

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: 2nd November 2020



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

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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;

Tender Calling Date	02.11.2020
Tender submission date	16.11.2020. 11:00 AM
Date & Time of Tender opening	16.11.2020. 11:30 AM (tentative)
Name of the work	Supply of Stationeries, Printings, & Other items for the year – 2021
Bill of Quantity (BOQ)	Refer: Annexure-I
Bid submission form	Refer: Annexure-II
Bidder Identification form	Refer: Annexure-III
EMD	Nu.20,000/- (Refundable)
Tender fee	Nu.1,000/- (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 the last date of sale of tender.



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

SECTION 1: INTRODUCTION

1.1 Background

The BNBL Management intends to seek Open Tender for the supply of Stationeries, Printings, & Other items for the year - 2021 at Corporate BNBL office from the eligible Bhutanese firms.

1.2 Scope of work

- 1.2.1 The successful bidder (s) shall undertake full responsibility for the supply of Stationeries, Printings, & Other items for a period of one year.
- 1.2.2 The scope of work as specified by BNBL is to provide good quality stationeries, Printings, & other items through framework contract (s) in an efficient, timely and dependable manner.

1.3 Timeline and deliverables

Sl. #	Deliverables	Timeline
1	Supply of Stationeries, Printings, & Other items for a period of one year from the date of signing the contract agreement or commencement order.	Within 30 (thirty) 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.

1.4 Price Schedule

- The price quoted 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 labor cost till validity of the contract period. The selected bidder shall be contacted for additional supplies in future on repeat order basis during 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' 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.



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1.6 Late Tender submission

- On-time submission of responses is strongly encouraged and recommended. Tender submissions after the deadline as prescribed by the BNBL shall be declared as '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 # 02-328586 (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.



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SECTION 2: SPECIAL TERMS AND CONDITIONS

- 2.1 The bidder (s) shall inspect the product samples wherever required before quoting the rates to fully acquaint about the specification of goods. No claim whatsoever on such account shall be entertained by the BNBL under any circumstances.
- 2.2 The successful bidder, on award of contract / order must sign the contract / order acceptance in writing, within 7 (seven) calendar days of award of contract / order failing which the bid will be rejected without any further notice.
- 2.3 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.
- 2.4 If the item / items supplied by the successful bidder is / are found defective within the period of contract the same shall be replaced unconditionally failing which Performance security will be forfeited.
- 2.5 The bidders (s) shall not be under a declaration of ineligibility for the corrupt practices issued by the Royal Government of Bhutan.
- 2.6 Bidders should attend the '**Pre-Bid meeting**' before the opening of bids at the location specified by the Bank. However, non-attendance will not result in disqualification of an interested bidder. Minutes of the Pre-Bid meeting will be sent to the bidders that have confirmed participation.



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SECTION 3: GENERAL TERMS & CONDITIONS

Bidders shall comply with the following terms and condition:

- 3.1 The bidder must have valid trade license and tax clearance certificate.
- 3.2 The bid shall be valid for a minimum of 3 (three) months from the date of submission.
- 3.3 BNBL reserves right to cancel and reject any and all tenders without explanation.
- 3.4 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.
- 3.5 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 procedures.
- 3.6 The entire set of documents (all pages) submitted as part of the Proposal shall be sealed and signed by the bidder.
- 3.7 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.
- 3.8 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.
- 3.9 The Bidder (s) shall fill up and submit the Bid Submission form (Annexure II) and Bidder Identification Form (Annexure III) along with the tender documents.
- 3.10 The sealed bids shall be submitted in one sealed envelope marked as **"Original"** – **"Open Tender for the supply of Stationeries, Printings, & Other items for the year - 2021 on 16th November 2020** on or before 11.00 AM and addressed to the following:

Bhutan National Bank Limited
Corporate Office,
Thimphu
Attention: The Procurement Officer, HRA Department, Thimphu

BNBL/PO-Tender/TH-15/2020/2762 Bidder Seal & Signature



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- 3.11 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.
- 3.12 The full payment shall be made within 30 (thirty) calendar days of the completion of the supply and proper handing taking with the designated official of the BNBL.
- 3.13 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.
- 3.14 Power of Attorney shall be submitted if an authorized representative is appointed.
- 3.15 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.
- 3.16 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.
- 3.17 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.
- 3.18 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'.
- 3.19 Bid security (EMD) of 'Successful bidder' shall be returned after receiving the Performance security and signing of the contract.
- 3.20 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 4: TENDER EVALUATION CRITERIA

Evaluation shall be done based on lot system with fulfillment of the following criteria:

- a) Lowest Bid price quoted
- b) Based on specification provided by BNBL
- c) Pre-qualification criteria (4.1)

Note: All bidders are advised to compulsorily quote all the items of the lot as the evaluation shall be done on lot basis and only the total amount of the lot shall be considered for the evaluation and if any bidder failing to quote any item of the lot shall lead to rejection of the bid of that particular lot.

4.1 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.	BOQ (Annexure I)	Mandatory
4.	Bid Submission Form (Annexure II)	Mandatory
5.	Bidder Identification Form (Annexure III)	Mandatory
6.	Security deposit (EMD) Nu.20,000/- as per requirement (clause- 3.16)	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.



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SECTION 5: 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 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 6: 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.

Annexure 1: Bill of Quantity (BOQ):

(Refer attachment)



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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-15/2020/2762, dated 02.11.20**, hereby accept all terms and conditions for the supply of Stationeries, Printings, & Other items for the year - 2021 at BNBL Corporate office, Thimphu as specified in the Tender document.

