




**BIDDING DOCUMENTS FOR THE SUPPLY OF OFFICE STATIONERIES  
FOR THE FINANCIAL YEAR 2026**


Reference No.: {TBL/HO-ADM/F-06/2025/824}


 PABX No: +975-77103077

 contactcenter@tbank.bt


 T Bank

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**Table of Contents**

|  |    |
|--|----|
| 1. FEATURES OF THE BID.....              | 3  |
| 2. INVITATION OF BIDS.....               | 4  |
| 3. INSTRUCTION TO BIDDERS.....           | 6  |
| 3.1 SCOPE OF BID.....                    | 6  |
| 3.2 SOURCE OF FUNDS.....                 | 7  |
| 3.3 ELIGIBILITY.....                     | 7  |
| 3.4 COST OF BIDDING.....                 | 7  |
| 3.5 JOINT VENTURES.....                  | 7  |
| 3.6 ONE BID PER BIDDER.....              | 8  |
| 3.7 BID PRICES.....                      | 8  |
| 3.8 DEAD LINE FOR SUBMISSION OF BID..... | 8  |
| 3.9 BID OPENING.....                     | 8  |
| 3.10 VALIDITY OF THE BID.....            | 9  |
| 3.11 GENERAL TERMS AND CONDITIONS.....   | 9  |
| 3.12. LANGUAGE OF BIDS.....              | 10 |
| 3.13. BID SECURITY.....                  | 10 |
| 3.14. QUANTITY VARIATION.....            | 10 |
| 3.15. AWARD OF CONTRACT.....             | 10 |
| 3.16. LIQUIDATION DAMAGE.....            | 10 |
| 3.17. PAYMENT TERMS.....                 | 10 |
| 4. DELIVERY SCHEDULE.....                | 11 |
| 5. ANNEXURES.....                        | 12 |



**1. FEATURES OF THE BID**

**Table 1:** The following are the silent features of the Bid:

| S.N         | Particulars                           | Description   |
|-------------|---------------------------------------|---|
| 1           | Item Lots                             | Lot I – Vouchers and Forms  |
|             |                                       | Lot II – Registers and Files  |
|             |                                       | Lot III – Regular Office Items  |
|             |                                       | Lot IV – Tonner/Cartridges  |
|             |                                       | Lot V – Office Seals  |
| Bid Details |                                       | Particulars   |
| 2           | a. Sale of Tender Documents           | 29 <sup>th</sup> December 2025  |
|             | b. Cost of documents (Non-refundable) | Nu. 500.00 (Ngultrum five hundred) only   |
|             | c. Place of Sale of documents         | Head, ADM/Procurement Division, ADM/HR Department, T Bank Limited, TCC Building, Samtenlam, Thimphu: Bhutan |
|             | d. Last date for submission           | 14 <sup>th</sup> December January 2025 during office hours (09:00 AM to 5:00 PM)                            |
|             | e. Place of submission                | ADM/Procurement Diviison, ADM/HR Department, T Bank Limited, , Head Office, Samtenlam, Thimphu              |
|             | f. Bid Opening Venue                  | Conference Hall, T Bank Limited, Head Office, Samten lam, Thimphu   |
| 3           | Bid Security (Lump Sum)               | Nu.30,000/- (Ngultrum twenty thousand) only   |
| 4           | Validity of Bid                       | One year from the date of bid opening   |
| 5           | Quantity                              | As per the requirement  |

**Table 2:** The following are the document checklists for the submission of bids:

| S.N | Particulars                        | Details  | Requirement |
|-----|------------------------------------|--|-------------|
| 1   | Signed and Stamped Bid Form        | a. Marked "Confidential"   | Yes         |
|     |                                    | b. Bid for, Number and Date  | Yes         |
|     |                                    | c. Addressed to: <b>ADM/HR Department, T Bank Ltd, Thimphu</b>   | Yes         |
|     |                                    | d. Written Warning, "Not to be opened before the specified timeand date".  |             |
| 2   | Number of Copies                   | <b>Two Copies:</b><br>i. Marked "Original" with seal & bidder's address on the envelope.<br>ii. Marked "Duplicate" with seal & Bidder address on envelope. | Yes         |
| 3   | Valid Trade License                |  | Yes         |
| 4   | Tax Clearance Certificate (Latest) |  | Yes         |



