



**Bidding Document for Procurement of:**

**Office Equipment, Stationeries & Office Supplies of Bhutan Chamber of Commerce & Industry, Thimphu for the financial year 2019-2020 on the rate contract basis.**



## **Instruction to Bidders**

The Bhutan Chamber of Commerce & Industry would like to invite sealed bids from the Bhutanese suppliers holding valid trade license for office equipment, Stationeries & Office Supplies as per the attached list on rate contract basis for the financial year 2019-2020 as per the following terms and conditions:

## **TERMS AND CONDITION**

### **1. Deadline for bid Submission**

The bids in sealed envelope in original should be submitted to the BCCI Secretariat on or before 14<sup>th</sup> January 2019.

### **2. Bid Opening**

The bid will be opened by the procurement Committee in the office of Secretary General, Bhutan Chamber of Commerce & Industry, Thimphu at 2:00 PM on 14<sup>th</sup> January 2019.

### **3. Rate**

The rate quoted should be CIF BCCI, Thimphu. The quoted rate should be inclusive of all charges, levies and taxes etc. including Business Income Tax.

### **4. Bid Validity**

The quoted rates shall be valid until 30 June 2020 and no change in price shall be accepted during the contract period. If selected bidder fails to supply the materials at the same rate for the contract period, this office shall forfeit the performance security and the contract cancelled.

### **5. Delivery**

The place and time for delivery will be specified in the Notification Award /Supply order to be placed by the purchaser. The supplier should honor the terms and conditions of the supply order to be placed by the purchaser.

### **6. Documents**

The bidder should enclose, along with the bid, a valid trade License, tax clearance certificate and BCCI Membership Fee Receipt.



## **7. Earnest Money Deposit**

All bid must be accompanied by 2% Earnest Money Deposit (EMD) in the form of demand Draft or Cash Warrant in favor of BCCI, Thimphu. Bids without EMD shall be directly rejected. The EMD of unsuccessful bidders shall be returned on finalization of the tender. The EMD of the successful bidder, declining after the notification of award or failing to submit performance security as required by this document, will be forfeited.

## **8. Performance Security**

The successful bidder shall deposit as Performance Security 7% of the quoted value in the form of Demand Draft, Cash Warrant in favor of **BCCI Thimphu** within five working days after the notification of award is issued.

The amount shall be returned to the supplier upon expire of the contract period. If the supplier fails to supply the materials within the time frame or warranty period, the order shall remain automatically cancelled and the procuring agency shall forfeit the 7% Performance Security Deposit.

## **9. Contract Signing**

The successful bidders (s) shall contact this office to sign the contract agreement within five working days from the date of issuance of Notification of Award.

## **10. Right of Purchaser**

The purchaser reserves right to select all or any of the bids without assigning any reason.

## **11. Quality of Services**

The purchaser reserves the right to cancel the contract if the management of the BCCI feels the services are not satisfactory by giving notification of one month.

## **13. Other terms & Condition**

The terms and conditions not covered by this document shall be governed by the Procurement & Financial Manual of the Royal Government.



## BID FORM

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 and deliver the items in conformity with the Bidding Documents.
2. We undertake, if our Bid is accepted to commence deliver within 30 days and to complete delivery of all the items specified in the contract.
3. If our Bid is accepted, we will provide the performance security as instructed in the tender document.
4. We agree to abide by this Bid for the period of one financial year and it shall remain binding upon us.
5. 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.
6. We understand that you are not bound to accept the lowest price or any bid you may receive.

Dated this.....day of.....2019.

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**.....

