

**BHUTAN NATIONAL BANK LIMITED**



**Tender Document**

For Supply of Stationeries, Printings, & other items for the year - 2021

Open Tender for Supply of Stationeries, Printings, & Other items at BNBL Corporate Office,  
Thimphu

**Ref.# BNBL/PO-Tender/TH-15/2020/2762, dated: 2<sup>nd</sup> November 2020**



Open Tender for Supply of Stationeries, Printings, & Other items for the year 2021

**Contents**

OPEN TENDER ..... 3

SECTION 1: INTRODUCTION..... 4

    1.1 Background ..... 4

    1.2 Scope of work ..... 4

    1.3 Timeline and deliverables ..... 4

    1.4 Price Schedule ..... 4

    1.5 Registration of Tender submission..... 4

    1.6 Late Tender submission..... 5

    1.7 Requests for information/clarification ..... 5

    1.8 Notification..... 5

SECTION 2: SPECIAL TERMS AND CONDITIONS..... 6

SECTION 3: GENERAL TERMS & CONDITIONS ..... 7

SECTION 4: TENDER EVALUATION CRITERIA ..... 9

    4.1 Pre-qualification criteria ..... 9

SECTION 5: PERFORMANCE SECURITY ..... 10

SECTION 6: SERVICE DELIVERY PENALTY CLAUSE ..... 11

Annexure 1: Bill of Quantity (BOQ):..... 11

Annexure II: Form for Submission of Proposal [Please submit in bidder's letter head] ..12

Annexure III: Bidder Identification Form..... 13

Annexure IV: Contract Agreement..... 14



Open Tender for Supply of Stationeries, Printings, & Other items for the year 2021

OPEN TENDER

Bhutan National Bank Ltd (BNBL) is pleased to invite seal bid from eligible Bhutanese firms for the **“Supply of Stationeries, Printings, & Other items for the year - 2021”** at BNBL Corporate Office, Thimphu according to the following time frame and terms & conditions;

<b>Tender Calling Date</b>	02.11.2020
<b>Tender submission date</b>	16.11.2020. 11:00 AM
<b>Date &amp; Time of Tender opening</b>	16.11.2020. 11:30 AM (tentative)
<b>Name of the work</b>	Supply of Stationeries, Printings, & Other items for the year – 2021
<b>Bill of Quantity (BOQ)</b>	Refer: Annexure-I
<b>Bid submission form</b>	Refer: Annexure-II
<b>Bidder Identification form</b>	Refer: Annexure-III
<b>EMD</b>	Nu.20,000/- (Refundable)
<b>Tender fee</b>	Nu.1,000/- (Non-refundable)
<b>Note:</b>	Tender document can be purchased from the <b>Procurement Section of Bhutan National Bank Limited, located on the 3<sup>rd</sup> floor of Corporate Office, Thimphu</b> on all working days from 9:00 AM to 5:00 PM (Monday - Friday). The tender documents can also be downloaded from BNBL website: <a href="http://www.bnb.bt">www.bnb.bt</a> . However, the bidder should deposit the tender fee on or before the last date of sale of tender.



