

## REQUEST FOR PROPOSAL

RFP number	STCBL/ADM/16/2023/918
Project Name	Supply of Office Stationaries and Printing Works for STCBL Offices in Thimphu and Phuentsholing
Procuring Agency	<i>State Trading Corporation of Bhutan Limited</i>
Last Time and Date of Submission	10:00 AM, 12/12/2023



State Trading Corporation of Bhutan Ltd.

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## NOTICE INVITING TENDER

STCBL/ADM/16/2023/ 918

20/11/2023

State Trading Corporation of Bhutan Limited (STCBL) invites sealed bids from eligible firms for procurement of Office stationaries and Printing Works at STCBL Head Office in Thimphu and Phuentsholing for a period of 12 months.

Name of the work	Bid No	EMD
Supply of Office Stationaries and Printing works for STCBL Offices in Thimphu and Phuentsholing	STCBL/ADM/16/2023/ 918	Nu. 15,000/-

Interested and eligible bidders may obtain further information and inspect the bidding documents at the address given below:

**General Manager, HRAD, STCBL HO, Babesa, Thimphu, Toll Free No. 1980**

A complete set of bidding documents may be downloaded from [www.stcb.bt](http://www.stcb.bt).

Bids must be delivered to the address given above on or before **10:00AM on 12/12/2023** and will be opened on the same day at **2:30 PM**, at the board room, STCBL Head Office, Babesa, Thimphu.



## **For State Trading Corporation of Bhutan Limited**

### **1. Scope of work**

State Trading Corporation of Bhutan Ltd has a budget for the Office Stationaries and Printing works and wishes to apply some of that allocation for the same for which this notice for tender is issued.

### **2. Sale of Bidding Documents**

The bidding documents can be downloaded from the company website [www.stcb.bt](http://www.stcb.bt) from 20<sup>th</sup> November 2023 or can be obtained from HRAD Division, STCBL Head Office, Babesa.

### **3. Submission and Opening**

Quotations with complete details in form of Annexure -1 should be submitted to Head Office, State Trading Corporation of Bhutan Ltd, Thimphu on or before 10:00 AM, 12<sup>th</sup> December, 2023. For any further information please contact HRAD Division at contact no. Toll Free # 1980 ext. 115. The quotation submitted by the firm shall comprise the following:

- a) Bid Submission Form (Annexure-1)
- b) Bid Form (Annexure -2)
- c) A valid Trade License;
- d) A valid Tax Clearance Certificate;
- e) The required bid security
- f) Any other requirements specified in this document

The quotations shall be opened at 2:30 PM on the same day of receipt of tender in the presence of the bidders.

### **4. Price of Bid**

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 STCBL, Head Office, Babesa, Thimphu and STCBL Regional Office, Phuentsholing.

### **5. Bid Security**

- 5.1** The quotation shall be accompanied by lump-sum Earnest Money Deposit (EMD/Bid Security) of Nu. 15,000/- in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for 6 months in favor of The HRAD General Manager, STCBL, Thimphu in and separate envelope marked as "Bid Security".
- 5.2** Any bid not accompanied by bid security shall be treated as non-responsive.
- 5.3** The bid security of unsuccessful bidders shall be returned within 15 days from the date of finalization of the tender.

- 5.4** The bid security of the successful bidder shall be returned immediately after or adjusted against the submission of the performance security by the successful bidder to whom the contract is awarded.
- 5.5** The bid security shall be forfeited:
  - 5.5.1** If a bidder withdraws its bids during the bid validity period,
  - 5.5.2** If a bidder doesn't accept the arithmetical corrections of its bids,
- 5.6** In the case of successful bidder, if the bidder fails to:
  - 5.6.1** Sign the contract within the specified prescribed time and
  - 5.6.2** Furnish the performance security within the prescribed time.

## **6. Performance Security**

- 6.1** The successful bidders are required to submit a lump-sum of Nu. 15,000.00 (fifteen thousand) as performance Security prior to the signing of the contract and it shall be valid until the completion of the contract period.
- 6.2** The performance security should be deposited in the form of unconditional bank guarantee/cash warrant/demand draft in favor of The HRAD General Manager, STCBL, Babesa, Thimphu.
- 6.3** The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the bidders' performance of obligations under the contract, including any warranty obligations under the contract.
- 6.4** The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Bidders' failure to complete its obligations under the Contract.

