

Request for Quotations (RFQ)

Annual Supply of Office Stationery



Requested by:

Druk Holding and Investments Limited,
P.O Box 1127, Norzin Lam, Thimphu, Bhutan
Tele# +975-2-336257/58, Fax# +975-2336259
Website: www.dhi.bt

Part- 1: Notice Inviting Quotations

NIQ No.: DHI/Procurement-01/2021/

27th April, 2021

Notice Inviting Quotation

The Druk Holding and Investments Limited, (DHI) invites e-Bid from eligible firms (hereafter referred to as the “bidder”) with valid trade license for the **Annual Supply of Office Stationery**.

DHI would like to inform the interested firms to kindly visit the website www.tender.bt for vendor registration and to submit the proposal online.

The EMD amount must be submitted physically to DHI office before the tender submission date. In case the covid-19 situation continues, please refer the covid-19 situation clause mentioned in the RFP. Failure to submit the EMD amount, the respective firm will not be considered.

The user manual for vendor registration and bidding process is available on the website www.tender.bt or else can be downloaded from following links:

- i. User manual for vendor registration
- ii. User manual for Bidding process

Interested firms may obtain further information at the address below during office hours [9am to 5pm].

Proposal must be submitted online by **27th May 2021 before 12 noon**.

Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
Norzin Lam, Thimphu
Tel: [+975-2-336257/8], Fax: [+975-2-336259]

Part-2 General Terms and Conditions

1. SCOPE OF WORK

Annual Supply of Office Stationery

2. BIDDING DOCUMENTS

DHI would like to inform the interested firms to kindly visit the website www.tender.bt/www.dhi.bt for bidding documents. For further information at the address below during office hours [9am to 5pm]:

Tenzin Tsheltrim (Mr)
Druk Holding and Investments Ltd., (DHI)
Attn: Procurement Unit,
Norzin Lam, Thimphu
tenzintsheltrim@dhi.bt
Tel: [+975-2-336257/8] (Ext:137), Fax: [+975-2-336259]

3. SUBMISSION AND OPENING OF THE BID

- i. Quotations for the items should be submitted on or **May 28th, 2021 before 12 noon and will be opened on the same date at 14:30 hrs. in DHI, Meeting Room 1.**
- ii. Quotations with complete details in form of **Annexure 1 & 2** should be addressed to **The Associate Director, Druk Holding and Investments Limited, Norzin Lam, Thimphu.** For any further information please contact **Procurement Unit**, contact no. +975-2336257/58 (103). The quotation submitted by the firm shall comprise the following:
 - (a) Bid Submission Form (Annexure-1)
 - (b) A duly completed and signed price quotation as per the Schedule of Item(s) and the Price Quotation. (Annexure -2)
 - (c) A valid Trade License;
 - (d) A valid Tax Clearance Certificate;
 - (e) The required bid security
 - (f) Any other requirements specified in this document

4. PRICE OF BID

All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery.

5. PLACE OF DELIVERY

The final place of delivery is DHI, Norzin Lam, 5th Floor new BOBL Building, Thimphu, addressed to Associate Director, Corporate Services Division, Druk Holding and Investments Limited.

6. BID SECURITY

The quotation shall be accompanied by lump sum amount of **Nu. 10,000/-** Earnest Money Deposit (EMD/Bid Security) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 3 months in favour of **The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu** in and separate envelope marked as “Bid Security”.

- 6.1 Any bid not accompanied by bid security shall be treated as non-responsive.
- 6.2 The bid security of unsuccessful bidders shall be returned within 15 days from the date of finalisation of the tender.
- 6.3 The bid security of the successful bidder shall be returned immediately after or adjusted against the submission of the performance security by the successful bidder to whom the contract is awarded.
- 6.4 The bid security shall be forfeited:
 - 6.4.1 if a bidder withdraws its bids during the bid validity period,
 - 6.4.2 if a bidder doesn't accept the arithmetical corrections of its bids,
- 6.5 In the case of successful bidder, if the bidder fails to:
 - 6.5.1 sign the contract within the specified prescribed time and
 - 6.5.2 Furnish the performance security within the prescribed time.

