

BHUTAN NATIONAL BANK LIMITED



Open Tender

Supply of stationery, printing and other items for the Year

2025

November 14, 2024



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Section 1: Invitation of Bids

The Bhutan National Bank Ltd (Bank) would like to invite sealed bids from the eligible and qualified Bhutanese firms for “Supply of stationery, printing and other items” for the year 2025, as detailed below: -

Name of Work	Supply of stationery, printing and other items for the year 2025
Sale of Tender / Registration	14/11/2024 – 29/11/2024
Tender Fee (Non-refundable)	Nu. 500.00 (Cash Only)
Date & Time of Tender submission	29/11/2024 [9.00 - 11.00 AM]
Date & Time of Tender opening	29/11/2024 [11.30 AM]
Place of Bid submission & Bid Opening	Procurement Unit, HRA Department, 3 rd Floor, Level B, Corporate Office, BNBL, Thimphu
EMD/Bid security	Nu. 20,000.00 (Lumpsum amount)
Availability of Tender Document	Tender document can be purchased from the Procurement Unit, located on the 3 rd floor, Level B of Corporate Office, BNBL, Thimphu on all working days from 9:00 AM to 5:00 PM (Monday - Friday). The tender document can also be downloaded from BNBL website: www.bnb.bt/announcement/ . However, the bidder(s) should register and deposit the tender fee on or before submission of the bid.



Section 2: Instruction to Bidders

2.1 Scope of bid

- a) The BNBL Management plans to outsource the supply of stationery, printing and other items for the year 2025 to eligible and qualified Bhutanese firms.
- b) The successful bidder(s) shall be fully responsible for supplying the required stationery, printing and other items in accordance with the specifications outlined in this bid document.
- c) In the event that the successful bidder(s) fail to meet the agreed-upon delivery timelines, they shall be subject to penalties as specified in the contract terms and conditions.
- d) The contract shall be valid for a minimum of one (1) year from the date of signing the agreement or issuing the commencement order. The Bank reserves the right to extend the contract based on the bidder's performance or according to the Bank's evolving needs.

2.2 Timeline & Deliverables

Deliverables	Timeline
Supply of stationery, printing and other items for the year 2025.	Within thirty (30) calendar days from the date the purchase order is issued.

2.3 Fraud and Corruption

- a) Bank requires that a Bidder(s) and his/her employees, consultants & agents, shall observe the highest standards of ethics during the bidding process and execution of contracts.
- b) Bank shall reject a Bid for award, if it determines that the Bidder(s) recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question.



- c) Bank requires that Bidder(s), as a condition of admission to eligibility, execute and attach to their Bids an Integrity Pact Statement as per Form: Annexure IV of Section 10. Failure to provide a duly executed Integrity Pact Statement may result in rejection of the Bid.
- d) Bank shall report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant agencies, including but not limited to the Anti-corruption Commission (ACC), of the Kingdom of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

2.4 Preparation of Bid

- a) The bidder(s) shall be responsible for all costs incurred in the preparation and submission of their bid. The Bank shall not be held liable for any such costs, regardless of the outcome or progression of the bidding process.
- b) The Bid shall include the following:
 - 1. Form for Submission of Proposal (Annexure-I)
 - 2. Bidder Identification Form (Annexure-II)
 - 3. Bill of Quantity (Annexure-III)
 - 4. Integrity Pact Statement (Annexure-IV)
 - 5. Proprietor/Joint Venture details (Annexure-V)
 - 6. Valid Trade license and Tax clearance certificate
 - 7. Valid BICMA license for printing items
 - 8. Bid security (EMD)
 - 9. A power of attorney must be submitted if an authorized representative is designated.
 - 10. Any other document required as per bidding document
- c) The entire set of documents submitted as part of the Proposal shall be signed by the bidder(s) on every page.
- d) The bid document shall be completed in a clear and legible manner. Incomplete or conditional bids that do not comply with the terms and conditions shall not be considered. Any corrections, deletions, or additional conditions shall only be accepted if they are initialed or signed by the authorized person submitting the bid.



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- e) The bidder(s) shall thoroughly review all instructions, forms, terms and specifications outlined in the bidding document. Failure to provide all the required information or documentation may lead to the rejection of the bid.
- f) The Bid, as well as all communications and documents exchanged between the Bidder(s) and the Bank, shall be written in English. Supporting documents or printed materials included in the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant sections into the language specified in the bidding document. In case of any discrepancies, the translation shall prevail for the purpose of bid interpretation.

2.5 Price Schedules

- a) The price shall be quoted in the local currency (Ngultrum) and shall include all applicable taxes, duties and any other service charges.
- b) The price quoted shall be fixed and final, inclusive of any discounts or rebates, and shall remain unchanged throughout the contract period, even in the event of cost increases.
- c) The Bank reserves the right to contact the selected Bidder(s) for additional supplies of the listed items at the same quoted/approved price on a repeat order basis, during the term of the contract.
- d) The bidder(s) shall submit the price in the Bill of Quantities (BOQ) – Annexure III of Section 10, as provided in this Bid document.

