



**BIDDING DOCUMENT
FOR
SUPPLY OF OFFICE
STATIONERIES FOR THE
FINANCIAL YEAR 2022**

I have read and hereby duly state /accept all Terms and Conditions / any other aspects, mentioned on the page, unconditionally.

Signature and seal of Authorized Signatory



Request for proposal for supply of Office Stationeries/2022

The following are some of the salient features of the Bid.

1	Description of Items	LOT I Vouchers and Forms
		LOT II Registers
		LOT III Regular office equipment
		LOT IV & V Tonner/cartridges& seals
2	Bid Details	
	a. Sale of Tender Documents	
	b. Cost of documents	Nu.1,000.00 (non-refundable)
	c. Place of Sale of documents	T Bank, Head Office, Thimphu during office hours.
	d. Last date for submission	15 th December, 2021
	e. Place of submission	T Bank , Head Office, Thimphu
	f. Bid Opening Venue	T Bank , Head Office, Thimphu
3	Bid Security	Nu.30,000.00 (Lump-sum amount)
4	Validity of Bid	90 days from the date of bid opening
5	Quantity	As per requirement

The Following are the Document Check List for Bid Submission

SI #	Particulars	Details	Requirement
1	Signed and Stamped Bid Form	i. Marked " Confidential "	Yes
		ii. Bid Name, Number and Date	Yes
		iii. Addressed to: Procurement Officer, T Bank Ltd, Thimphu	Yes
		iv. Written Warning " Not to be opened before the specified time and date "	Yes
2	Number of Copies	2 copies 1. Marked " Original " with seal of bidder on envelope 2. Marked " Duplicate " with seal of bidder on envelope	Yes
3	Valid Trade License		Yes
4	Bid Security/EMD	Nu. 30,000.00	Yes
5	Tax Clearance Certificate		Yes

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1. Invitation of Bids

T Bank Would like to seek invitation of bids from Bhutanese Firms with valid Trade License for supply of office stationeries. The following are the r specifications:

LOT I Forms and Vouchers				
SI No#	Particular	Size/Pages	Unit	Rate Per Unit
1	Forms	A4/55 GSM/100 Pages per booklet	Booklet	
2	Voucher cover -Hard (Front and back)	A5 – half of A4	Piece	
3	ATM Receipt Paper (Large)	4 Rolls per Box	Box	
4	ATM journal Paper	50 Rolls per Box	Box	
5	FD Cover (plastic)	A5	Piece	
6	Debit/Credit Voucher	A5/55 GSM /100 pages per booklet	Booklet	
7	Note slip	55 GSM/22cm X5.5cm/50 pages per booklet	Booklet	
8	Withdrawal/deposit form	A5/55 GSM/100 pages per booklet	Booklet	
9	Account card	150GSM/8.9 x 5.1cm	piece	

LOT II Registers and files				
SI No#	Particular	Size/Pages	Unit	Rate Per Unit
1	Standard Register (Hard Cover)	21X33cm/500 Pages	Booklet	
		A3/500 Pages	Booklet	
2.	Loan file (with design)	29.5cm x 21cm/Standard flat file	Piece	

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LOT III Regular Office Stationery Items					
Sl#	Particulars	Brand/Quality	Specifications	Unit Quantity	Rate per unit
1	Punching Machine - DP260	Kangaroo	DP260	per piece	
2	Punching Machine - DP600	Kangaroo	DP600	per piece	
3	Punching Machine - DP800	Kangaroo	DP800	per piece	
4	Stapler Machine No- 10 (big)	Kangaroo		per piece	
5	Stapler Machine No- 10	Kangaroo		per piece	
6	Stapler Machine HD 45	Kangaroo		per piece	
7	Stapler pin No -10	Kangaroo	20 pkts/box	per box	
8	Stapler pin 24/6	Kangaroo	20 pkts/box	per box	
9	Calculator CT-512	CITIZEN	No.500/512	per piece	
10	Board Marker Pen	camel/snowman	10 pcs/packet	Per packet	
11	Permanent Marker	camel/snowman	10 pcs/packet	Per packet	
12	White board duster magnetic			per piece	
13	Stamp Pad - Big	camlin	15.7*9.6 cm	per piece	
14	Stamp Pad - medium	camlin	9.5	per piece	
15	Stamp Pad ink	camlin		per bottle	
16	Binders Clip 15mm	555	12 dozen	per box	
17	Binders clip- 19mm	555	12 dozen	per box	
18	Binders clip- 25mm	555	12 dozen	per box	
19	BindersClip - 32mm	555	12 dozen	per box	
20	Sello Tape - 1"	555	30 mtrs	per dozen	
21	Sello Tape - 2"	555	30 mtrs	per dozen	
22	BrownTape - 1"	555	30 mtrs	per dozen	
23	Glue Stick	Fevi stick	20 pcs/packet	per packet	
24	A4 Paper	JK copier/75 GSM	500 sheets/ream	per ream	
25	Paper Tray - 1 set	Omega	3 tiers	Per set	
26	Dust Bin - small		Medium size	per piece	
27	Dust Bin with handle		Medium size	per piece	
28	Steel scale - 12"		10 pcs/packet	Per packet	
29	Arch file	sitaram/svs		per piece	
30	Ring Binder file - hard cover	worldone		per piece	
31	Ring Binder file - soft cover	Megha		per piece	
32	Spring file/flat file	SVS	24 pcs/packet	per packet	
33	Nylon rubber bands (per kg)		19 no.	per Kg	
34	Spounge			per piece	

