Crouhy, Galay and Mark			1					
4	The Banker's Handbook (Morton Glanz and Jonathan Mun)			1					
5	SPSS for Beginners by Vijay Gupta			1					
6	The Theory of Money and Credit by Ludwig Von Mises			1					
7	Advanced Credit Risk Analysis by Cossin, Pirrote et al			1					
8	Credit Engineering for Bankers- A Practical Guide for Bank Lending – by Morton Glanz			1					
9	Credit Risk Measurement: New Approaches to Value at Risk and Other Paradigms by Anthony Saunders, Linda Allen			1					
10	Financial Risk Management: A practitioner's guide by Steven Allen			1					
11	Management Information System (Managing the Digital Firm) by Kenneth C Laudon, et al.			1					
12	The Silo Effect by Gillian Tett			1					
13	Money, Method, and the Market Process by Ludwig Von Mises			1					
14	Instead of Violence – by Leonard E. Read			1					
15	Our Iceberg is Melting by John Cotter			1					
16	Rich Dad Poor Dad by Robert Kiyosaki			1					
17	The Last Lecture by Randy Pausch			1					
18	The Storied Life of AJ Fikry by Gabrielle Zevin			1					
19	The Sorrows of Satan by Marie Corelli			1					
20	The Unbearable Lightness Of Being - by Milan Kundera			1					
21	Arthashastra of Chanakya			1					



BILL OF QUANTITY (BOQ) - ANNEXURE-I

Sl.#	*Titles / Authors	*Publisher	*ISBN	Qty.	Soft Cover		Hard Cover		Bidder's Remarks (if any)
					Rate (Nu.)	Amount (Nu.)	Rate (Nu.)	Amount (Nu.)	
22	The HR Scorecard (Linking People, Strategy & Performance) by Brian E Becker			1					
23	The EQ Interview (finding people with high emotional intelligence) by Adele B Lynn			1					
24	The Performance Appraisal Handbook by Amy Del Po			1					
25	Engagement and Disengagement at Work by Barbara Imperlon			1					
26	Help them grow and watch them go by Beverly Kaye & Julie Winkle Giulioni			1					
27	Employee Engagement by Brad Federman			1					
28	The Managers Guide to Rewards by Doug Jensen, Tom Mcrullen & Mel Stark			1					
29	Human Resource Champions by David Ulrich			1					
30	Strategic Career Management by Jane Yarnall			1					
31	The 7 Reasons Employees Leave by Leigh Branham			1					
32	Effective Succession Planning by William J Rothwell			1					
33	Stock Market Investing for Beginners: A Step by Step Guide to Invest in Stocks with 41 Highly Effective Expert Investing Strategies by James Turner			1					
34	Blockchain Basics: A Non-Technical Introduction in 25 Steps by Daniel Drescher			1					
35	Too Big to Fail: The Inside Story of How Wall Street and Washington Fought to Save the Financial System--and Themselves by Andrew Ross Sorkin			1					
36	Den of Thieves by James B Stewart			1					
37	The Spider Network by David Enrich			1					
38	Crashed: How a decade of financial crisis changed the world by Adam Tooze			1					
39	The Bank That Lived a Little by Philip Augar			1					
40	The Wisdom of Finance by Mihir Desai			1					
41	Unfinished Business by Anne-Marie Slaughter			1					
42	Good Strategy, Bad Strategy by Richard Rumelt			1					



BILL OF QUANTITY (BOQ) - ANNEXURE-1

Sl.#	*Titles / Authors	*Publisher	*ISBN	Qty.	Soft Cover		Hard Cover		Bidder's Remarks (if any)
					Rate (Nu.)	Amount (Nu.)	Rate (Nu.)	Amount (Nu.)	
43	Leadership BS by Jeffrey Pfeffer			1					
44	Intelligent Investor: The Definitive Book on Value Investing - A Book of Practical Counsel by Benjamin Graham			1					
45	Marketing Financial Services by American Bankers Association (ASB)			1					
46	Analyzing Financial Statements 8th Edition by American Bankers Association (ASB)			1					
47	Today's Teller: Developing Basic Skills — NEW 2018 by American Bankers Association (ASB)			1					
48	Commercial Lending by American Bankers Association (ASB)			1					
49	Think and Grow Rich, by Napoleon Hill			1					
50	Good to Great - by James Collins			1					
51	Screw It, Let's Do It - by Richard Branson			1					
52	The 21 Irrefutable Laws of Leadership, by John C Maxwell			1					
53	How to Win Friends and Influence People, Dale Carnegie			1					
54	Our Iceberg is Melting, by John Kotter			1					
55	MINDSET, The Psychology of Success, by Carol S Dweck, PhD			1					
56	Eat That Frog, by Brian Tracy			1					
57	Secrets of the Millionaire Mind, by T. Harv Eker			1					
58	The 5 Love Languages, by Gary Chapman			1					
59	Nothing to Lose, Everything to Gain, by Ryan Blair			1					
60	The 8 th Habit, Stephen R Covey			1					
61	Awaken Giant Within, by Tony Robbins			1					
62	The CEO Next Door by Elena L. Botelho & Kim R. Powell			1					
63	The Korean Way in Business: Understanding and Dealing with the South Koreans in Business: Boye Lafayette De Mente			1					



BILL OF QUANTITY (BOQ) - ANNEXURE-I

Sl.#	*Titles / Authors	*Publisher	*ISBN	Qty.	Soft Cover		Hard Cover		Bidder's Remarks (if any)
					Rate (Nu.)	Amount (Nu.)	Rate (Nu.)	Amount (Nu.)	
64	The Samsung Way: Transformational Management Strategies from the World Leader in Innovation and Design: Jaeyong Song			1					
65	One Man's View of the World: Lee Kuan Yew			1					
66	From Third World to First: The Singapore Story – by Lee Kuan Yew			1					
67	The Singapore Story: Memoirs of Lee Kuan Yew – by Lee Kuan Yew			1					
68	Wealth of East Asian Nations – by Goh Keng Swee			1					
69	Steve Jobs – by Walter Isaacson			1					
70	Inside Apple – by Adam Lashinsky			1					
71	Made in Japan: Akio Morita and Sony – by Akio Morita			1					
72	The Story of Sony (Built for Success) – By Aaron Frisch			1					
73	A Bank for the Buck: The Story of HDFC Bank – By Tamal Bandyopadhyaya			1					
74	Banker to the Poor: The Story of the Grameen Bank			1					
*Total									

Footnote: /*Compulsory field, failing which the bid will be considered as none responsive and will be rejected
 NB The bidder can quote the rates for either hard cover or soft cover.

Name, Seal & Signature of the bidder

