
Bidding Documents for Photocopying and binding for
the FY 2018-2019.

NIT. No. TT/PRO-02/2017-2018/632 dated
28/05/2018

(Package-IV)

Invitation for Quotation (IFQ)

Project title: Photocopying & binding for the FY 2018-2019.

Source of Funding: RGoB

Contract Ref: TT/PRO-02/2017-2018/632dated 28/05/2018

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
 - 1.1 Photocopying & binding for FY 2018-2019.

[Information on technical specifications and required quantities are attached]
2. **The bidder(s) may quote for any or all items under this invitation¹. Evaluation will be done on lot. Bids will be evaluated lot by lot. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid and, provided that the Bid is substantially responsive, the average price of the missing item(s) quoted by substantially responsive Bidders shall be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.]**
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address [insert address of receipt of bids].

OR (use one of them)

¹ The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.

~~The price quotation in the form attached may be submitted by facsimile or electronically at the following address: [insert facsimile or email address]².~~

Your quotation in the required format should be addressed and submitted to:

Attention: ***Procurement Officer***

Address:, ***Thimphu Thomde, Head Office, Post Box No. 215.***

***Gongdzin Lam, NPPF Building, 1st Floor, Below IMTART Hospital,
Thimphu-11001, Bhutan.***

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **28th June, 2018 at 10.00 AM BST** and the same will be opened on the same day at **10.30 AMBST** in the conference hall Thimphu Thomde.
5. **The bid shall be accompanied by a bid security of not less than Nu. 5000.00 (Five Thousand) only in lump sum in the form of cash warrant, demand draft or unconditional Bank Guarantee valid 30 days beyond bid validity period (30+60=90 days). The bid security should be drawn favouring Executive Secretary, Thimphu Thomde. Any bid not accompanied by bid security shall be treated as non responsive.**
6. Quotation by fax or by electronic means **are not** acceptable.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - a) **PRICE:** 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. The final place of delivery is Store, Thimphu Thomde.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;

² This option is generally not encouraged which should be used only in urgent situation and before initiating any procurement of this sort, the agency initiating this method should seek approval from the concerned higher authority.

-
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per the attached form of contract and terms and conditions of supply.
 - d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of **60 days** from the deadline for receipt of h quotation(s).
- 8. Further information can be obtained from: [02-337526]
 - 9. The budget allocation for the purchase of Goods will make by Accounts Divisions of the ministry.
 - 10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
 - 11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 - 12. The Purchaser 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.
 - 13. 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 (sample form attached).
 - 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 - ~~15. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.~~

~~16. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any~~

Schedule of Items and Priced Quotation (bid form) (Enclosed as Annexure-I)

Sl. No	Item	Description & Details(minimum specifications of goods to be supplied)	Unit	Unit rate (Nu)	Remarks
1		Enclosed as annexure- I			
		Sub-Total for Supply of Goods			
Total Amount in Nu. (in words)					
Delivery period		With 3 to 5 days from the date of issue of work order/as per the requirement of the procuring agency.			
Warranty Provided		One year from the date of good supplied.			

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

Technical Specification of the Goods Required

SlNo	Item	Specification
1	Photocopying & binding for FY 2018-2019.	1. Good workmanship. 2. Goods quality of paper.
Signature of Supplier		Supplier's Stamp
Name of Supplier		
Date		

Documents required to be submitted as part of the Quotation

The original and copy(ies) of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License³;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Technical Specification of the Goods to be supplied; and
- (f) Any other requirements specified in this document
- (g) Power of attorney letter if the bid is signed by other than the proprietor himself/herself to ensure legality of the bidding process.

³ The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing of the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed within 30 days from the date of issue of the Purchase Order.
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found defective during the visual inspection at the receiving point shall be replaced by the supplier at his cost. If the supplier fails to replace the defective goods, the purchaser shall replace it at the cost of the supplier.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. The Purchaser may, by written notice, terminate the Purchase Order in whole or in part at any time for its convenience:
 - a. If the Supplier fails to perform any other Terms and conditions specified in the Purchase Order, or exceed the maximum amount of liquidated damages.
 - b. If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

-
9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.

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) Terms and Conditions;
 - (c) 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]

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)]⁴ 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],⁵ 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]

⁴ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

⁵ Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

PRICE SCHEDULE OF PHOTOCOPYING & BINDING OF FY 2018-2019

S/No.	Description	Unit	Unit Rate	Remaks
1	Photocopying A4 size single side with 75 GSM paper	Per Sheet		
2	Photocopying A3 size single with 75 GSM paper	Per Sheet		
3	Photocopying A4 size both side with 75 GSM paper	Per Sheet		
4	Photocopying A3 size both side with 75 GSM paper	Per Sheet		
5	Transparent Sheet A4 Size	Per Sheet		
6	Transparent Sheet A3 Size	Per Sheet		

Spiral binding for A4 size booklet

a	Spiral Size-4mm-10mm	Per booklet		
b	Spiral Size-12mm-18mm	Per booklet		
c	Spiral Size 19mm-28mm	Per booklet		
d	Spiral Size 29mm-39mm	Per booklet		
e	Spiral Size 40mm-50mm	Per booklet		
f	Spiral Size 50mm an above	Per booklet		

Spiral binding for A3 size booklet

a	Spiral Size-4mm-10mm	Per booklet		
b	Spiral Size12mm-18mm	Per booklet		
c	Spiral Size-19mm-28mm	Per booklet		
d	Spiral Size-29mm-39mm	Per booklet		
e	Spiral Size-40mm-50mm	Per booklet		
f	Spiral Size 50mm an above	Per booklet		

Lamination

a	A4 Size with 75 GSM Paper	Per Sheet		
b	A3 Size with 75 GSM paper	Per Sheet		

Colour Photocopying

a	A4 Size single side with 75 GSM Paper	Per Sheet		
b	A4 Size both side with 75 GSM Paper	Per sheet		
c	A3 Size single side with 75 GSM paper	Per Sheet		
d	A3 Size both side with 75 GSM paper	Per sheet		
	Total Bid Price			