

Date: 17th January 2025.

Bidding Documents for the Supply of Office Stationeries For the Year 2025

Procuring Agency



Bhutan Duty Free Limited

Date: 17th January 2025.

TERMS & CONDITIONS

Bhutan Duty Free Limited invites annual rates through sealed quotations from the eligible firms with valid trade license for the supply of **Office Stationeries** specified in **Annexure I** for the year **2025** subject to the following terms and conditions:

1. Submission of Bids

1.1 Sealed tenders containing the bids shall be marked as Tender for the supply of **“Office Stationeries”** and submitted to the following address:

**GENERAL MANAGER,
BHUTAN DUTY FREE LIMITED (HO)
Thori Lam, Shambala Apartment, Opposite to DGPC.
THIMPHU.**

1.2 Sealed bids shall be submitted **on or before 27th February, 2025 within 12:00 AM.** Tenders will be opened at **2:30 PM** on the same day in the office of Bhutan Duty Free Limited (HO).

2. Bid Security

2.1 All tenders should be accompanied by a lump sum bid security of **Nu. 5,000/-** only in the form of Cash Warrant/Demand Draft/an irrevocable Bank Guarantee issued by any branch of scheduled banks in Bhutan.

2.2 The Bid Security shall be in favor, **Bhutan Duty Free Ltd.** Thimphu Bhutan. Bid Security must be issued by any scheduled Bank in Bhutan and valid for **30 days** from the date of opening of the bid.

3 Return of the Bid Security

3.1 Bid Security of bidders whose bids have been declared “Nonresponsive” shall be returned after such declaration.

3.2 Bid Security of "Responsive" but unsuccessful bidders will be returned after submission of Performance Security by the "successful bidder".

3.3 Bid Security of "successful bidder" will be returned after submission of Performance Security.

4 Forfeiture of Bid Security

4.1 If a Bidder withdraws its bid during the period of bid validity his Bid Security shall be forfeited.

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4.2 If the "Successful Bidder", to whom the Notification of Award is issued, refuses or neglects or fails to furnish required Performance Security, his Bid Security shall be forfeited.

5 Late Bids

Any bid received after the prescribed deadline for submission of bids shall be returned unopened to the Bidder.

6 Taxes and Duties

The bidder shall be entirely responsible for all taxes, duties and other such levies imposed.

7 Performance Security

7.1 Upon receipt of Notification of Award (NA), the successful Bidder shall furnish a "Performance Security" to the purchaser **within two weeks** from the date of issuance of NA.

7.2 The amount of such "Performance Security" shall be lump sum of **Nu. 10,000.00** (ten thousand) and should be valid for **one year** from the date of issuance of NA.

7.3 The "Performance Security" shall be denominated in the currencies of the contract and shall be in the form of Cash Warrant/Demand Draft/an irrevocable Bank Guarantee, issued by any branch of scheduled banks in Bhutan.

7.4 The "Performance Security" shall be utilized to compensation the purchaser for any failure of the Bidder to complete his obligations stipulated in the tender including the payment for differential cost of goods purchased from others due to failure of the successful bidder to supply the goods.

7.5 If the supplier fails to deposit "performance Security" within one weeks from the date of issuance of NA, the order shall be treated as cancelled, bid security forfeited and the supply awarded to the 2nd Lowest Bidder.

7.6 The "Performance Security" shall be discharged with or without deductions (as applicable) to the supplier upon completion of performance obligations as described in the contract terms.

8 Payment Terms & Supply of Goods

8.1 Payment shall be released within 10 working days from the date of delivery of the goods for each purchase order.

8.2 The supply of the goods should be completed within 7 days from the date of issue of the Purchase Order.

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9 Liquidated Damages

9.1 Supply of all items shall be completed within **7 days** from the date of issue of purchase order failing of which liquidated damages of 0.1% of the purchase order value for every day's delay will be levied subject to a maximum of 10% of the value of each purchase order. Purchase order shall be treated cancelled thereafter and the purchase will be awarded to the next *lowest bidder*. *In case of such event, the clause no. 11 shall come into force/effect.*

9.2 Any goods found defective shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier and adjust with the performance security deposit.