2.6 Clarification and amendment of Bids

- a) The Bank reserves right to issue amendments to the Bid document at any time before the final submission deadline. These amendments may be made either on the Bank's initiative or in response to a clarification request from any prospective bidder(s). Any such amendments shall be communicated in writing, including by email, to all bidders who have purchased the tender document.
- b) Similarly, bidder(s) may request clarifications regarding the Bid document in writing, including via email. The Bank shall provide written responses to these queries, including explanations, but shall not disclose the identity of



the bidder(s) raising the questions. If the Bank determines that a clarification necessitates an amendment to the Bid document, it shall follow the appropriate procedure to make the necessary revisions. Bidder(s) shall not be permitted to seek clarifications in person, by telephone, or through any other verbal communication.

- c) A pre-bid meeting shall only be held if deemed essential to address any doubts or concerns from bidder(s) before the bid submission deadline. The minutes of the pre-bid meeting shall be shared with all bidders who have purchased the bidding document.

2.7 Period of validity of Bid

- a) The bid shall remain valid for a minimum of ninety (90) calendar days from the submission deadline. Any bid with a validity period shorter than this shall be rejected as non-responsive.
- b) In exceptional cases, before the expiration of the bid validity period, the Bank may request the Bidder(s) in writing to extend the validity of their bids. Bidder(s) are not obligated to agree to this extension and may decline without forfeiting their bid security. If a bidder refuses the extension, their bid shall not be considered for evaluation or award. For those bidders who agree to the extension, they shall also be required to extend the validity of their bid security accordingly, but they shall not be allowed to alter or modify their bid.

2.8 Bid Security

- a) The Bid security (EMD) of Nu. 20,000/- (Ngultrum Twenty thousand) shall be submitted in the form of a Draft, Cash warrant, or Bank Guarantee, made payable to “Bhutan National Bank Ltd., Thimphu.” The Bid Security shall remain valid for a minimum of ninety (90) calendar days from the bid submission deadline.
- b) Bids submitted without the required Bid Security (EMD) or with Bid Security that does not meet the above requirements shall be disqualified and deemed non-responsive.
- c) The Bid Security (EMD) of unsuccessful but responsive bidders shall be returned after the contract is signed and the performance security is received from the successful bidder(s).



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- d) The Bid Security (EMD) of the successful bidder(s) shall be returned once the contract is signed and the performance security has been deposited by the successful bidder(s).
- e) The Bid Security (EMD) shall be forfeited under the following circumstances:
- i. If the bidder withdraws their bid, in whole or in part, during the bid validity period;
 - ii. If the bidder does not accept the arithmetical corrections to the bid price as per ITB clause 2.15.4];
 - iii. If the bidder engages in corrupt, fraudulent, collusive, or coercive practices during the bidding process; or
 - iv. In the case of the successful bidder, if the bidder fails to provide the performance security and sign the contract agreement within the prescribed time.

2.9 Submission of bid

- a) The sealed bids (both Technical and Financial) shall be submitted in a single sealed envelope labeled as “Confidential” and address to:

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

- b) The envelope shall clearly state name and identification number of the contract.
- c) The envelope shall also include a warning indicating that it should be not be opened before the designated time and date for bid opening, specified in the bid document.
- d) Upon receipt, the Bank shall register the bid submission. Only complete submissions shall be registered.



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- e) All submissions, including any supporting documents, shall become the property of the Bank. By submitting a bid response, the respondent grants the Bank a license to reproduce all or part of their submission for evaluation purposes, regardless of any copyright or intellectual property rights that may exist in the submission or accompanying materials.

2.10 Deadline for submission of Bids

- a) Bids shall be delivered in person to the bank at the specified address no later than the date and time stated in the bidding document.
- b) The Bank reserves the right, at its discretion, extend the submission deadline by amending the bidding document in accordance with ITB clause 2.6. In such cases, all rights and obligations of the Bank and the Bidder(s) that were previously governed by the original deadline shall thereafter be governed by the extended deadline.

2.11 Late Bid submission

- a) The Bank shall not consider any bid submitted after the specified deadline. Any bid received after the deadline shall be deemed late, rejected, and returned unopened to the Bidder(s).
- b) The Bank shall not be held liable for any late bid submission, regardless of the reason, including those that are considered late due to other conditions related to the bidding process.

2.12 Withdrawal, Substitution, and Modifications of Bids

- a) No Bid may be withdrawn, substituted or altered after the submission deadline and before the expiration of the bid validity period specified in the bidding document.