A-CONSUMABLE GOODS



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## Bhutan Chamber of Commerce & Industry

*Towards Private Sector Development*

S1 #	Particular	Rates	Remark
1	Attendance Register No. 6 (Printed)		
2	Arch lever file:		
	a- sona (T-24)		
	b-Supreme quality		
3	Al Pin		
4	Ball point pen for all colors		
5	Ball point pen gel (all colors)		
6	Blue Chart paper A-4 size		
7	Board marker non-permanent		
8	Bhutanese paper Desho (standard size)		
9	Bagon Spray, 250ml		
10	Binding Stick		
	a- 08mm		
	b- 10mm		
	c- 12mm		
	d- 14mm		
	e- 16mm		
	f- 18mm		
	g- 20mm		
	h- 22mm		
11	Board marker pen permanent		
12	Carbon paper 11"X5" (blue & Black)		
13	Candle (Large size)		
14	Calculator, Casio 12 Digit		
15	Cello tape Medium Size		
16	Cello tape, Big Size		
17	Colin spray for glass cleaning (500ml)		
18	Dettol (Liquid) 500ml		
19	Duster for white board		
20	Dispatch register leather binding		
21	Dak receipt register leather binding		
22	Duster cloth 18"X18"		
23	Envelope plain (Brown)		
	a- 11' x 5'		
	b- 9' x 5'		
	c-5''x6''		
24	Envelope cloth lining		
	a- file size		
	b- 4 size		
	c. A3		
25	Executive file of export quality		
26	Flat files of export quality		
27	Fax Paper roll of 30 meters		

Post Box No. 147, Doybhum Lam, Thimphu, Bhutan.

Tel: +975 (02) 324254 / 322742 Fax: +975 (02) 323936 Email: bcci.adm@gmail.com



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## Bhutan Chamber of Commerce & Industry

*Towards Private Sector Development*

28	Flash Drive		
	a- 1GB		
	b- 2GB		
	c- 4 GB		
	d- 8GB		
29	Gems clip		
	a- small 1”		
	b- medium 2”		
	c- big 23		
30	Glass Moping Cloth, 12”x12”		
31	Glue stick		
	a-36ml		
	b- 50 ml		
	c- 40 ml		
32	Hand washing soap		
33	High lighter pen (5 colors of 1 pkts)		
	a- laxer		
	b- Fluorescent		
34	Hard broom		
35	Herpic		
36	Insects spray		
37	James Clip		
	a-35mm		
	b-26mm		
38	Lamination pouch (card size)		
39	Lamination paper (white) imported		
40	Lemon Grass Air Spray, Bio-Bhutan		
41	Marker pen for white board in all colors		
42	Marking cloth for packing file (white cloth)		
43	Naphthalene ball (500g)		
44	Note sticker		
	a- 3”x3”		
	b- 5”x3”		
	c- 3”x2”		
	d- 3”x4”		
45	Pencil Battery, Everyday-1.5V		
46	Plastic file with strip (transparent)		
47	Photocopy paper A4size		
48	Photo copy paper A4 (Multicolour)		
49	Photo copy paper A3		
50	Rubber band		
51	Register rule book (no. 20) leather binding		
52	Register rule book (no. 10) leather binding		
53	Register rule book (no. 8) leather binding		
54	Ring holder for window curtain, C-tape		



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**Bhutan Chamber of Commerce & Industry**

*Towards Private Sector Development*

55	Stock Register (No. 20) leather binding		
56	Stock Register (No. 40) leather binding		
57	Stock Register (No. 60) leather binding		
58	Report placing file		
59	Room freshener		
60	Self inking stamp		
61	Staple pins:		
	a- 3 IM, max 24/6		
	b- 10 IM Maxell		
	c- 23/17		
	d- max no. 10		
	e- for heavy duty		
62	Sponge for money counting		
63	Scissor		
	a- big		
	b- medium		
64	Soft board pin		
65	Soft broom		
66	Signature Pen		
67	Tissue Paper ( Facial Imported)		
68	Thumb pin ( Round Headed)		
69	Toilet paper		
70	Toilet deo. (odonil)		
71	Toilet brush		
72	Toilet Soap (LUX)		
73	Toilet Soap (Lifebouy)		
74	Toilet washer (suraksha)		
75	Water bucket (plastic)		
	a-25litre		
	b-15litre		
	c-10litre		
76	Water jug medium plastic		
77	Washing powder (surf) 500g		





