



**TENDER BIDDING DOCUMENT FOR SUPPLY OF  
OFFICE STATIONARIES & TOILETRIES ITEMS**

**FOR THE FINANCIAL YEAR 2020-2021**

**BHUTAN CHAMBER OF COMMERCE &  
INDUSTRY,**

**THIMPHU**

Cost of Tender Document: Nu.00.00



<b>BIDDING GUIDE</b>		
<b>Sl.No.</b>	<b>Item/Activity/Provision Name</b>	<b>Description of Items/Activity/Provision</b>
1	Bidding Guide Detail	This is the Tender bidding guide for the <b>'SUPPLY OF OFFICE STATIONARIES &amp; TOILETRIES ITEMS'</b>
2	Address of Bid	Please address your bids to <b>"The Secretary General, Bhutan Chamber of Commerce &amp; Industry (BCCI) Thimphu"</b> . Also please label your bid envelope clearly as <b>"Confidential: Bids for SUPPLY OF OFFICE STATIONARIES &amp; TOILETRIES ITEMS"</b> .
3	Place of Supply	The supply of office stationaries & toiletries items shall be at BCCI Office.
4	Work Supplying Agency	The Successful Firm.
5	Firms' eligibility to participate in the invitation for Bids (IFB)	Any National firm with a valid registration for the specified goods with Department of Trade, Ministry of Economic Affairs, Bhutan. The bidder must submit with their bid a copy of the certificate of their firm's registration with the competent authority ideas Trade license, etc. A bid unaccompanied by such eligibility documents may have a high probability of being rejected.
6	Last Date of bid submission	<b>15/07/2020 on or before 10:00 Am and will be opened on the same date at 3:30 pm in the conference hall of BCCI, Thimphu.</b>
7	Bid Validity Period	45 days from the last date of bid submission.
8	Earnest Money Deposit (EMD) CUM Performance security.	A minimum of a Nu.10, 000 lump sum should be deposited with BCCI, Which shall be considered as EMD and must be valid for 1 year. This should be submitted during submission of bid.
9	Bid Submission Conformity	Please ensure that your bid conform to the following list: (i) the bids are filled in the Bid form and price schedules format, (ii) the bids are accompanied with Earnest Money Deposit cum performance security and other requested documents, (iii) the bids are signed properly by the rightful authority, (iv) the contract agreement form is signed by the bidder, (v) the bids are presented in a sealed and signed envelope, & (vi) the bids conform to any other criterion specified in the Bidding guide.
10	Bid Form ( Annex A)	Please fill up the necessary <b>spaces in "Annexure A: "Bid Form"</b> with your bids and others details.
11	Bid Opening	Every bidder is invited to join in the bid opening session at the specified data time. However, whether or not to allow the participation of the bidders in the actual bid evaluation session shall be decided by the BCCI procurement committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation into evaluation session.
12	Bid Evaluation Criteria	The price offered by the bidder shall be only one of the criteria for the evaluation of bids. In addition to the price, the bids shall also be evaluated on the basis of :



		price for the good INCLUSIVE of (i) the estimated transportation cost and (ii) all applicable taxes. Under no circumstances shall the procuring agency bear the cost of transportation or the applicable taxes on the goods.
21	Require Documents/Formalities	All the required documents/formalities regarding manufacturing/import/transportation of the specified goods should be arranged by supplier.
22	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the procurement officer @02-324254. However, please be advised that queries with the motive to entice any employee of the BCCI into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
23	Settlement of Disputes	For whatsoever reason if the BCCI and the supplier get into dispute regarding the contract for the supply of the goods in question, the same shall be forwarded to court of law for arbitration.

ANNEX: A

**BID FORM**

**Name of Contract: SUPPLY OF OFFICE STATIONARIES & TOILETRIES ITEMS.**

The Secretary General,  
Bhutan Chamber of Commerce & Industry,  
Thimphu.

1. Having examined the bidding documents for the above contract, including the specification, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply office stationaries & toiletries items in conformity with the said Bidding Documents.
2. We undertake, if our Bid is accepted, TO **SUPPLY OF OFFICE STATIONARIES & TOILETRIES ITEMS** shall be completed as specified in the contract agreement and deliver the same.
3. If the Bid is accepted, we will provide the performance security as instructed in the tender document.
4. Until and unless a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest price or any bid you may receive.



Dated this .....day of.....2020.