2.13 Requests for information/clarification

- a) Bidders are required to direct all communications related to this Bid to:

The Procurement Officer,
HRA Department,
Bhutan National Bank Ltd., Thimphu
Contact No. 02-328588, IP: 1276
Email: ugyenwangdi@bnb.bt



- b) All inquiries regarding the bid, whether technical or otherwise, shall be directed to the above contact. The Bank shall not engage in personal communications with bidders, and any bidder found attempting to do so shall be disqualified.
- c) The Bank shall make an effort to respond to all queries raised by bidders. However, the Bank reserves the right to withhold responses to any query it deems unnecessary or irrelevant.

2.14 Bid Opening

- a) The Bank shall conduct the bid opening in the presence of the bidders' designated representatives who choose to attend, at the address, date and time specified in the bidding document.
- b) Bidders, their representatives and other attendees at the bid opening shall not be allowed to approach any members of the Bid Opening Committee or any other Bank officials during the process.
- c) The sealed envelopes shall be opened one by one. The Bank shall announce the names of the bidders, their bid prices, the total amount of each bid, and other relevant details the Bank deems appropriate.
- d) Any complaints or comments raised by the bidders' representatives during the bid opening shall be submitted in writing to the address provided in ITB clause 2.13 (a), within five (5) calendar days from the date of the bid opening.

2.15 Evaluation and comparison of Bids

2.15.1 Confidentiality

- a) Information pertaining to the examination, evaluation, comparison and post-qualification of bids, as well as the recommendation for contract award, shall not be disclosed to any bidder or other individuals not directly involved in the process until contract is officially published.
- b) Any attempt by a bidder to influence the Bank's authorized representatives during the examination, evaluation, comparison, or qualification of bids, or in the contract award decision, may lead to the rejection of their Bid.



2.15.2 Clarification of Bids

a) To assist in the examination, evaluation, comparison, and post-qualification of bids, the Bank may, at its discretion, request clarifications from any bidder. Any clarification provided by a bidder that was not specifically requested by the Bank shall not be considered. Both the Bank's request for clarification and the bidder's response shall be in writing. No changes to the bid prices or substance shall be allowed, except to correct arithmetic errors identified by the Bank during the evaluation process.

2.15.3 Responsiveness of Bids

- a) The Bank's determination of a Bid's responsiveness shall be based solely on the contents of the Bid itself. The objective is to identify which bids meet the requirements and then compare the responsive bids to select the best evaluated one.
- b) A substantially responsive Bid is one that complies with all the terms, conditions, and specifications of the bidding document, without any material deviation, reservation or omission.
- c) A bid that is not substantially responsive to the bidding document shall be rejected and cannot later be made responsive by the bidder through correction of any material deviation, reservation, or omission.

2.15.4 Correction of errors in price bid:

- a) Arithmetical errors shall be corrected during the evaluation of the Price Bids, and the corrected figure shall be used to determine the evaluated bid price.
- b) If case of a discrepancy between the unit price and the total price (the product of unit price and quantity), the unit price shall take precedence, and the total price shall be adjusted accordingly. However, if the Bank believes there is a clear significant misplacement of the decimal point in the unit rate, the total price for the line item as quoted shall prevail, and the unit price shall be corrected accordingly.



2.15.5 Preliminary examination of Bids

The Bank shall review the bids to ensure that all required documents and technical documentation, as outlined in the pre-qualification criteria below, have been submitted.

Sl.#	Description	Status
1.	Bid Submission Form (Annexure-I)	Mandatory
2.	Bidder Identification Form (Annexure-II)	Mandatory
3.	BOQ (Annexure-III)	Mandatory
4.	Integrity Pact Statement (Annexure IV)	Mandatory
5.	Proprietor/Joint Venture details (Annexure V)	Mandatory
6.	Valid trade license and tax clearance certificate	Mandatory
7.	Valid BICMA license for printing items	Mandatory
8.	Bid Security (EMD)	Mandatory
9.	A power of attorney must be submitted if an authorized representative is designated	Mandatory

Note: Verifiable documentary evidence for all the above requirements is mandatory. Proposals shall be rejected if a bidder fails to provide any of the required verifiable documentation.

2.15.6 Evaluation of Bids

- a) The Bank shall evaluate each bid that has been determined to be substantially responsive up to this stage of the evaluation process.
- b) The evaluation shall be carried out on an item-by-item basis, considering the following criteria:
 - i. The bid price quoted (Financial)
 - ii. Compliance with the product specifications provided by BNBL (Technical)
 - iii. Preliminary examination of the bids (clause: 2.15.5)
- c) Bids shall be evaluated separately for each item.
- d) If a bidder quotes two different rates for a single item, the bid for that item shall not be evaluated (only one rate per item will be considered).



2.15.7 Bank's Right to Accept Any Bid, and to reject any or All Bids

- a) The Bank reserves the right to accept or reject any bid, or to cancel the bidding process and reject all bids at any time before the contract award, without incurring any liability to bidders.
- b) The Bank also reserves the right to enter into negotiations with the selected bidder(s), if deemed necessary. Such negotiations shall take place on the date, time, and the location communicated to the qualified and selected bidder(s). Representatives conducting negotiations on behalf of the successful Bidder(s) shall have written authority to negotiate and finalize the contract.

