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Bhutan Chamber of Commerce & Industry
Towards Private Sector Development

Bidding Document for Procurement of:

**Printing & Design 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 Printing & Design 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 14th 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 14th 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 30th 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 and tax clearance certificate.



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.....



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Bhutan Chamber of Commerce & Industry
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PRINTING MATERIALS

| Sl # | Particular | Rates | Remarks |
|------|---|-------|---------|
| 1. | Invitation Card & Name Tag | | |
| 2. | Visiting Card | | |
| 3. | PVC Card | | |
| 4. | Flex Banner | | |
| 5. | Certificate | | |
| 6. | Brochures | | |
| 7. | Printing Seal | | |
| 8. | Printing & Binding Books (Color & Black & White) | | |
| 9. | Money Receipts | | |
| 10 | News Letters | | |
| 11 | Diary | | |
| 12 | Binding (<i>please provide type and rate for binding</i>) | | |