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



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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;
 - (d) The bank's Notification of Award of Contract;
 - (e) The form of Performance Security;
 - (f) Negotiation of bids (if any).



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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 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]



Bill of Quantity (BOQ); ANNEXURE-I

Sl. #	Item Details	Preferred Brand	Unit	*Brand/Make	* Rate per Unit * CIF Thimphu	Bidder's Remarks (if any)
	Lot #1: Stationaries I					
1	A-4 Size paper (75 GSM)	HP/JK or equivalent	ream			
2	Arch File (Color should be available in red, green, & blue)	Choice or equivalent	No.			
3	Ring binder File-A4 size (two ring) [Color should be available in red, green, & blue]	Choice or equivalent	No.			
4	File plastic: A.4 size with stick thick quality	Mega or equivalent	No.			
5	Flat File (color should be available in red, blue & green)	Not required	No.			
6	Voucher Binding File (as per sample)	Not required	No.			*Please check sample with store.
				Total (Lot # 1):		
Footnote: /* Compulsory field						

N.B Bidders are advised to compulsorily quote all the items of the lot as the evaluation will be done on lot basis and only the total amount of the lot will be considered for the evaluation and if any bidder failing to quote any item of the lot will lead to rejection of the bid of that particular lot.

Name, Seal & Signature of the bidder



Bill of Quantity (BOQ); ANNEXURE-I

Sl. #	Item Details	Preferred Brand	Unit	*Brand/Make	* Rate per Unit * CIF Thimphu	Bidder's Remarks (if any)
	Lot 2: Stationeries II					
1	A-4 Size paper - color (75 GSM)	Omeira or equivalent	ream			
2	A-4 Size Glossy paper - color (200 GSM), 100 sheets	Kodak or equivalent	pkt			
3	Bhutanese paper (Dheysho) 22 x 30 cm	Not required	sheet			
4	Binder clips 19mm	Aero Tix or equivalent	pkt			
5	Binder clips 25mm	Aero Tix or equivalent	pkt			
6	Binder clips 32 mm	Aero Tix or equivalent	pkt			
7	Binder clips 41mm	Aero Tix or equivalent	pkt			
8	Binding cover/OHP sheet 175 micron	Oddy or equivalent	sheet			
9	Binding spiral 10mm	GBC or equivalent	No.			
10	Binding spiral 15mm	GBC or equivalent	No.			
11	Calculator 14 digit	CASIO or equivalent	No.			
12	Carbon paper - black	Kores or equivalent	pkt			
13	Cash binding thread (sufil)	Not required	kg			
14	Cello tape 1" (transparent/brown)	Wonder or equivalent	roll			
15	Cello tape 2"thick (transparent/brown)	Wonder or equivalent	roll			
16	Correcting pen luxor or equivalent	Luxor or equivalent	No.			
17	Desho Envelope 23*10 cm	Not required	Pkt.			
18	Double tape	Scotch or equivalent	Pcs.			
19	Envelope (A4) plastic laminated inside	Not required	No.			
20	Envelope plain- 100 pcs. (11x4)	Not required	pkt			
21	Envelope plain- 100 pcs. (9x4)	Not required	pkt			
22	Gems clip 24mm	Globe or equivalent	pkt			
23	Gems clip 35mm	Globe or equivalent	pkt			
24	Gems clip 50mm	Globe or equivalent	pkt			
25	Glue stick big 22gm	Fevistick or equivalent	No.			
26	Ink for Stamp pad 50ml	Not required	No.			
27	OHP marker pen set.	Luxor or equivalent	pkt			
28	Paper tray 3 layers	Omega or equivalent	set			
29	Pen "board marker"	Snowman or equivalent	pkt			
30	Pen "highlighter"	Luxor or equivalent	set			
31	Pen "permanent marker"	Snowman or equivalent	pc.			
32	Pencil	HB or equivalent	pkt.			
33	Post it pad multi colour, 100 sheets	Aero Tix or equivalent	No.			
34	Post it pad size: 3/4, 100 sheets	Aero Tix or equivalent	No.			
35	Punching machine 45 DP	Kangaro or equivalent	No.			
36	Punching machine 600DP	Kangaro or equivalent	No.			
37	Punching machine 800 DP	Kangaro or equivalent	No.			
38	Register RB # 10	Not required	No.			
39	Register RB # 12	Not required	No.			
40	Register RB # 20	Not required	No.			
41	Register RB # 60	Not required	No.			
42	Rubber band	Poly or equivalent	Pkt			



Bill of Quantity (BOQ): ANNEXURE-I

No.	Description	Unit	Quantity	Rate	Total
43	Scale 30 cm	No.			
44	Scissor (big)	No.			
45	Scissor (medium)	No.			
46	Stamp pad (big)	No.			
47	Stamp pad (medium)	No.			
48	Stapler machine HD 23/17	No.			
49	Stapler machine HS 24/6	No.			
50	Stapler pin 23/17	pkt			
51	Stapler pin 24/6	pkt			
52	Thump pin big	pkt			
53	Thump pin small	pkt			
54	Water Sponge	No.			
55	Writing pad (Medium)	No.			
Total (Lot # 2):					

Footnote: /* Compulsory field

N.B Bidders are advised to compulsorily quote all the items of the lot as the evaluation will be done on lot basis and only the total amount of the lot will be considered for the evaluation and if any bidder failing to quote any item of the lot will lead to rejection of the bid of that particular lot.

Name, Seal & Signature of the bidder