**2. INVITATION OF BIDS**

T Bank Would like to seek invitation of bids from Bhutanese or international Firms with valid trade License for the supply of Lot I, Lot II, Lot III, Lot IV, and Lot V Items. The following are the requirements of each individual Lot items:

| Lot I - Forms and Vouchers |   |   |         |               |
|----------------------------|---|---|---------|---------------|
| S.N                        | Particulars                                     | Size/Pages                                | Unit    | Rate Per Unit |
| 1                          | Forms – as per the bank sample of various 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                           | Per Box |               |
| 4                          | ATM journal Paper                               | 50 Rolls per box                          | Per Box |               |
| 5                          | Cash striping roll – As per the sample          | 2 Roll per box                            | Per Box |               |
| 6                          | FD Cover (plastic)                              | A5  | Piece   |               |
| 7                          | Debit/Credit Voucher                            | A5/55 GSM /100 pages per booklet          | Booklet |               |
| 8                          | Note slip                                       | 55 GSM/ 22cm X5.5cm/ 50 pages per booklet | Booklet |               |
| 9                          | Withdrawal/deposit form                         | A5/55 GSM/100 pages per booklet           | Booklet |               |
| 10                         | Account card                                    | 150 GSM/8.9 x 5.1cm                       | Piece   |               |

| Lot II - Registers and Files |   |                                   |            |               |
|------------------------------|---|-----------------------------------|------------|---------------|
| S.N                          | Particulars   | Size/Pages/Brand                  | Unit       | Rate Per Unit |
| 1                            | Standard Register (Hard Cover):<br>As per the bank sample | 21X33cm/500 Pages                 | Booklet    |               |
| 2                            | Printed Register (Hard Cover):<br>As per the bank sample  | 21X33cm/500 Pages                 | Booklet    |               |
| 3                            | Printed Register (Hard Cover):<br>As per the bank sample  | A3/500 Pages                      | Booklet    |               |
| 4                            | Loan file (with design)                                   | 29.5cm x 21cm/ Standard flat file | Piece      |               |
| 5                            | Ring Binder file - hard cover                             | worldone                          | Per piece  |               |
| 6                            | Arch file   | Sitaram/svs                       | Per piece  |               |
| 7                            | Ring Binder file - soft cover                             | Megha                             | Per piece  |               |
| 8                            | Spring file/flat file                                     | SVS - 24 pcs/packet               | Per packet |               |