## **7. Advance**

No advance shall be provided for the above any supply/work.

## **8. Validity of Bid**

- 8.1** Bids shall remain valid for 12 months after date of bid opening. A bid valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 8.2** In exceptional circumstances, the Procuring entity may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended.

## **9. Format and Signing of Bidders**

- 9.1** The bidder shall submit all the bidding document in one sealed envelope
- 9.2** The bidding document shall be typed or written in indelible ink and shall be signed by

the bidder or a person(s) duly authorized to bind the bidder to the contract. All pages of the bids, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

- 9.3** The bids shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

## **10. Sealing and Marking of Bids**

The bidders shall seal the original and copy of the bidders in separate envelopes, duly marked as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The outer envelopes shall:

- a.** Be addressed to the Procuring entity at the address given in the 'invitation to bidders'
- b.** Shall be marked "Confidential" and should bear the tender number and name mentioned in the invitation to bidders and the words: "DO NOT OPEN BEFORE 12<sup>th</sup> December 2023 AT 2:30 PM"
- c.** The inner envelopes shall also indicate the name and address of the bidder.
- d.** If the outer envelope is not sealed and marked as required, the Procuring entity will assume no responsibility for misplacement of the bidders

## **11. Withdrawal of bids**

No bid shall be withdrawn in between the deadline for submission of bid and the expiration of the period of bidder's validity specified by the bidders on the Bid Form. Withdrawal of a bid during this interval may result in the forfeiture of the bid security.

## **12. Clarification of bids**

- 12.1** To assist in the examination, evaluation and comparison of bids, the procuring agency may at its discretion, ask the bidders for a clarification of its bids. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 12.2** Any effort by the bidders to influence the procuring entity in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidders.

## **13. Preliminary Examination and Responsiveness**

- 13.1** STCBL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are in order.
- 13.2** If the bidder does not accept the correction of the errors, the bid will be rejected, and the bid security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 13.3** STCBL may consider any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation.

## **14. Contacting the procuring entity**

- 14.1** No bidder shall contact the procuring entity on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.
- 14.2** Any effort by a bidder to influence the procuring entity in its decisions on bid evaluation, bid comparison or contract award may result in the rejection of the bid.

## **15. Evaluation of the Quotation**

Bids determined to be substantially responsive will be evaluated as per criteria mentioned below;

- a) Evaluation shall be carried out item wise based on the quoted price; 100 % on quoted price.
- b) For printing Items requires BICMA(printing license) holder only. General License holder shall not be applicable

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. Offers are determined to be substantially responsive to the technical specifications and sample will be evaluated by comparing their quoted price.

## **16. Award of Contract**

- 16.1** STCBL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid.
- 16.2** STCBL reserves the right to accept or reject any bid and to terminate the bidding process at any time prior to contract award, without thereby incurring any liability to the bidders or any obligation to inform the bidders of the grounds for the procuring entity's action. If STCBL determines that none of the bid is responsive, STCBL shall decide for further course of action.
- 16.3** If STCBL is being informed or learns on any false information given in the bid at any time, the contract shall be terminated and the bidder debarred from participating in future procurement. The performance security shall be forfeited.

## **17. Notification of award**

- 17.1** Prior to the expiration of the period of bid validity, STCBL will notify the successful bidder in writing that the bid has been accepted along with the contract form.
- 17.2** The notification of award will signify the formation of the Contract subject to the signing of the contract between the bidder and STCBL and submission of the performance security. Simultaneously, the other bidders will be notified that their bids have not been successful and will discharge the bid security.

## **18. Signing of Contract**

- 18.1** Within seven (7) days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to STCBL.

**18.2** The parties to the contract shall have it signed within 7 days from the date of notification of contract award unless there is an administrative review request.

## **19. Quality of the Supply**

The quality/standard of supply shall be maintained strictly and it shall be as per the approved sample. The selected firm shall submit samples for approval to confirm the quality/standard and all supplies. The supply order for the selected firm comprising the quality/standard of the supply/works will be cancelled and the performance security deposit would be forfeited. The supply/work will be awarded to the next bidder.