2.16 Award of Contract

- a) The Bank shall award the contract to the bidder(s) whose offer is determined to be the lowest evaluated bid and is substantially responsive to the requirements of the bidding document.
- b) The Bank reserves the right, at the time of contract award, to increase or decrease the quantity of items tendered, without altering the price or any other terms and conditions of the contract.
- c) The Bank shall notify the successful bidder(s) of its intention to award the contract in writing, using the format provided in Annexure-VI, referred to as the "Letter of Intent to Award the contract," ensuring compliance with all mandatory requirements. Simultaneously, unsuccessful bidders shall receive written notifications using the format in Annexure-VII, referred to as the "Letter for unsuccessful bid," informing them of the outcome. All bidders shall also be provided with information regarding the name and bid amount of the successful bidder(s). These notifications shall be sent on the same day, including by email.
- d) Upon receiving the Bank's notification [ITB 2.16 (c)], an unsuccessful bidder has seven (7) calendar days to submit a written request for a debriefing. The bank shall respond to all such requests for debriefing within this deadline.
- e) If a debriefing request is made within the deadline, the Bank shall provide a response within five (5) calendar days.
- f) The debriefing shall focus solely on the bidder's own bid and will not include discussions about other competing bids. The debriefing shall not:



- i. Point-by-point comparisons with other bids; and
 - ii. Information that is confidential or commercially sensitive to other bidder(s).
- g) The purpose of the debriefing is to inform the unsuccessful bidder(s) of the specific reasons for their lack of success, highlighting the shortcomings of their bid, but without disclosing details of other bids.
- h) If two or more bidders submit identical L1 rates, the Bank shall request fresh quotes from both L1 bidders, providing five (5) calendar days for resubmission. The Bank's decision on the reasonable time allowed for this resubmission shall be final and binding. Following this, the contract shall be awarded to the L1 bidder(s) based on the fresh quotes received.
- i) The successful bidder(s) shall sign the contract acceptance in writing within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent issued. Failure to do so shall result in the bid being rejected without further notice.

Section 3: Performance Security

- 3.1 The successful bidder(s) shall be required to provide a performance security equivalent to 10% of the contract amount, issued by any authorized financial institution in Bhutan, within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent.
- 3.2 If the successful bidder(s) fails to submit the performance security within seven (7) calendar days after the expiry of the compliance period specified in the letter of intent, the bid shall be considered invalid, and the contract shall be awarded to the next lowest bidder.
- 3.3 The performance security shall be provided in the form of a demand draft, cash warrant, or bank guarantee and shall remain valid for at least six (6) months. The successful bidder(s) shall renew the performance security, as required by the Bank, throughout the duration of the contract.
- 3.4 The Performance security shall be released to the successful bidder(s) with or without deductions (if applicable) upon completion of all performance obligations, including warranty obligations, as stipulated in the contract terms.



Section 4: Service Delivery Penalty

4.1 If the Successful bidder(s) fails to supply & deliver the goods within the specified time frame, the following penalties shall be applied proportionately, based on the value of the order or the performance security:

- a) Delay of up to one week – 2% of the total order value.
- b) Delay exceeding one week but not more than two weeks – 5% of the total order value.
- c) Delay exceeding two weeks but not more than one month – 10% of the total order value.
- d) Delay exceeding one month- the purchase order shall be revoked, and the performance security deposited shall be forfeited without further notice. Additionally, any incomplete work shall be terminated, and the contract shall be awarded to the next lowest bidder or re-tendered, as deemed appropriate.

Section 5: Force Majeure

5.1 The successful Bidder(s) shall not be held liable for the forfeiture of their performance security, liquidated damages, or termination for default if the delay in performance or any failure to meet their obligations under the contract is caused by an event of Force Majeure.

5.2 For purposes of this Clause, “Force Majeure” refers to any event or circumstance beyond the control of the successful bidder(s), which could not have been foreseen, is unavoidable, and is not due to negligence or lack of care by the successful Bidder(s). Such events may include, but not limited to, actions by the Bank in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

5.3 In the event of a Force Majeure situation, the successful bidder(s) shall promptly inform the Bank in writing, detailing the nature of the situation and its cause, and provide acceptable documentary or pictorial evidence. Unless otherwise instructed by the Bank in writing, the successful Bidder(s) shall continue to fulfil their contractual obligations.



Section 6: Terms of Payment

- 6.1 Payment for the invoice shall be processed by the Bank upon receipt of the original invoice and TPN number, based on the actual quantities of goods supplied as specified in the purchase order.
- 6.2 Payment shall be made within thirty (30) calendar days, following the successful completion of the supply of items specified in the purchase order. Applicable deductions, including income tax, service tax etc., shall be made at source in accordance with the Government regulations from the bills submitted by the successful Bidder(s), and necessary TDS certificate shall be issued accordingly.