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| Lot III – Regular Office Items |                                 |                        |                        |            |               |
|--------------------------------|---------------------------------|------------------------|------------------------|------------|---------------|
| S.N                            | Particulars                     | Brand                  | Specifications         | Unit       | Rate per unit |
| 1                              | Punching Machine - DP600        | Kangaroo               | DP600                  | Per piece  |               |
| 2                              | Stapler Machine                 | Kangaroo               | HD 45                  | Per piece  |               |
| 3                              | Stapler pin 24/6                | Kangaroo               | 20 pkts/box            | Per box    |               |
| 4                              | Calulator CT-512                | CITIZEN                | No.500/512             | Per piece  |               |
| 5                              | Board Marker Pen                | Camel/<br>snowman      | 10 pcs/packet          | Per packet |               |
| 6                              | Permanent Marker                | Camel/<br>snowman      | 10 pcs/packet          | Per packet |               |
| 7                              | Binders Clip 15mm               | 555                    | 12 dozen               | Per box    |               |
| 8                              | Binder clip- 19mm               | 555                    | 12 dozen               | Per box    |               |
| 9                              | Binder clip- 25mm               | 555                    | 12 dozen               | Per box    |               |
| 10                             | Binders Clip - 32mm             | 555                    | 12 dozen               | Per box    |               |
| 11                             | Cello Tape - 2"                 | 555                    | 200 mtrs. in length    | Per dozen  |               |
| 12                             | Glue Stick–Fevi stick           | As per the bank sample | 20 pcs/packet          | Per packet |               |
| 13                             | A4 Paper                        | JK copier/ 75 GSM      | 500 sheets/ream        | Per ream   |               |
| 14                             | Paper Tray (steel rod stand)    | N.A                    | 3 tiers                | Per set    |               |
| 15                             | Nylon rubber bands (per kg)     | N.A                    | As per the bank sample | Per Kg     |               |
| 16                             | Card Cover (Plastic)            | SVS                    | 20 pcs/packet          | Per packet |               |
| 17                             | Extension Cord/board            | Gold medal             | 4 ways socket          | Per piece  |               |
| 18                             | High lighter Pen                | Camel/<br>luxor        | 10 pcs/packet          | Per packet |               |
| 19                             | U pin box 35mm                  | N.A                    | 10 Pcs/box             | Per box    |               |
| 20                             | U pin box 26mm                  | N.A                    | 10 Pcs/box             | Per box    |               |
| 21                             | Post it pad 3" X 4"             | 3 M                    | Yellow stick pad       | Per packet |               |
| 22                             | Sticky page marker-plastic type | Camel                  | 5 colors/packet        | Per packet |               |
| 23                             | Spiral note pad                 | Ajanta                 | 40 pages               | Per piece  |               |
| 24                             | Scissor – medium                | N.A                    | N.A                    | Per piece  |               |
| 25                             | A4 plastic folder               | SVS/megah              | 20 pcs/packet          | Per packet |               |
| 26                             | Envelop with bank logo          | As per the bank sample | 10x4 Inch              | Per piece  |               |
| 27                             | Envelop with bank logo          | As per the bank sample | A4 size                | Per piece  |               |
| 28                             | White twine thread              | Ambica                 | 6 piece/box            | Per box    |               |
| 29                             | Glass Cleaner                   | Colin                  | N.A                    | Per piece  |               |

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|    |                     |              |             |           |  |
|----|---------------------|--------------|-------------|-----------|--|
| 30 | Marking cloth       | Good quality | White       | Per meter |  |
| 31 | Garbage Plastic bag |              | Green/Black | Per Kg    |  |

| LOT IV - Tonner/Cartridges |                              |              |       |               |
|----------------------------|------------------------------|--------------|-------|---------------|
| S.N                        | Particulars                  | 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(drum) CF232A | HP – Genuine | Piece |               |
| 7                          | Cannon Image Class - 337     | HP – Genuine | Piece |               |
| 8                          | Toner Cartridge TN-118       | Konica       | Piece |               |
| 9                          | Toner Cartridge TN-323       | Konica       | Piece |               |
| 10                         | Canon LPB 6030/ MF3010       | Canon        | Piece |               |
| 11                         | Canon MF271dn                | Canon        | Piece |               |

| LOT V - Seals |             |                |       |               |
|---------------|-------------|----------------|-------|---------------|
| S.N           | Particulars | Specifications | Unit  | Rate Per Unit |
| 1             | Flat seal   | S-222          | Piece |               |
| 2             | Flat seal   | S-223          | Piece |               |
| 3             | Flat seal   | S-224          | Piece |               |
| 4             | Flat seal   | S-225          | Piece |               |
| 5             | Dater seal  | S-827D         | Piece |               |
| 6             | Round Seal  | R-532          | Piece |               |
| 7             | Round Seal  | R-524          | Piece |               |
| 8             | Round Seal  | R-542          | Piece |               |
| 9             | Round Seal  | R-552          | Piece |               |

### 3. INSTRUCTION TO BIDDERS

#### 3.1 SCOPE OF BID

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

- 3.1.1 Bids to be hand delivered, through courier or registered post addressed or through email with **encrypted password** to the ADM/Procurement Division, ADM/HR Department, T Bank Ltd., Thimphu”.

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- 3.1.2 Covering envelope to be marked "Confidential" marked "not to be opened before the time and date of bid opening".
- 3.1.3 The second envelopes containing the bid (Original and Duplicate) should be with bidder address, sealed and signed.

### 3.2 SOURCE OF FUNDS

T Bank Limited shall finance the works/supply of goods named in the Invitation to Bid under the contract for which these tender documents are issued.

### 3.3 ELIGIBILITY

The Invitation for Bids is open to all suppliers licensed under the Department of Trade, Ministry of Industry, Commerce and Employment of the Royal Government of Bhutan/ licensed under any country.