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**Bhutan Chamber of Commerce & Industry**

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D- PRINTER, TONER AND CARTRIDGES

Sl#	Particular	Rates	Remarks
1.	HP Laser Jet Toner 1200 series – C7115A		
2.	HP Toner 05A		
3.	Drum Cartridge Konica Minolta (Bizhub 226)		
4.	Toner Cartridge Konica Minolta Bizhub 226		
5.	HP Laser Jet Q2612A		
6.	HP Laser Jet Tone P2015-53A		
7.	HP Laser Jet Toner 49A		
8.	HP Laser Jet Toner 11A		
9.	HP Cartridge 88A		

E- NON-CONSUMABLE GOODS

Sl#	Particular	Rates	Remark
1	Binding Machine IBICO (combo) & (Standard size)		
2	Dustbin		
	a. without lid		
	b- with lid (press system)		
3	Dust Collector		
4	Door Latch		
5	Fax machine		
	a- thermal paper		
	b- A4 paper's		
6	Foot mate with rubber underneath		
7	a- large size		
8	b- medium size		
9	c- small size		
10	lock & keys		
11	Mop		
12	Punching machine		
	a- DP 800		
	b- DP 700		
	c- DP 600		
	d- DP 480		
13	Paper tray 3 storied		
14	Paper cutter (A3 size)		
15	Sickle		
16	Spade		
17	Staple pin remover SR 500		
18	Staple		
19	a-HS- 45 p		





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	b- max no. 10		
	c- heavy duty		
20	Telephone		
21	Towel of export quality		
22	a- big		
	b- medium		
	c- small		
23	Wall clock of good quality		
24	White board		
25	White board frame with stand 120"x90"		
26	Window Curtain		
27	HP LaserJet Printer Machine (Quote Various type available in market)		
28	Panasonic Fax Machine (Quote Various type available in market)		
29	Computer Desktop (Quote Various type available in market)		
30	Laptop (Quote Various type available in market)		
31	Revolving chairs (Quote Various type available in market)		
32	Table & Executive table ( Quote Various type available in market)		
33	Router		
34	Modem		

### F. ELECTRICAL AND ACCESSORIES

Sl#	Particular	Rates	Remarks
1	Four way socket for both round and flat pin type		
2	Panel heater		
	a- 14 elements		
	b- 12		
	c- 10		
	d- 9		
3	Blower heater		
4	Stand fan		
5	Battery		
	a- AAA size		
	b- AA size		
6	Bulb holder		
7	Copper wire		
	a- 7/21 red/black		
	b- 3/20 red/black		
8	Electric bulb		
	a- 200 w		
	b- 100 w		
	c- 60 w		
9	Extension Cord: 5 mtrs-Both long & Round		



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	a- 15 Amps		
	b- 5 Amps		
10	Rod Heater		
11	a- double rod		
	b- single rod		
12	Heater rod		
13	Heater wire cable		
14	Halogen light 100 W		
15	Insulation tape		
16	Calculator 12 digits		
	a- big (equivalent to citizen CT-912)		
	b- medium Calculator FX-82C		
17	Tube rod		
	a- 4"		
	b- 2"		
18	Tube light starter		
19	Switch socket		
20	3 pin top		
21	Extension cord		
22	Multi plug of 15 amps both round and flat		
23	Tube rod holder: (Frame)		
24	a- double rod		
	b- single rod		
25	Flexible wire		
26	Tube choke		
27	Bed switch		
28	4 way multi socket		
29	Multi socket bar extension		
30	Alkaline battery: 9 V for multi meter		
31	Tester Set, Mid. Taperia		
32	Pliers-		
	a-Com-bination Plier		
	b-Cuttin-g Plier		
	c-Long nose Plier		
33	Wireless, Micro phone set		
34	Fluorescent Bulb		



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