Section 7: Warranty

- 7.1 The successful Bidder(s) guarantees that all Goods provided are new, unused, and of the latest or current models, or as specified in the bidding document. Unless otherwise stated in the bidding document, the warranty shall remain valid for twelve (12) months from the date the goods, or any part thereof, are delivered or accepted at the final destination. Any defective goods shall be replaced or repaired by the successful Bidder(s) at no additional cost to the Bank within fifteen (15) calendar days from the date notification.
- 7.2 If the successful Bidder(s) fails to repair or replace the defective goods or parts within the specified timeline, the Bank shall carry out the necessary repairs or replacements at the expenses of the concerned Bidder(s).

Section 8: Termination

- 8.1 The Bank may, at any time, terminate the purchase order (or Contract if applicable) in whole or in part, for its convenience, by providing written notice.
- a) If the Successful Bidder(s) fails to comply with any of the terms and conditions specified in the purchase order, exceeds the maximum allowable liquidated damages, or fails to take corrective action within the timeframe specified by the Bank.



- b) If, in the Bank's judgment, the Successful Bidder(s) has been involved in any corrupt or fraudulent practices while competing for or executing the tasks under this purchase order.

Section 9: Patent Indemnify

9.1 The successful bidder(s) shall indemnify and hold the Bank harmless from any claims, damages, or expenses arising from patent infringement related to the goods supplied.

9.2 The Bank shall promptly notify the successful bidder(s) of any infringement claims. The successful bidder(s) has the right to defend such claims at its own cost. The Bank shall cooperate but cannot settle without the bidder(s) consent.

9.3 If the goods infringe a patent, the bidder(s) shall either:

- a) Secure the right for the Bank to use the goods;
- b) Modify or replace the goods to make them non-infringing, or
- c) Accept return of the goods and refund the purchase price.



Section 10: Bidding Forms

Annexure I: Form for Submission of Proposal

Date: [DD/MM/YYYY]

To: Bhutan National Bank Limited
Corporate Office
Thimphu

Dear Sir/Madam,

The undersigned, having read the tender document of Bhutan National Bank Ltd., Thimphu vide ref.# BNBL/PO-Tender/TH-21/2024/3703, dated 14/11/2024, hereby offers to supply the stationery, printing and other items, in accordance with terms and conditions set out or specified in the document.

I/We agree to abide by this Proposal/Bid for a period of Ninety (90) calendar days from the date for Bid submission 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 letter of intent to award contract and 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 performance security deposit, absolutely.

Best regards

* Signature and seal of the Bidder:	
* Name:	
* Title:	
* Telephone:	
* Email:	

Footnote: /* Compulsory field



Annexure II: 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 evaluation of the bids.	
* Signature and stamp of the Bidder:	

Footnote: /* Compulsory field

Annexure-III: Bill of Quantity (BOQ):

*Refer attachments.



Annexure IV: Integrity Pact Statement (IPS)

1. General:

Whereas, the Chief Executive Officer, representing Bhutan National Bank Limited, hereinafter referred to as the “Employer” on one part, and (Name or Designation) 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.

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 and contract administration, 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 Tender 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, favor 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 favor 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.
- 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 for 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, favor, 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:



Standard Bidding Document for Procurement of Goods

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, misrepresentation, 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 Debarment 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.

We hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* _____ on *(date)* _____

Affix
Legal
Stamp

Affix
Legal
Stamp

EMPLOYER

BIDDER/REPRESENTATIVE

CID:

CID:

Witness:

Witness:

Name:

Name:

CID:

CID:



Annexure-V: Proprietor/Joint Venture details (for Integrity Vetting Report)

Proprietor (s) Details	
*Name:	
*Present Address:	
*CID Card No.	
*Telephone/Mobile No.	
*Email Address:	
Joint Venture(s) Details (if applicable)	
*Name:	
*Present Address:	
*CID Card No.	
*Telephone/Mobile No.	
*Email Address:	
*Signature and seal of the Proprietor (s)	

Footnote: / Compulsory field



Annexure-VI: Letter of Intent to Award the Work

BNBL/PO-TENDER/TH-.../2024/

[Date]

[Bidder's Firm Name]

[Bidder's Address]

[City, State]

Subject: Letter of Intent to Award Contract for [Project/Tender Title]

Tender reference No.....

Sir/Madam,

We are pleased to inform you that your bid for the [Project/Tender name] has been selected, and we intend to award the contract to your firm. This letter serves as an official notice of our intent to award the contract to your firm, subject to the conditions outlined below.