### 3.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Bank shall in no case be responsible or liable for those costs.

### 3.5 JOINT VENTURES

Bids submitted by a joint venture of two or more companies as partners shall comply with the following requirements:

- 3.5.1 The Bidder (s) in case of successful Bid, the Contract form shall be signed to be legally binding on all partners;
- 3.5.2 One of the partners shall be authorized to be In-charge as the leading partner and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- 3.5.3 The In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- 3.5.4 All the partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and conditions, and a relevant statement to this effect shall be included in the authorization mentioned under clause 3.5.2 above and as well as in the Bid Form and the Form of Agreement (in case of a successful Bid), and
- 3.5.5 A copy of the agreement entered into by and between the joint venture partners shall be submitted along with the Bid.

### 3.6 ONE BID PER BIDDER

Each bidder shall submit only one bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company. A bidder who submits or participates in more than one bid will be disqualified.

### 3.7 BID PRICES

The bidder shall complete the appropriate price schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the goods to be supplied under the contract.

### 3.8 DEAD LINE FOR SUBMISSION OF BID

The Bid shall be submitted on 14<sup>th</sup> January 2025 or before 5 PM at ADM/Procurement Division, ADM/HR Department, T Bank Ltd, Thimphu. The Bids received after the deadline shall not be entertained.

### 3.9 BID OPENING

- 3.9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the Tender Opening on 15<sup>th</sup> January 2025 at 3:30PM. In case due date of the opening falls on non-working day(s), the opening of bid shall be on next day at the same time.
- 3.9.2 All members of the tender committee including the chairman shall examine the conditions of the envelopes and shall sign on the envelopes. In the event that a bid envelope of original documents is found to have been tampered with or opened, the Tender Committee should decide whether that bids is to be treated as cancelled or rejected, or to proceed with the bid opening.
- 3.9.3 The bids are to be opened in view of all participating parties and the contents are checked by the tender committee against the requirements of bidding documents.
- 3.9.4 The Tender Committee has to publicly announce the name of the bidders, the prices offered, the presence or absence of bid security and its amount, any discount offered, and any modification and withdrawals. In case the bidding documents requires the fulfilment of certain formal requirements such as the existence of a business license or the signature of the bid by proper authority; these requirements should be verified and announced. Initially these details shall be written on a notice board for the public to copy. Any bid price, discount etc. which is not announced and recorder shall not be taken into account in bid evaluation.
- 3.9.5 The bid form including appendices to bid from, bill of quantities, price schedules, bid securities, any discount offered, schedule of supplementary information, drawings and specifications and any important documents shall be initialled by all the members of the Tender Committee.

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3.9.6 The record of bid opening shall be prepared before the closing of the bid opening session and to be signed by all the members of the Tender Committee.

### 3.10 VALIDITY OF THE BID

The Bid shall be valid for a period of one year from the date of opening of the bid. The place of submission is at ADM/Procurement Division, ADM/HR Department, T Bank Limited, Head Office, Samten Lam, Thimphu. The Bids received after the deadline shall not be entertained or returned to the bidder.

### 3.11 GENERAL TERMS AND CONDITIONS

- 3.11.1 Price quoted should be in Ngultrum/INR, Cost, Insurance, and Freight (CIF), **inclusive of all taxes, levies and duties.**
- 3.11.2 All prices quoted should be on "Per Unit" basis and should be valid for one year.
- 3.11.3 Power of Attorney has to be submitted, if a representative is appointed.
- 3.11.4 The entire bid document submitted should bear the seal and signature of the Authorized personnel or the representative.
- 3.11.5 The bidder should not be under declaration of ineligibility for corrupt practices issued by the Royal Government of Bhutan.
- 3.11.6 T Bank reserves the right to cancel or reject the tender without any explanation.
- 3.11.7 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.
- 3.11.8 T Bank reserves the right to reject all or any part item supplied by the successful bidder during physical verification/testing if the items are non-standard and unreliable in terms of quality.
- 3.11.9 Prospective bidders requiring further information or clarification may notify the procurement officer in writing or by email at the purchaser's mailing address (jambaywangmo@tbank.bt). 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.
- 3.11.10 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 form shall be a 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.
- 3.11.11 The rates (s) should be submitted in the prescribed format provided by T Bank Ltd, as shown in Table.
- 3.11.12 The Bank may place order at any interval based on requirements.
- 3.11.13 The bank shall levy a penalty of 0.5% per day, subject to a maximum of 10 % of the contract value, if the goods are not supplied within the stipulated delivery period.
- 3.11.14 Bid Security of Nu.30,000/- (Ngultrum thirty thousand) should be enclosed with the bid in the form of a draft/cash warrant/bank guarantee in favor of "T Bank Limited, Thimphu".



