

**Request for Quotation for Supply of Office Stationeries and Housekeeping
Materials**

***Supply of Office Stationeries and
Other Housekeeping Items***



Thimphu TechPark
dhi Company

18 January 2017

Invitation for Quotation (IFO)

Ref: TTPL/Proc/2017/

Date: 18th January 2017

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items

- i. Supply of Office Stationeries and Housekeeping Items**

2. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. But we would like to request you to quote for 5 items or more.
 3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid, 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:

*Chief Executive Officer,
Thimphu TechPark Limited,
PO Box 633,
Thimphu.
Tele: 02-350052*

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **31st January 2017 before 10:00 am and will be opened on the same day at 10.30 am.**
 5. The bid shall be accompanied by a bid security of 2% of the total quoted amount in the form of warrant, demand draft or unconditional Bank Guarantee valid for 60 days from the date of bid opening, addressed to the Chief Executive Officer. Any bid not accompanied by bid security shall be treated as nonresponsive. The bid security of the unsuccessful bidders shall be returned within fifteen (15) working days after award of contract to the successful bidder. The bid security of the successful bidder shall be returned immediately after the

submission of performance security and signing of contract agreement by the successful bidder.

6. 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.
 - b. **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices and the firm's ability to deliver the goods. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the price quoted by making any correction for any arithmetical errors as follows;
 - 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 who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per 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 **2 months** from the deadline for receipt of quotation(s).
7. Further information can be obtained from: *Office, Thimphu TechPark Ltd. by calling 02-350052 during office hours.*
8. Depending on the final requirement, the purchaser may increase or decrease the quantities.

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9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 10. 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.
 11. 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 Purchase order.
 12. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 13. The payment will be made upon submitting the bill/invoice after the final delivery of goods to Thimphu TechPark Ltd. at its Office in Babesa, Thimphu.

Chief Executive Officer

Schedule of Items and Priced Quotation (Bid Form)

A. Office Stationeries

SI No	Item	Description & Details(<i>minimum specifications of goods to be supplied</i>)	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Folder/Files	Hard Cover, A4- 3inhes, easy clip file, Any color, (Sample image Attached)	Nos	35		
2	Ring binder files	Hard Cover, Any Color (Sample image attached)	Nos	50		
3	Plastic Files	Simple transparent plastic, pocket type, (Sample image attached)	Nos.	20		
4	A4 Size Paper	A4 Size Paper, Copy power, 75 GSM.	Ream	50		
5	Attendance Register	Register No. 10	Nos.	7		
6	Dispatch Register	Dak dispatch Register, No. 8	Nos.	6		
7	Stock Register	Stock Register, No. 8	Nos.	5		
8	Envelope	Normal size, White in color,	Bundle	30		
9	Legal Stamp	Legal Stamp	Nos.	300		
10	Staples	Staples normal size, any color. (Sample image attached)	Nos.	5		
11	Staples pin	Staples pin, 24/6 – 1m	Box	20		
	Staples pin	Small ((Sample image attached)	Box	5		
12	Paper Clip	James/Metal clips	Box/ packet	15		
13	Cello tape	Transparent and brown (mixed), thick.	Nos.	10		
14	Punching Machine	Paper punching (Kangaro) DP - 600, any color, (Sample image attached)	Nos.	4		
15	Calculator	Office use, large display, 14 digit, 2 power	Nos.	3		
16	Cartridge	Printing Cartridge, HP LaserJet P1106, 88A	Nos.	12		
17	Cartridge	Printing Cartridge, cannon LBP 3300	Nos.	3		
		Total Amount for Supply of Goods to Purchaser (including all types of cost) Goods to be supplied to Thimphu TechPark Ltd.				

Total Amount in Nu. (in words)	
Delivery period for stationery items	14 days
Warranty Provided	

B. Housekeeping Items

SI No	Item	Description & Details(<i>minimum specifications of goods to be supplied</i>)	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)	
1	Phenol	White, 500ml, plastic bottle	N	550			
2	Collin	500ml	N	250			
3	Soap	Hand wash Detrol soap, small size	Nos	600			
4	Cloth piece	White in color, to clean office table	Nos	350			
5	Toilet Paper	Snowtex	Roll	240			
6	Naphthalene	Camphor white ball, 15 balls in packet	Packet	300			
7	Hard Broom	Broom, not plastic	Nos	75			
8	Soft Broom	Broom	Nos	75			
9	Toilet Brush	Sample image attached below	Nos	50			
10	Hand gloves	Rubber long glove, any color but not white	Nos	96			
11	Dust Collector	Plastic dust collector	Nos	40			
12	Mops	Small (Sample image attached)	Nos	26			
13	Mops	Larges size (Sample image attached)	Nos	3			
14	Herpic	1 Littre Bottle	Nos	80			
15	Plastic bags	Small (Medium size)garbage plastic, black in color	Roll	48			
16	Plastic	Extra Large size garbage plastic, black in	Roll	12			
17	Floor wipe	Metal handle, (Sample image Attached)	Nos	18			
18	Room Freshener	Spray, room freshener	Nos	20			
		Total Amount for Supply of Goods to Purchaser (including all types of cost)					
		Goods to be supplied to Thimphu TechPark Ltd.					