Conditions of Award:

1. This Work Awarding Letter is issued on the condition that no formal complaints or objections are received from the unsuccessful bidders within the next seven (7) calendar days from the date of this letter. During this period, unsuccessful bidders may raise any concerns or objections regarding the bidding process.
2. If no valid complaints are received during this period, you are required to report to the Procurement Unit, Human Resource and Administration Department, Corporate Office, BNBL, Thimphu, within seven (7) calendar days after the end of the compliant period to complete the following formalities.
 - a) Sign the Bid Acceptance letter and Contract Agreement;
 - b) Submit a Performance Security deposit amounting to Nu. [in figures/words] (10% of the contract value) in the form of Demand Draft/Cash Warrant/Bank Guarantee, valid of [months/days], in favor of "Bhutan National Bank Limited".
3. You are encourage to begin preliminary preparations for the work. However, please refrain from commencing any work or incurring any related costs the formalities outlined in points 2. (a) & (b) are completed.



Important Notes:

1. If a complaint is received within the specified period, we will notify you promptly. We will then review and address the complaint before providing further instructions.
2. This letter does not constitute a binding agreement until the seven-day period has passed without any objections and the formalities outlined in points 2. (a) & (b) are completed.
3. Please arrange to collect the EMD deposited with us once the formalities outlined in points
2. (a) & (b) are completed.
4. Please note that if you do not complete the required formalities within the specified timeframe, your selection may be revoked, and the EMD may be forfeited in accordance with bidding terms and conditions.

We appreciate your patience and understanding throughout the process. We look forward to a successful partnership on this project. For any further clarifications, please feel free to contact us at [contact details].

Thanking you.

Yours Sincerely,

[Name of Authorized Official]

[Designation & Name of Department]

Cc:

- The Procurement In-charge/Officer, HRA Department, Corporate Office, BNBL, Thimphu:
for information and necessary compliance.

T



Annexure-VII: Letter for unsuccessful bid

[Bidder's Firm Name]

[Bidder's Address]

[City, State]

Subject: Unsuccessful Bid for [Project/Tender Title]

Tender reference No.....

Sir/Madam,

We regret to inform you that your bid for [Project/Tender Name] has not been selected due to the following reasons:

1.
2.

We sincerely appreciate the effort and time you dedicated to preparing and submitting your bid. Please arrange to collect your EMD from our office after the signing of the contract and receipt of the performance security deposit from the successful bidder, or after fourteen (14) calendar days of the compliant period and completion of formalities by the successful bidder, whichever comes first or is more convenient.

If you have any concerns or wish to raise a complaint regarding the bid process, you are required to submit your concerns to the procurement unit within seven (7) calendar days from the date of this letter, as outlined in the bid document. If no formal complaint is received within this period, it will be considered that you have no objections, and we will proceed with awarding the contract to the successful bidder according to the bidding terms and conditions. We thank you for your participation and look forward to your participation in future bidding opportunities.

Thanking you.
Yours Sincerely,

[Name of Authorized Official]
[Designation & Name of
Department]

Cc:

- The Procurement In-charge/Officer, HRA Department, Corporate Office, BNBL, Thimphu: for information and necessary compliance.



Annexure VIII: 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/Supplier”).

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).



Standard Bidding Document for Procurement of Goods

- 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 bidder

(_____)
[Insert title & designation]

(_____)
[Insert title & designation]

Witnessed by: _____
[Insert identification of official witness]

Witnessed by: _____
[Insert identification of official witness]



Standard Bidding Document for Procurement of Goods

Bill of Quantity (BOQ)

SL	Item Name	Unit	Total Purchase	Preferred Brand	Rate	Remarks
CONSUMABLES						
1	Canon Toner Cartridge 056 Original	No	10	Canon		
2	Canon Toner Cartridge 057 Original	No	10	Canon		
3	Canon Toner Cartridge T06 Original	No	59	Canon		
4	Drum Cartridge for Xerox WC 3225 Original	No	94	Xerox		
5	HP Drum Cartridge 32A Original	No	66	HP		
6	HP Toner Cartridge 05A Refill	No	43	HP		
7	HP Toner Cartridge 152A Original	No	137	HP		
8	HP Toner Cartridge 26A Original	No	72	HP		
9	HP Toner Cartridge 30A Original	No	119	HP		
10	HP Toner Cartridge 37A Original	No	10	HP		
11	HP Toner Cartridge 53 A Refill	No	13	HP		
12	HP Toner Cartridge 59A Original	No	77	HP		
13	HP Toner Cartridge 77A Original	No	254	HP		
14	HP Toner Cartridge 80A Refill	No	51	HP		
15	HP Toner Cartridge 81A Refill	No	24	HP		
16	HP Toner Cartridge 88 A Refill	No	25	HP		
17	HP Toner Cartridge 89A Original	No	60	HP		
18	Konica Toner Cartridge Bishub 164	No	6	Konica		
19	Note Strapping Roll	No	17			
20	POS Thermal Paper	No	121	As per the sample		
21	Token Roll	Roll	600	As per the sample		
22	Toner Cartridge for Xerox	No	153	Xerox		