In witness whereof, the parties have caused this agreement to be executed in accordance with the law of Kingdom of Bhutan on the day and year written above.

Signature with Seal.....  
Name of Bidder.....  
Address.....  
Citizenship ID card No.....  
Telephone No.....

Signature of Witness.....  
Name of .....  
Address.....  
Citizenship ID card No.....  
Telephone No.....

ANNEX: B

**CONTRACT AGREEMENT**

We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & Price Schedule. I, on behalf of the firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency has put their signature on it. I also understand that putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the.....  
.....and that this document SHALL NOT become a CONTRACT AGREEMENT until the procuring agency above puts their signature to it. However, once the procuring agency puts their signature to this document below, my firms shall have automatically entered into a formal contract with the procuring agency on the strength of my signature put below, and shall be obliged of executed the contract activity within the confines of the stipulations/provision/terms and conditions of the Bidding Guide.

On behalf of.....

(Bidding firms name and address), I put my signature on this document hereunder on this date.....

(Please affix a legal stamp and put your name, signature, & seal (if available) in the space)



Dated this.....day of.....2020.

In witness whereof, the parties have caused this agreement to be executed in accordance with the law of Kingdom of Bhutan on the day and year written above.

Signature with Seal.....  
Name of Bidder.....  
Address.....  
Citizenship ID card No.....  
Telephone No.....

Signature of Witness.....  
Name of .....  
Address.....  
Citizenship ID card No.....  
Telephone No.....

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We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & Price Schedule. I, on behalf of the firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency has put their signature on it. I also understand that putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the.....  
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On behalf of.....

(Bidding firms name and address), I put my signature on this document hereunder on this date.....

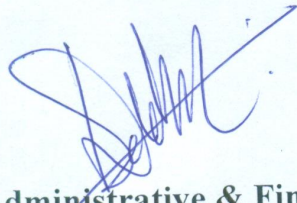
(Please affix a legal stamp and put your name, signature, & seal (if available) in the space)



(For Procuring Agency's Use)

In awarding the contract to supply the goods in the contracted Good's list attached herewith, i, on behalf of..... hereby put my signature to this document. Having done so, the .....and the firm above have now formally entered into contract for the activity described in provision# I titled "Bidding Guide Details" of the Bidding Guide. On the basis of the firm's authorized signatory's sign above, the .....shall hereafter hold the firm above responsible to honor their obligation by executing the contract activity as described in provision #1 of the Bidding Guide in the complete adherence to the stipulations/provision/terms and condition of the Bidding guide.

On behalf of the .....



**Head, Administrative & Finance Division**

Head, AFD  
General Affairs Department  
Bhutan Chamber of Commerce & Industry  
Thimphu : Bhutan



**ANNEX 1: A. Office Supply & Stationaries**

Sl#	Particular	Specification	Rate	Remarks
1	Attendance Register No. 6 (Printed)			
2	Arch lever file: <ul style="list-style-type: none"> <li>• sona (T-24)</li> <li>• Supreme quality</li> </ul>			
3	Mini Lever Arch File			
4	Ball point pen	All colors		
5	Ball point pen gel	All colors		
6	Chart paper	All Colors		
7	Board marker non-permanent	Non-Permanent		
8	Bhutanese paper Desho	Standard Size		
9	Binding Stick <ul style="list-style-type: none"> <li>• 8mm</li> <li>• 10mm</li> <li>• 12mm</li> <li>• 14mm</li> <li>• 16mm</li> <li>• 18mm</li> <li>• 20mm</li> <li>• 22mm</li> </ul>			
10	Board marker	Permanent		
11	Carbon paper	11'X 5' Black & Blue colors		
12	Cello tape	Medium Size		
13	Cello tape	Big Size		
14	Duster for white board			
15	Dispatch register	Leather Binding		
16	Dak receipt register	Leather Binding		
17	Duster cloth	18"X18"		
18	Executive file of export quality			
19	Flat files of export quality			
20	Glass Moping Cloth,	12"X12"		
21	Glue stick <ul style="list-style-type: none"> <li>• a-36ml</li> <li>• b- 50 ml</li> <li>• c- 40 ml</li> </ul>			
22	High lighter pen	Laxer 5 color of I packets		
23	James Clip <ul style="list-style-type: none"> <li>• a-35mm</li> <li>• b-26mm</li> </ul>			
24	Lamination pouch	Card size		
25	Lamination paper	White imported		
26	Marking cloth for packing file	White cloth		