- 3.11.15 The bid security of unsuccessful bidder (s) shall be returned on expiry of the bid.  
3.11.16 The bid security shall be forfeited if a bid is withdrawn from in the interval between the deadline and the expiration of the period.

### 3.12. LANGUAGE OF BIDS

The Bid, and all correspondence and documents related to the bid shall be in English. Additional documents provided by the bidder related to the bid shall be in English and should be translated in English if the language is foreign.

### 3.13. BID SECURITY

The bidder shall submit a bid security of Nu. **30,000.00** (Ngultrum Thirty Thousand) only in the form of a banker's check, cash warrant, bank guarantee, and demand draft in the name of TBank Limited. The bid security will be refunded to the unsuccessful bidder after they are notified that their bid is unsuccessful.

The bid security shall be forfeited in the following situations:

- I. If the bidder withdraws the Bid in between the bid validity period.
- II. If the successful bidder fails to sign the contract or fails to submit the performance security within the specified period.

### 3.14. QUANTITY VARIATION

As per the requirements of the bank.

### 3.15. AWARD OF CONTRACT

After being evaluated by the evaluation team, the contract will be awarded to the one who has quoted the lowest price as compared to the other bidders.

### 3.16. LIQUIDATION DAMAGE

If the vendor fails to supply the goods in the given time period as specified in the purchase order, and work order, the purchaser will deduct 0.5% per day on the total amount not exceeding more than 10% of the total value.

### 3.17. PAYMENT TERMS

The payment will be made within 45 working days after submitting the invoice.

**4. 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.

The delivery schedule shall be as per the table below:

| Delivery Schedule |                                |                          |                      |         |
|-------------------|--------------------------------|--------------------------|----------------------|---------|
| S.N               | Particulars                    | Earliest Delivery Period | Last Delivery Period | Remarks |
| 1                 | Lot I – Vouchers and Forms     | 15 days                  | 30 days              |         |
| 2                 | Lot II – Registers and Files   | 15 days                  | 30 days              |         |
| 3                 | Lot III - Regular Office Items | 5 days                   | 10 days              |         |
| 4                 | Lot IV - Tonner/Cartridges     | 15 days                  | 30 days              |         |
| 5                 | Lot V - Office Seals           | 15 days                  | 30 days              |         |

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**5. ANNEXURES**

**5.1. PROPOSAL SUBMISSION FORM**

To: .....

.....

.....

Having examined the RFP Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer **“Supply of Lot I, Lot II, Lot III, Lot IV, and Lot V for the Financial Year 2026”** in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the price schedule attached hereto and made part of this bid.

We undertake, if bid is accepted, to deliver the services as per terms and conditions of the bidding documents in accordance with the delivery schedule specified in the RFP documents.

We agree to abide by this bid for the period of one year from the RFP fixed date, and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a final official document 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 evaluated bid or any other bid that you may receive.

(Signature and Seal)

Name: .....

Title: .....

Address: .....

Contact No.: .....

Email ID: .....



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**5.1. Form of Bid Security (Bank Guarantee)/Cheque**

Bid Security No.....

Date.....

Reference No.....

To

The address (as specified in the bidding documents)

T Bank Limited,

Head Office,

Samten Lam, Thimphu Bhutan

Post Box: 631

Dear Sir/Madam,

Whereas, .....(name of the bidder).....has submitted his bid dated.....for the constructions/supply.....(title of the bidding documents).....