Standard Bidding Document for Procurement of Goods

	WC 3225 Original					
23	HP Toner Cartridge 304A CC530A Black Original	No	2	HP		
24	HP Toner Cartridge 304A CC531A Cyan Original	No	2	HP		
25	HP Toner Cartridge 304A CC532A Yellow Original	No	2	HP		
26	HP Toner Cartridge 304A CC533A Magenta Original	No	2	HP		
27	Canon Toner Cartridge 054 Yellow Original	No	4	Canon		
28	Canon Toner Cartridge 054 Magenta Original	No	4	Canon		
29	Canon Toner Cartridge 054 Cyan Original	No	4	Canon		
30	Canon Toner Cartridge 054 Black Original	No	4	Canon		
31	HP Toner Cartridge 410A CF413A Magenta Original	No	2	HP		
32	HP Toner Cartridge 410A CF412A Yellow Original	No	2	HP		
33	HP Toner Cartridge 410A CF411A Cyan Original	No	2	HP		
34	HP Toner Cartridge 410A CF410A Black Original	No	2	HP		
MAINTENANCE OF PREMISES						
1	Acid Powder	KG	24	-		
2	Bathroom Freshener Odonil	No	78	Odonil		
3	Broom Soft	No	16	-		
4	Bygone Spray 500 ML	No	92	Bygone		
5	Detergent Surf Excel	KG	55	Surf		
6	Dust Bin 2 Way Open 50 LTR	No	38	Tirupati		
7	Dust Bin Netted	No	62	Tirupati		
8	Dust Collector Long Handle	No	12	Prestigo		
9	Dust Collector Short Handle	No	29	-		
10	Floor Mob with Wiper Blade	No	42	-		
11	Floor Mop with Cover Squeezer	No	56	-		
12	Glass/Surface Cleaner 500 ML	BOT	130	Colin		
13	Hand Gloves Latex Reusable	PR	30	-		
14	Hand Sanitizer(500ml)	BOT	10	-		
15	Hand Towel Medium	PC	30	-		
16	LED Bulb 12W	No	8	Phillip/ Panasonic		



Standard Bidding Document for Procurement of Goods

17	LED Circular Light -Recessed 18W (22.5 Diameter)	No	10	Phillip/ Panasonic		
18	Wipro LED Circular Light - Recessed 15W (Should available in warm and bright)	No	30	Wipro brand only for compatibility		
19	Wipro LED CV Power Supply (12V)	No	20	Wipro brand only for compatibility		
20	LED Square-Recessed 40W (595mm *595mm)	No	6	Phillip/ Panasonic		
21	Liquid Hand Wash Dettol 250 ml	BOT	200	Dettol		
22	Naphthalene Balls	KG	20	-		
23	Phenol Cleaner (500ml)	BOT	751	Phenol		
24	Room Freshener Spray 500 ml	No	34	Odonil		
25	Safety Gloves	No	12	-		
26	Surface LED Light 12W	No	6	Phillip/ Panasonic		
27	Tissue Box	BX	50	Jamphu		
28	Toilet Brush	No	56	-		
29	Toilet Cleaner, Harpic, 500 ml	BOT	156	Harpic		
STATIONARIES						
1	""""Cello Tape 2" Transparent 65 MTRS""""	RL	307	Wonder		
2	""""Cello Tape 1" Transparent 65 MTRS""""	RL	72	Wonder		
3	""""Post It Pad 100 Sheets 3" * 4""""	No	636	Scotch		
4	""Double Tape 1" 3 MTR""	RL	12	Scotch		
5	A-4 Size Paper 75 GSM 500 Sheets	RM	3974	JK		
6	Arch File (With back pouch, should available in red, blue & green colors)	No	2225	Astafiles/ Choice		
7	Binder Clips 19 MM	PK	125	Choice		
8	Binder Clips 25 MM	PK	154	Choice		
9	Binder Clips 32 MM	PK	148	Choice		
10	Binder Clips 41 MM	PK	85	Choice		
11	Binding Spiral 10 MM	No	212	GBC		
12	Calculator 14 Digit	No	27	Citizen/ Casio		
13	Carbon Paper Blue	PK	10	Kores		
14	Cash Binding Thread Sulti	KG	65	-		