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35	Card Cover (Plastic)	SVS	20 pcs/packet	Per packet	
36	Extension Cord/board	Gold medal	4 way socket	per piece	
37	High lighter Pen	camel/luxor	10 pcs/packet	per packet	
38	U pin box 35mm	rolex	10 Pcs/box	Per box	
39	U pin box 26mm	rolex	10 Pcs/box	Per box	
40	Post it pad 3" X 4"	3 M	yellow stick pad	Per packet	
41	Post it Prompt	camel	5 colors/packet	per packet	
42	Spiral note pad	Ajanta	40 pages	per piece	
43	Scissor - small	Kangaroo		per piece	
44	Scissor - medium	Kangaroo		per piece	
45	Scissor - big	Kangaroo		per piece	
46	OHP marker - CD marker	camel/luxor	10 Pcs/packet	Per packet	
47	correction pen	camel		per piece	
48	AA cell	duracell	10X power	per piece	
49	AAA cell	duracell	10X power	per piece	
50	A4 plastic folder	SVS/megah		per piece	
51	Glass Cleaner	Colin		per piece	
52	Wet Mop set			per set	
53	Toilet cleaner	Harpic		per piece	
54	Sunny phenal		1 ltr	per bottle	

[Note: Please be wary of the brand, best brands will be preferred]

LOT IV - Tonner/Cartridges & Seals				
SI No#	Particular	Model/brand	Unit	Rate Per Unit
1	Toner Cartridge CC388A	HP - Genuine	Piece	
2	Toner Cartridge CE505A	HP - Genuine	Piece	
3	Toner Cartridge CB436A	HP – Genuine	Piece	
4	Toner Cartridge CB435A	HP – Genuine	Piece	
5	Toner Cartridge CF279A	HP – Genuine	Piece	
6	Toner Cartridge CF230X	HP – Genuine	Piece	
7	Toner Cartridge CF280A	HP – Genuine	Piece	
8	Toner Cartridge(drum) CF232A	HP – Genuine	Piece	
9	Toner Cartridge CC530A - Black	HP – Genuine	Piece	
10	Toner Cartridge CC531A - cyan	HP – Genuine	Piece	
11	Toner Cartridge CC532A – Yellow	HP – Genuine	Piece	
12	Toner Cartridge CC533A - Magenta	HP – Genuine	Piece	
13	Cannon Image Class - 337	HP - Genuine	Piece	
LOT V Seals				

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14	Flat seal	S-222	Piece	
15	Flat seal	S-223	Piece	
16	Flat seal	S-224	Piece	
17	Flat seal	S-225	Piece	
18	Dater seal	S-827D	Piece	
19	Round Seal	R-532	Piece	
20	Round Seal	R-524	Piece	
21	Round Seal	R-542	Piece	
22	Round Seal	R-552	Piece	

1. Instruction to the Bidders

The Bidder (S) shall submit the bid in line with the following clauses. If any of the clauses is not complied with, the bid shall be considered as a nonresponsive bid and the bid shall not be entertained.

- i) Bids to be hand delivered, through courier or registered post addressed to "Procurement Officer, T Bank Ltd, Thimphu".
- ii) Covering Envelope to be marked "Confidential" with a) bid name and date and b) marked "not to be opened before the time and date of bid opening".
- iii) The second envelopes containing the bid (**Original and Duplicate**) should be sealed and signed

2. Dead line for submission of bid

- i) December 15th, 2021 at or before 3.30 pm
- ii) Place of submission: Procurement Section, Corporate Office, T Bank Ltd, Thimphu
- iii) Bids received after the deadline shall not be entertained or returned to the bidder.

3. Validity of the BID

- i) The Bid shall be valid for a period of 90 days from the date of opening of the bid.
- ii) Place of submission: Procurement Section, Corporate Office, T Bank Ltd, Thimphu
- iii) Bids received after the deadline shall not be entertained or returned to the bidder.