Amount in Nu. For housekeeping items (in words)	
Delivery period for housekeeping items	7 days
Warranty Provided	

C. Electrical maintenance items

SI No	Item	Description & Details(<i>minimum specifications of goods to be supplied</i>)	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Fluorescent tube lights	Smaller sized one - 36W capacity	Nos	76		
2	Electronic Chokes for tube lights	Double tube electronic choke, Wipro make Electronic Ballast, Cat. No. WBF 55236 or equivalent.	Nos	30		
3	Electronic choke for Wipro square lights item no. WVP45226	Wipro Copper Blast for 1x18/20W TL Lamp or equivalent	Nos	40		
4	26 W CFL pin-type bulb for Wipro square light item no. WVP45226	4 pin type.	Nos	100		
5	Tube light frame set	Tube light frame set for 40 W single tube lights	Nos	10		
6	CFL pin-type bulb for Bajaj Recess Wall Mounting Luminaires, BEOPL 118CFL	CFL pin-type bulb for Bajaj Recess Wall Mounting Luminaires, BEOPL 118CFL	Nos.	30		
7	Electrical switches	Schneider electrical switch 10A, 220V	Nos.	10		

8	LED or CFL lights for outside street lights at IT Park	Any make suitable for the outside street lights at IT Park.	Nos.	10		
		Total Amount for Supply of Goods to Purchaser (including all types of cost)				
		Goods to be supplied to Thimphu TechPark Ltd.				

Total Amount in Nu. (in words)	
Delivery period for maintenance items	<i>20 days</i>
Warranty Provided	

Signature of Supplier	Supplier's Official 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 License;
- c. A valid Tax Clearance Certificate;
- d. The required bid security;
- e. Technical Specification of the Goods to be supplied, if any; and
- f. Any other requirements specified in this document

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 selected 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 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 **7 days** from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
 3. Payment of the Invoice shall be arranged by the Purchaser, 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 warranty period shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do 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 (or Contract if applicable) in whole or in part at any time for its convenience:
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- a. *if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds 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.*
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 realize the difference amount between the quoted price & market price from the security deposit.

Contract Agreement

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);
 - d. The Supplier’s Bid and original Price Schedules;
 - e. The Purchaser’s Notification of Award of Contract;
 - f. The form of Performance Security;
 - g. The form of Bank Guarantee for Advance Payment;
 - h. *[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)³ 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]*,⁴ 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]

BANK GUARANTEE FOR ADVANCE PAYMENT (if applicable)

[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 number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁵]*. 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.

[signature(s) of authorized representative(s) of the bank]









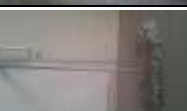


Technical Specification of the Goods Required

The goods should meet the minimum technical specifications already given in the Schedule of Items and Priced Quotation (bid Form). Shown with the sample image of the goods to be supply.

A. OFFICE STATIONERIES – sample pictures

SI No.	Item	Description	Sample Image
1	Folder/Files	Hard Cover, A4- 3inhes, easy clip file, Any color, (Sample image Attached)	
2	Ring binder files	Hard Cover, Any Color (Sample image attached)	
3	Plastic Files	Simple transparent plastic, pocket type, (Sample image attached)	
4	Staples	Staples normal size, any color. (Sample image attached)	
5	Staples pin	Staples pin, 24/6 – 1m	
	Staples pin	Small ((Sample image attached)	
6	Punching Machine	Paper punching (Kangaro) DP - 600, any color, (Sample image attached)	

B. HOUSE KEEPING ITEMS – sample pictures

SI No.	Item	Description	Sample Image
1	Phenol	White, 500ml, plastic bottle	
2	Collin	500ml	
3	Soap	Hand wash Detrol soap, small size	
4	Cloth piece	White in color, to clean office table	
5	Naphthalene	Camphor white ball, 15 balls in packet	
6	Toilet Brush	Sample image attached	
7	Hand gloves	Rubber long glove, any color but not white	
8	Mobs	Small (Sample image attached)	
9	Mobs	Larges size (Sample image attached)	
10	Herpic	1 Littrre Bottle	
11	Floor wipe	Metal handle, (Sample image Attached)	

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	