7. PERFORMANCE SECURITY

- 7.1 The successful bidders are required to submit 10% of the agreed contract price as Performance Security prior to the signing of the contract and it shall be refunded upon the completion of the supply.
- 7.2 The performance security should be deposited in the form of unconditional bank guarantee/cash warrant/demand draft in favour of **The Associate Director, CSD, Druk Holding and Investments Limited, Thimphu**.
- 7.3 The performance security shall be discharged and returned to the owner/firm after completion of the supply.
- 7.4 The performance security shall be forfeited if the successful bidder fails to adhere by its obligations within the contract period.

8. COVID -19 SITUATION

In case the covid-19 situation extends during the submission date of the tender, the bidder is requested to kindly submit the following:

- 6.1 Integrity Pact: Signed copy of the integrity pact to be submitted. No need for legal stamp during the submission, but would be required to sign again during the contract signing.
- 6.2 Bid Security (EMD): the lump sum amount of **Nu. 10,000/-** to be deposited to the DHI's BOBL account no: **100893691**, and submit the transaction details via email to the DHI focal person.
- 6.3 Performance Security: 10% of the agreed contract price as Performance Security to be deposited to the DHI's BOBL account no: **100893691**, and submit the transaction details during contract signing.

9. ADVANCE

No advance shall be provided.

10. EVALUATION OF QUOTATIONS

The bidder(s) may quote for other options with similar specification, The evaluation will be carried out on item wise but it will be at the discretion of DHI for final consideration and evaluation.

11. AWARD OF CONTRACT

DHI shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

12. QUALITY OF THE SUPPLY

The quality/standard of the supply shall be maintained strictly and the work order for the selected firm not meeting the quality/standard of the supply, will be cancelled and forfeit the performance security deposit. The work will be awarded to the next bidder.

13. VALIDITY OF THE OFFERS

Your quotation(s) shall be valid for a period of 12 months from the deadline for receipt of quotation(s). However the period of validity may be extended on mutual agreement.

14. LIQUIDATED DAMAGES

In case a delay in the supply of the items, liquidated damages @ 0.1% maximum of 10% shall be levied for the number of days of delay. The work shall be completed within the stipulated date and time.

15. VERIFICATION AND ACCEPTANCE

DHI shall carry out detailed verification and acceptance on the supplied items, and in case of fault, mismatching of specification or any other issues found, DHI reserves the right to reject any or all of the items without assigning any reason. It will be at the DHI's discretion to take the final decision on such situation if pertains.

16. PAYMENTS

The payment for the supply of the items, shall be made within 30 days upon verification and acceptance by DHI, based on the receipt of bill/invoice from the firm.

17. RESOLUTION OF DISPUTES

In case of any disputes, it shall be dealt as DHI Procurement Manual 2010, and the governing law and jurisdiction applicable within Bhutan.

18. FORCE MAJEURE

In the event, owner/firm delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes,

pandemics, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the supplier/bidder shall notify the Procuring agency in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the Procuring agency. Unless otherwise directed by the Procuring agency in writing, the owner/firm shall continue to perform its obligation.

19. TERMINATION OF THE CONTRACT

The contract shall be terminated if in case the owner/firm fails to abide by its obligations and the contract may be awarded to next bidder.

20. GENERAL TERMS AND CONDITIONS

- 20.1 The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
- 20.2 DHI is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
- 20.3 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- 20.4 DHI reserves the right to reject any or all of the tenders without assigning any reason.
- 20.5 The decision of the tender committee will be final and binding.

Annexure -1

Bid Submission Form

(Use Official Letter Head)

To,

Associate Director,

Druk Holding and Investments Limited

DHI, Thimphu.