10 Prices and award of bid

10.1 Price quoted by the bidder shall be CIF Bhutan Duty Free Limited (HO) in Thimphu.

10.2 All prices quoted shall be on a per unit basis and valid until **2026 Quotation**.

10.3 **The bid shall be evaluated on an item wise basis and the supply of goods shall be awarded to a firm, whose bid is evaluated as lowest for that item.**

11 Purchaser's Right

11.1 Bhutan Duty Free Limited reserves the right to reject all or in part, the item supplied by the successful bidders during physical verification/technical testing if it believes that the goods supplied are non-standard/nonspecific and unreliable in terms of quality.

11.2 Bhutan Duty Free Limited reserves the right to accept or reject any bid or annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidders of the grounds for the purchaser's action.

11.3 Bhutan Duty Free Limited reserves the right at the time of the contract to increase or decrease the quantity of item tendered, without any change in price or other terms and conditions.

11.4 If the selected bidder fails to supply goods, Bhutan Duty Free Limited shall cancel the order for the quantity not supplied and place the order to the next bidder in succession. However, Bhutan Duty Free Limited shall recover, the difference between the contracted rates and the actual price paid to the next bidder for the quantity not supplied by the successful bidder.

12 Sample of goods and technical specification

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If submission of samples is not practical, brand and technical specification of goods quoted should be mentioned in BoQ.

13 Documents to be submitted with the bid.

13.1 Bidders shall submit the duly filled and completed Integrity Pact along with the bidding document. Bid shall be considered incomplete if the Integrity pact is not submitted with the bidding documents.

13.2 Bidders shall submit a copy of *valid trade license* and *Valid Tax clearance certificate* with the bid.

13.3 Bid Security of the amount and in a form specified in the tender document

13.4 The brand/catalogues & detailed specification of the items offered shall be enclosed with the bids. Specify the make/ type in the bidding form, wherever applicable.

13.5 A bid shall be rejected, if documents indicated under 13.1 to 13.4 are not submitted.

14 Technical Support and Queries

For further details and queries, please contact @ 02 330920 during office hours

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INTEGRITY PACT

1. General:

Whereas (*Ugyen Thinley, General Manager*) representing the (*Bhutan Duty Free Limited*), hereinafter referred to as the “**Employer**” on one part, and (*Name of bidder or his/her authorized representative, with power of attorney.....*) 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. This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

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**¹⁵ and **contract administration**¹⁶, 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 IP 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, favour 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 favour 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.

8 Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

9 Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-

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contracting and contract handing/taking over.

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- 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 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, favour, 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, miss-representation, 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 De-Parment 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.

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<i>SL</i>	<i>ITEMS</i>	<i>UNIT</i>	<i>Rate (Nu)</i>
	FILES		
1	Ambassador File hard cover	per pc	
2	Arch File Choice	per pc	
3	Arch File Supreme Original	per pc	
4	D-Ring File Hard Cover	per pc	
5	Flat File	per pc	
6	Four Folder File Supreme	per pc	
7	Plastic Folder File	per pc	
8	Ring Binder Megha	per pc	
	PRINTER TONER (ORIGINAL)		
9	Cartridge 94A HP Toner	per toner	
12	Epson BK664(Black) ink	per pcs/set	
13	Epson C664 (Blue) ink	per pcs/set	
14	Epson M664 (Pink)ink	per pcs/set	
15	Epson Y664 (Yellow)ink	per pcs/set	
16	LaserJet Pro 400 M401dn HP Toner Cartridge CF2 80A	per pcs/set	
17	HP Toner LaserJet Pro M1136 MPF CC388AC	per pcs/set	
18	HP Toner LaserJet Pro M1130 85A	per pcs/set	
19	LaserJet P1156-78A HP Toner	per pcs/set	
20	LaserJet Pro MFP M127fn 83A HP Toner	per pcs/set	
21	HP Toner LaserJet Imaging Drum 32A CF232A	per pcs/set	
	PAPER		
22	A4 Size Color Photo Printing paper	per sheet	
23	Bhutanese Paper Fine Quality	per sheet	
24	Bhutanese Paper Ordinary	per sheet	
25	Carbon Paper Small PKT(Kores)	per sheet	
26	Excelam Dragon Sheet paper (205mm X 304mm) super quality.	per ream	
27	Paper divider in assorted color	per ream	
28	Photocopy Paper A4 Size Xerox/JK 75gsm	per ream	
29	Post It Pad big size	per Roll	
30	Thermal Paper POS Roll width 79mmX25m	per Roll	
31	Thermal Paper POS Roll width 79mmX50m	per Roll	
	GENERAL ITEMS		
33	Pilot Ink Cartridges for V7 pen	per pc	
35	Pen- Signature (BAOKE)	per pc	