27	Note sticker <ul style="list-style-type: none"> <li>• 3"x3"</li> <li>• 5"x3"</li> <li>• 3"x2"</li> <li>• d- 3"x4"</li> </ul>			
28	Plastic file with strip (transparent)	Transparent		
29	Photocopy paper A4size	A4 size with 75 GSM		
30	Photo copy paper A4 (Multicolor)	A4 Size,75 GSM with multi-color		
31	Photo copy paper A3	A3 75 GSM		
32	Rubber band			
33	Register rule book (no. 20)	Leather Binding		
34	Ring holder for window curtain, C-tape			
35	Stock Register (No. 60)	Leather binding		
36	Fixed Assets Register Book			
37	Report placing file			
38	Self-inking stamp	Blue or Black color		
39	Staple pins: <ul style="list-style-type: none"> <li>• 3 IM, max 24/6</li> <li>• 10 IM Maxell</li> <li>• 23/17</li> <li>• max no. 10</li> <li>• for heavy duty</li> </ul>			
40	Sponge for money counting			
41	Scissor <ul style="list-style-type: none"> <li>• Big</li> <li>• Medium</li> </ul>			
42	Signature Pen	V-sign pen fine liner marker pen		
43	Thumb pin	Round Headed		
44	Dustbin			
45	<ul style="list-style-type: none"> <li>• without lid</li> <li>• b- with lid (press system)</li> </ul>			
46	Dust Collector			
47	Door Latch			
48	Fax machine paper <ul style="list-style-type: none"> <li>• Thermal paper</li> <li>• A4 paper's</li> </ul>			
49	Foot mate with rubber underneath <ul style="list-style-type: none"> <li>• Large size</li> <li>• Medium size</li> <li>• Small size</li> </ul>			
50	lock & keys			
51	Mop floor cleaner	Wet & dry microfiber mop		



51	Punching machine <ul style="list-style-type: none"> <li>• DP 800</li> <li>• DP 700</li> <li>• DP 600</li> <li>• DP 480</li> </ul>			
52	Paper tray 3 storied			
53	Staple pin remover SR 500			
54	Staple <ul style="list-style-type: none"> <li>• HS- 45 p</li> <li>• Max no. 10</li> <li>• Heavy duty</li> </ul>			
55	Towel of export quality <ul style="list-style-type: none"> <li>• Big</li> <li>• Medium</li> <li>• Small</li> </ul>			
56	Four way socket	Both Round & Flat Pin type		
57	Pencil Battery <ul style="list-style-type: none"> <li>• AAA size</li> <li>• AA size</li> </ul>	Everyday		
58	Electric bulb LED <ul style="list-style-type: none"> <li>• 100 w</li> <li>• 60 w</li> <li>• 30W</li> </ul>	LED Bulb		
59	Extension Cord: round & flat with: <ul style="list-style-type: none"> <li>• 15 Amps</li> <li>• 5 Amps</li> </ul>			
60	Insulation tape			
61	Calculator 12 Digits	Helect H1006 standard function calculator		
62	Tube rod holder: (Frame)	Single		
63	Flexible wire			
64	Tester Set, Mid. Taperia	Mini Purpose		
65	Instant Coffee	Powder		
66	Tea bag			
67	Tea leaves			
68	Green Tea			
69	Sugar			
70	Milk Powder	Everyday		

### B. Toiletries Items

SI#	Particular	Specification	Rate	Remarks
1	Hand washing soap	Liquid (Dettol) 200ml pump Dettol soap		
2	Hard broom			
3	Soft Broom			
4	Harpic			
5	Insects spray			
6	Lemon Grass Air Spray	Bio-Bhutan		
7	Naphthalene ball	<b>500g</b>		
8	Room freshener	<b>Odonil product</b>		
9	Toilet paper roll	Bhutanese product		
10	Toilet deo.	Odonil		
11	Toilet brush			
13	Tissue Paper	Facial		
14	Toilet washer Phenyl	(suraksha)		
15	Water bucket (plastic) <ul style="list-style-type: none"> <li>• a-25litre</li> <li>• b-15litre</li> <li>• c-10litre</li> </ul>			
16	Water jug medium plastic			
17	Washing powder	(surf) 500g		
18	Hand sanitizer	Dettol 500ml		
19	Colin Spray	Glass cleaning 500ml		
20	Garden Hand gloves	Cloths		
21	Surgical gloves			