Know all men by these presents that we.....(name of the bank).....of .....(name of the country)....having our registered office at .....are bound unto T Bank Limited in sum of.....(Bid Amount).....for which payment well and truly to be made to the mentioned address as specified in the bidding documents (purchaser), the bank binds himself, his successors and assigns by these presents.

Sealed with the common seal of the mentioned bank .....

The conditions of this obligations are given below:

1. If the bidder withdraws his Bid during the period of bid validity specified in the Form of Bid: or
2. If the Bidder refuses to accept the correction of errors in his Bid; or
3. If the Bidder, having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
  - a. Fails or refuses to execute the Form of Contract Agreement in accordance with the Instructions to Bidders, if required; or
  - b. Fails or refuses to furnish the Performance Security, in accordance with the Instructions to bidders.

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T BANK LIMITED

POST BOX: 631

HEAD OFFICE : TCC Complex Building, Samten Lam,  
THIMPHU: BHUTAN

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or all of the three conditions, specifying the occurred condition or conditions. The guarantee will remain in force up to and including the date.....days after the deadline for submission of bid as such deadline is mentioned in the bidding documents or it may be extended by the purchase, notice of which extension to the bidder is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

Date.....

Signature of the Bank.....

Witness.....

Seal.....

Signature of the Bidder.....

Name.....

Address.....

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## 5.2. Performance Bank Guarantee

To  
The address (mentioned in the bidding documents)  
T Bank Limited,  
Samten Lam, Thimphu  
Post Box: 631

Whereas [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [Number] dated [date] to execute [name of Contract and brief description of Works] (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of Guarantee] [amount in words],<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, and denominated in the currency of the Contract. The Unconditional (or "On-Demand") Bank Guarantee has the merit of simplicity and of being universally known and accepted by commercial banks.

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This Guarantee shall be valid until a date 12 months from the date of issue of the Certificate of Completion.

Any amount payable shall be in favor of the Purchaser.

Any dispute arising in connection with this guarantee shall be brought before the Bhutanese Court of Law.

Signature and seal of the Guarantor.....  
Name of the Bank.....  
Address.....  
Date.....

**Note:** The Unconditional (or "On-Demand") Bank Guarantee has the merit of simplicity and of being universally known and accepted by commercial banks.



### 5.3. Contract Form

This contract is made on the ..... (Day).....of .....date and year....., between T Bank Limited, Head Office, Thimphu Bhutan (hereafter called it as the Purchaser) of the one part and ..... (Name of the contractor/suppliers/bidders)..... (Hereafter called it as the contractor) the other part.

Whereas the purchase is desirous that certain Goods to be provided and services performed by the contractor, viz....(Brief description of the goods/work/services as specified in the Bid Form and Price schedule) (hereafter called it as the Goods or Services) and has accepted a Bid by the contractor/suppliers for the supply goods and performance of Services of those goods /services in the sum of.....(contract price in words and figures) (hereafter **the contract price**)

#### Now this contract witnessed as follows:

1. The Contract shall consist of this Contract Form and the following documents, and the exhibits, drawings, specifications and other documents referred to therein (hereinafter the "Contract Documents"), all of which by this reference are incorporated herein and made part hereof:
2. In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the **Purchaser** to supply of Goods & to perform the services and to remedy defects therein in conformity and in all respects with the provisions of the Contract.
3. The **Purchaser** hereby covenants to pay the Contractor, in consideration of the supply of Goods and to perform the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed in the Contract.
4. Any notice under this Contract shall be in the form of letter, telex, fax or cable. Notices to either party shall be given at such address or addresses as such party shall specify from time to time by written notice to the other. In the absence of such notice to the contrary, notice to the **Purchaser** shall be properly address to:

(Purchaser's address, fax number and email address)

AND

Contractor's address

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ཐོན་ལས་ཁང་ཚོད་རྩིས་

T BANK LIMITED

POST BOX: 631

HEAD OFFICE : TCC Complex Building, Samten Lam,

THIMPHU: BHUTAN

A notice shall be effective when delivered or on the notice's effective date, whichever is later.  
IN WITNESS whereof the parties hereto have caused this contract to be executed in accordance  
with their respective laws the day and year as written in the first paragraph.

Signature of the Contractor

Signature of the Purchaser

Witness

Name .....

Name.....

Signature.....

Signature.....



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