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15	Envelope A3	No	1875	-	
16	Envelope A4	No	1050	-	
17	Gems Clip 24 MM	PK	88	Globe	
18	Gems Clip 35 MM	PK	69	Globe	
19	Gems Clip 50 MM	PK	90	Globe	
20	Glue Stick 22 GRM	No	397	Kores	
21	Ink for Parker Pen	ML	12	-	
22	Ink for Stamp Pad 50 ML	No	74	-	
23	Lamination Sheet A4 (100 pcs per pkt.)	PK	538	-	
24	OHP Marker Pen (pcs)	No	512	Camlin	
25	OHP Marker Pen Set	SET	10	Camlin	
26	Paper Tray 3 Layers	SET	41	-	
27	Pen "Board Marker"	PC	166	Snowman	
28	Pen "Highlighter"	SET	147	Camlin	
29	Pen "Permanent Marker "	PC	1110	Snowman	
30	Post It Pad multi-color 100 Sheets 1" * 4" 4 Pads	No	649	Aerotix	
31	Punching Machine DP-600	No	55	Kangro	
32	Register RB # 08	No	16	As per the sample	
33	Register RB # 10	No	10	As per the sample	
34	Register RB # 12	No	10	As per the sample	
35	Register RB # 16	No	20	As per the sample	
36	Register RB # 20	No	20	As per the sample	
37	Register RB # 60	No	30	As per the sample	
38	Ring Binder File A-4 (with back puch, should available in red, blue & green colors)	No	1113	Astafiles/ Choice	
39	Rubber Band (2 Inches diameter with 500g)	PK	88	-	
40	Scale Ruler 30 CM	No	10	Camlin	
41	Scissor Medium	No	83	Gripex	
42	Self-Inking Seal Ink 28 Ml (Should available in red and blue)	No	62	-	
43	Stamp Pad Medium	No	185	Kores	
44	Stapler Machine HS-45P	No	70	Kangro	
45	Stapler Pin 24/6 for Stapler Machine HS-45P	PK	1267	Kangro	



Standard Bidding Document for Procurement of Goods

46	Water Jug medium	No	8	-	
47	Water Sponge	No	40	-	
STORE ITEMS					
1	3 Pin Top	EA	49	Anchor	
2	4 Way Socket		107	Goldmedal	
3	Binding Cloth 89 X 22 CM	M	2300	-	
4	Briefcase, Brand Dollar, Size: Medium, 46*48*29 cm	No	1	American Tourister	
5	Car Perfume	No	3	-	
6	Dash Board Polish	No	3	-	
7	Double A Battery	No	445	Duracell	
8	Duster Cloth 17 X 17 CM	PC	425	-	
9	External Hard Drive 1TB	No	3	Toshiba	
10	Insulation Tape	RL	12	-	
11	Laptop Bag Back Pack	No	9	-	
12	LED Bulb 15W	No	22	Phillip/ Panasonic	
13	LED Bulb 20W	No	9	Phillip/ Panasonic	
14	LED Bulb 50W	No	11	Phillip/ Panasonic	
15	Measuring Tape	No	5	-	
16	Mouse Optical Dell	No	26	Dell	
17	Mouse Pad	No	54	Longitech	
18	Mouse Wireless Dell	No	30	Dell	
19	QR Code Stand- A5 (Acrylic)	No	3100	-	
20	Screw Driver Set	EA	5	Tapara	
21	Triple A Battery	No	667	Duracell	
22	Ultra-Alkaline Battery 9V	No	103	Duracell	
23	Dell DA310 USB Multiport Adapter (Round Shape)	No		Dell	
24	Redback Safety Boots (Size 5-8)	No	10	Redback	
25	Safety Helmets	No	10	Karam	
26	Laser Meter (3 in one tape: laser measure, vertical cross line & digital laser distance meter with LCD Display)	No	10	Safehitch	
27	Multimeter	No	1	Fluke	
SEAL					
1	Self-Ink 1.5 Inch (Shape: Round/Oval, Size: 1.5 Inch)	No	56	Shiny	
2	Self-Ink 2 Inch (Shape: Round/Oval, Size: 2 Inch)	No	83	Shiny	



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3	Self-Ink S 827 (Dater) (Type: Date Seal, Size: 50 x 30 mm)	No	37	Shiny		
4	Self-Ink S828 (Dater) (Type: Date Seal, Size: 56 x 33 mm)	No	235	Shiny		
5	Self-Ink Seal M-2 (Shape: Rectangle, Size: 42 x 18mm)	No	142	Shiny		
6	Self-Ink Seal M-3(Shape: Rectangle, Size: 62 x 21 mm)	No	14	Shiny		
7	Self-Ink Seal M-4 (Shape: Rectangle, Size: 61 x 23mm)	No	44	Shiny		
8	Self-Ink Seal M-5 (Shape: Rectangle Size: 76 x 22mm)	No	22	Shiny		
9	Self-Ink Seal M-6 (Shape: Rectangle, Size: 62 x 29mm)	No	100	Shiny		

Note:

- Except for the cartridges, bidders may propose equivalent or higher-quality brands than the preferred brand for all other items, provided that they match or exceed the specifications of the preferred brand.
- Cartridges must be original and in their default factory packaging and quantities. For this, the successful bidder must submit samples for verification within seven calendar days from the date of notification. Failure to submit the samples as required within the specified deadline will result in the item being awarded to the next bidder.
- Regarding specifications, any associated information should be provided in the remark's column. Otherwise, it will be assumed that the item matches required specifications. If, during delivery verification, it is found that the item does not meet the specified requirements, BNBL reserves the right to return the items at the bidder's expense and proceed with the applicable conditions as specified.