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36	Pen Cello Gripper 2	per pc	
37	Pen Cello Pointec Gel	per pc	
38	Pencil without eraser best quality	per pc	
39	Pen-Signature(V.Pilot)	per pc	
40	Marker Pen Board (Snowman) in assorted color	per pc	
41	Marker Pen Permanent (Snowman) in assorted color	per pc	
42	High Lighter Luxor	per pc	
43	Correction Pen Best Quality	per pc	
44	Ball Pen Mitsubishi	per pc	
45	Calculator 12 Digit Casio or equivalent	per pc	
46	Calculator CT-580	per pc	
47	Calculator CT-714 C	per pc	
48	Money Binding Rubber	per pkt	
49	Cello tape Black 2"	per pc	
50	Cello tape Brown 2"	per pc	
51	Cello tape Brown 1"	per pc	
52	Cello tape Masking Tape 2"	per pc	
53	Cello tape Transparent 2"	per pc	
54	Cello tape Transparent 300m	per pc	
55	PVC Tape	per pc	
56	Tape dispenser big(omega)	per set	
58	Clip Binder Big	per pc	
59	Clip Binder Medium	per pc	
60	Clip Gems Big	per pc	
61	Clip Gems Medium	per pc	
62	Clip Gems Small	per pc	
63	Phenol	per pc	
64	Harpic	per pc	
65	Colin	per bottle	
66	Marking Cloth	per mtr	
67	Glue (Superglue)	per pc	
68	Glue pot 300ml	per pc	
69	Glue Stick 35gm (Pritt)	per bottle	
70	Extension heavy Duty Gold Medal	per pc	
71	Stapler machine 24/6 kangaroo	per/set	
72	Stapler machine heavy duty kangaroo 23/17 pin type	per pc	
73	Stapler pin for heavy duty 23/17	per pc	
74	Stapler Pin kangaroo or munix 24/6	per pc	
75	Stapler pin remover small	per pc	
76	Stapler pin(mexas)10	per pc	
77	Paper Cutting blade Kangaroo medium	per pc	
78	Punching machine -600 Kangaroo	per pc	
79	Punching machine heavy duty kangaroo	per pc	
80	Punching machine kangaroo medium	per pc	

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81	Scissors with brass handle	per pc	
82	Stamp pad big	per pc	
83	Stamp pad ink	per pc	
84	Telephone Panasonic 1+1	per/set	
85	Telephone Panasonic non-speaker	per pc	
86	Telephone Panasonic with speaker	per pc	
87	External Hard Drive 500GB	per pc	
88	USB Drive 16GB	per pc	
89	USB Drive 32GB	per pc	
90	USB Drive 4GB	per pc	
91	Floor wash Lizl 2L Citrus	Per pc	
92	Glass Cleaning Cloth	Per pc	
	ENVELOPES		
93	Bhutanese envelope 11X5	per pc	
94	Bhutanese envelope 9X4	per pc	
95	Bhutanese envelope A4	per pc	
96	Envelope Brown A4	per pc	
97	Envelope Brown A3	per pc	
98	Envelope White 11X4 (Packet contains 50pcs)	per pc	
99	Envelope White 9X4 (Packet contains 50pcs)	per pc	