4. General Terms and Conditions

- i) Price quoted should be in Ngultrum, CIF, Corporate Office, T bank Ltd, Thimphu inclusive of all taxes, levies and duties.
- ii) All prices quoted should be "Per Unit" basis" and valid for one year.
- iii) Power of Attorney should be submitted if a representative is appointed.
- iv) The entire bid document submitted should bear the seal and signature of the Authorized personnel or the representative.

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- v) The bidder should not be under declaration of ineligibility of corrupt practices issued by the Royal Government of Bhutan.
- vi) T Bank reserves the right to cancel/reject the tender without any explanation.
- vii) T Bank reserves the right to increase or decrease the quantity of items tendered, at the time of Contract without any change in price or other terms and conditions.
- viii) T Bank reserves the right reject all or in part, any item supplied by the successful bidder during physical verification/testing it believes that the items are non-standard and unreliable in terms of quality.
- ix) Prospective bidders requiring further information or clarification may notify the purchaser in writing or by email at the purchasers mailing address. The purchaser will respond in writing to any request for information or clarification, which it receives no later than 5 days prior to the deadline for submission of the bid.
- x) At any time prior to the deadline for submission of bids, T Bank may; for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents. The amendment shall form part of the bidding document and will be notified in writing to all prospective bidders who had purchased the bidding documents and will be binding on them.
- xi) The rates (s) should be submitted in the prescribed formatted provided by T Bank Ltd.
- xii) The Bank may place order at any interval based on requirement.
- xiii) The bank shall levy a penalty of 0.15% per day subject to a maximum of 15 % of the contract value if the goods are not supplied within the stipulated delivery period.
- xiv) For Lot IV bidders are required to submit the dealership certificate.
- xv) Bid Security of Nu.30,000.00 should be enclosed with the bid in the form of draft/cash warrant in favor of T Bank Ltd, Thimphu.
 - a) The Bid security of unsuccessful bidders shall be returned upon receipt of the performance security from the successful bidders.
 - b) The bid security of successful bidders shall be returned on receipt of the performance security.
 - c) The bid security of unsuccessful bidder (s) shall be returned on expiry of the bid validity.
 - d) The bid security shall be forfeited if a bid is withdrawn from in the interval from between the deadline and the expiration of the period of bid validity.
- xvi) Performance Security**
 - a) The Successful bidder (s) shall need to provide Performance Security of 10% (on order value) within 5 working days from the date of issuance of the work order.
 - b) The Performance security should be made in favor of T Bank Ltd through Demand Draft/Cash Warrant/ Bank Guarantee
 - c) The Performance Security should be valid for one year.
 - d) In the event the successful bidder fails to provide the Performance Security within the time the bid shall be considered as nonresponsive, the bid security forfeited, and order placed with the next lowest bidder.

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- e) The performance security shall be returned with or without deductions (as applicable) to the supplier upon successful completion of the performance obligation.

5. Delivery Schedule:

The Bidders shall include a schedule of supply that shall include the description of goods or services to be provided and the delivery period of the goods. The delivery period shall be the number of days from the date of issue of Purchase order to the supplier to fulfill the delivery obligation.

Delivery Schedule				
SI No#	Particular	Earliest Delivery Period	Last Delivery Period	Delivery Period
1	LOT I – forms and vouchers	15 days	30 days	
2	LOT II –Registers	15 days	45 days	
3	LOT III – Office stationeries	2 days	5 days	
4	LOT IV – Cartridges	15 days	45 days	
5	LOT V - Seals	15 days	30 days	

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6. Bid Submission Form

To: T Bank Ltd
Procurement Section
Head Office
Thimphu; Bhutan

Dear Sir,

Having examined the Bid Documents, including the specifications, the receipt of which is hereby acknowledged, we the undersigned, offer to supply and deliver the (insert the work description) in conformity with the bidding documents, including Addenda numbers (insert number (s)), for the sum of (total Amount in CIF in words and figure) or such other sums as may be ascertained in accordance with the price schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to execute the work as per bidding documents and the terms and conditions specified in the contract within the time schedule, calculated from date of your notification of award.

If our bid is accepted, we will provide the performance security in the sum of (amount), equal to 10% (ten percent) of the contract price, for the due performance of the contract.

We agree to abide by this bid for the period of (number) days from the date fixed for bid closing pursuant to clause 5.xiii of Other Terms and Conditions, and it shall remain binding upon us and may be accepted at any time before expiration of that period.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest-priced or any bid that you may receive.

Dated.....Day of2021

(Signature and Seal)

Name:

Title:

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