Sir:

Subject: **Quotations for**

Dear Sir,

I/We _____ Individual/ firm herewith enclose quotation for selection of my/our firm/organization for **the supply of Office Stationery**.

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

Annexure – II

Price Quotation Form

1.STATIONERY ITEMS

Sl. No	Item description	Unit	Rate/Unit
1	Arch file	no	
2	Attendance Register	no	
3	Battery (AA)	no	
4	Battery (AAA)	no	
5	Bhutanese paper Sheet	sheet	
6	Binder clip (15mm)	Pkt	
7	Binder clip (19mm)	Pkt	
8	Binder Clip (32mm)	pkt	
9	Binding tape (big)	roll	
10	Binding tape (Medium)	roll	
11	Binding transparent sheet	Pkt	
12	Board marker pens	no	
13	Business card holder	no	
14	Calculator Orpat	no	
15	Calculator (scientific)	no	
19	Cello tape (big)	roll	
20	Cello tape (medium)	roll	
21	Cello tape (small)	roll	
22	Chart paper	no	
23	Colin spray	no	
24	Color photocopying paper A4	ream	
25	Computer paper A3	ream	
26	Correction pen	no	
27	Desho A4 envelopes	no	
28	Dust bin	no	
29	Dust bin with lit	no	
30	Dust Collector	no	
31	Duster cloth	no	
32	DVD R	no	
33	DVD-RW	no	
34	Envelope - file size	no	

35	Envelope (24X11cm)	no	
36	Envelope (28X13cm)	no	
37	Envelope (A4 size)	no	
38	Eraser	no	
39	Executive put up file	no	
40	File divider	pkt	
41	Flip chart	roll	
42	Foot mat	no	
43	Foot mat (jute)	no	
44	Glue 700ml	no	
45	Glue stick	no	
46	Hand towel	no	
47	Hard binding cover	no	
48	Hard broom	no	
49	Lysol/Harpic	no	
50	High lighter pens	no	
52	Liquid handwash	no	
53	Marker pen	no	
54	Marking cloth	no	
55	Masking tape	roll	
56	Mob (cleaner)	no	
57	Multi Paper tray	no	
58	National ribbon (1 inch)	roll	
59	National ribbon (1.5 inches)	roll	
60	Nepth ball	pkt	
61	Note pads - executive (Big)	no	
62	Note pads - executive (medium)	no	
63	Note pads - executive (small)	no	
64	Pad locks	no	
65	Paper clips (large)	pkt	
66	Paper clips (small)	Pkt	
67	Paper cutter knife	no	
68	Pencil	no	
69	Pencil sharpener	no	
70	Pens - pilot (V.5)	no	
71	Pens - pilot (V.7)	no	
72	Pens (Mitsubishi)	no	
73	Pens-cello gripper	no	
74	Permanent sketch pen	no	
75	Phenol	no	
76	Photo glossy paper	Pkt	
77	Photocopying paper (Xerox 75GSM)	ream	

78	Plastic bucket	no	
79	Plastic files (open type)	no	
80	Plastic files (pocket type)	no	
81	Plastic files with strips	no	
82	Plastic jug	no	
83	Post it pads (big)	pkt	
84	Post it pads (small)	pkt	
85	Post it pads (multi color)	pkt	
86	post-it flags (multi colour)	pkt	
87	Punching machine	no	
88	Register	no	
89	Ring folder file	no	
90	Room (air) freshner	no	
91	Room spray (Baygon)	no	
92	Ruler	no	
93	Scissors	no	
94	Soft broom	Bundl e	
95	Spiral binding - 10 mm	no	
96	Spiral binding - 12 mm	no	
97	Spiral binding - 14 mm	no	
98	Spiral binding - 16 mm	no	
99	Spiral binding - 18 mm	no	
100	Spiral binding - 20 mm	no	
101	Spiral binding - 24 mm	no	
102	Spiral binding - 6 mm	no	
103	Spiral binding - 8 mm	no	
104	Stapler machine (10)	no	
105	Stapler machine (24/6)	no	
106	Stapler pins - 24/6	Pkt	
107	Stapler pins - heavy duty	pkt	
108	Stapler pins (10)	Pkt	
109	Toilet paper	roll	
110	Tissue box	no	
111	Vim powder	pkt	
112	White board duster	no	
113	White board	no	

2. IT ACCESSORIES

Sl. No	Item description	Unit	Rate/Unit
1	USB flash drive (8GB).	No	
2	USB flash drive (16 GB)	No	
3	External Hard Drive (500GB)	No	
4	External Hard Drive (1 TB)	No	
5	External Hard Drive (2 TB)	No	
6	External Hard Drive (4 TB)	No	
7	External Hard Drive (6 TB)	No	
8	External Hard Drive (8 TB)	No	
9	Power Point Laser Pointer	No	

3. ELECTRICAL ITEMS

Sl. No	ITEM DESCRIPTION	UNIT	Rate
1	3 pin top plug	No	
2	4 way socket	No	
3	6 way Socket	No	
4	CFL bulb	No	
5	CFL bulb	No	
6	CFL bulb	No	
7	Flexible wire	M	
8	Heater rod	No	
9	Lithium Battery CR1632	No	
10	Multi plug	No	
11	Extension Cord	No	
12	Tube light starter	No	
13	Tube rod	No	
14	tube rod (2ft).	No	
15	tube rod 1/2"(4ft).	No	
16	Tube rod frame	No	
17	Universal conversion plug	No	

4. TONER CARTRIDGES

Sl. No	Item description	Unit	Unit	Rate/Unit
1	6605 Printer	6600 (B/C/M/Y)	SET	
2	Drum cartridge for Xerox 6700 printer	-	NO	
3	Drum Catridge for Work Centre 6605	-	NO	
4	Drum Catridge for Workstation 5330	-	NO	
5	Film for KX-FP343 Fax Machine	Fax film KX-FA93	NO	
6	HP LaserJet 2055dn Printer	CE505A	NO	
7	Konica Minolta 215/165 Photocopier	TN114	NO	
8	Laser jet Pro M203dw	30A	NO	
9	Laser Jet Pro M402dn	H-CF226A	NO	
10	Laser Jet Pro MFP M427DW	CF228A	NO	
11	HP Laser Jet 400M401dn Printer	HP 80A	NO	
12	HP laser Jet P1108 Printer/M226dw/M202dw	HP 88A	NO	
13	Xerox Phaser 6700 Printer	6700 (B/C/M/Y)	SET	
14	Xerox workstation 5330	5330/5335	NO	

Annexure - III Contract Forms

Form. 1: Letter of Award of Contract

(On DHI letter Head)

(Insert Date)

To: (name and address of the contractor)

This is to notify that your Bid dated (insert date) for execution of the (insert name of the contract and identification number..., as given in SCC) for the Contract Price of the equivalent of (insert amount in numbers and words) (insert name of currency), as corrected and modified in accordance with the instructions to Bidders is hereby accepted by DHI.

You are hereby instructed to:

- a) Confirm your acceptance of this Letter of Award by signing and dating both copies of it, and returning one copy to us no later than 15 days from the date hereof;
- b) Proceed with the execution of the supplies in accordance with the contract;
- c) Report to DHI to sign contract within 15 days of the date hereof; and
- d) Forward the performance security pursuant to ITB within 15 days after receipt of this Letter of Award.

Authorized Signature

Name and Title:

Name of Agency:

Attachment: Contract

Form 2 Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (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 Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) The Special Conditions of Contract;
 - (c) The General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier’s Bid and original Price Schedules;
 - (f) The Purchaser’s Notification of Award of Contract;
 - (g) The form of Performance Security;

(h) The form of Bank Guarantee for Advance Payment;

(i) *[insert here any other document(s) forming part of the Contract]*

3. This 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.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related 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 by the Contract.

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 Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

Form 3 Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]