## **20. Validity of the Offers**

Your quotation(s) shall be valid for a period of 12 months from the deadline for receipt of quotation(s). However, the period of validity may be extended on mutual agreement.

## **21. Liquidated Damages**

In case a delay of Supply/work, liquidated damages @ 0.1% maximum of 10% shall be levied for the number of days of delay. The supply/work shall be completed within **20 calendar days** from the date of issue of the Purchase Order, or the signing of the contract.

## **22. Payment**

The payment for the supply/work shall be made within 30 days upon the receipt of bill/invoice from the firm.

## **23. Resolution of Disputes**

In case of any disputes, it shall be dealt as per STCBL Procurement Manual and the governing law and jurisdiction applicable within Bhutan.

## **24. Force Majeure**

In the event, owner/firm delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the supplier/bidder shall notify STCBL in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the Procuring agency. Unless otherwise directed by the company in writing, the owner/firm shall continue to perform its obligation.

## **25. Termination of the Contract**



The contract shall be terminated if in case the owner/firm fails to abide by its obligations and the contract may be awarded to next bidder.

## **26. General Terms and Conditions**

- 26.1** Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen per cent (15%) of the purchase order.
- 26.2** The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
- 26.3** STCBL 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.
- 26.4** The Purchaser prior to expiration of the quotation validity period will notify the bidder whose bid is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the supply order.
- 26.5** STCBL reserves the right to reject any or all of the tenders without assigning any reason.
- 26.6** The decision of the tender committee will be final and binding.

**Annexure 1- Bid Submission Form**

(Use Official Letter Head)

To,  
Chief Executive Officer,  
State Trading Corporation of Bhutan Ltd.,  
Babesa, Thimphu.

**Subject: Quotation for Office Stationaries and Printing works**

Dear Sir/Madam,

I/We \_\_\_\_\_ Individual/ firm herewith enclose quotation for selection of my/our firm/organization for Office Stationaries.

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

(Authorized Representative)

**Annexure 2 - Bid Form****Office Stationeries**

Sl.No	Items	Unit	Qty.	Rate (Nu)
1	Ambassador Supreme (original)	No.	1	
2	Arch/Box File Full Lever	No.	1	
3	Attendance register	No.	1	
4	Bhutanese Paper (Desho)	Pc.	1	
5	Calculator 12 digit (Brand: Casio, Solar Cell battery)	No.	1	
6	Calculator (scientific) Casio	No.	1	
7	Colored paper-A4 (Single/Mix)	ream	1	
8	Correcting Pen (Indian Brand)	No.	1	
9	Cover file Ambassador	No.	1	
10	Dak dispatch register No. 30	No.	1	
11	Dak receipt register No. 30	No.	1	
12	Duster cloth	pc.	1	
13	File Separator(plastic) with index tabs	pkt.	1	
14	Flat file ambassador	No.	1	
15	Gems clip 35mm	pkt.	1	
16	Gems clip 50mm	pkt.	1	
17	Glue Stick 18gm-camlin	No.	1	
18	Highlighter pen( 4 pcs per pkt)	Pkt	1	
19	Marker pen Permanent (Camel)	pc.	1	
20	Notice board Pins (colored)	pkt.	1	
21	Paper cutter (knife)- Big	No.	1	
22	Paper tray 3 storied	set	1	
23	Parker Refill-(Dot/Roller)	Pc.	1	
24	Parker Pen (dot/roller)	No.	1	
25	Pencil- Apsara/Classmate	pc.	1	
26	Pencil battery AA R6 1.5V(Eveready/Geep)	pair	1	
27	Pencil battery AAA R03 1.5V (Panasonic/Geep)	pair	1	
28	Pencil battery Alkaline R6 1.5V(Duracell)	pair	1	
29	Pencil Carbon (camel - blue only)	Pkd.	1	
30	Pencil eraser	No.	1	
31	Pencil Sharpener	No.	1	
32	Pen (Cello gel)	No.	1	
33	Pen (Dot Cello Maxwriter)	No.	1	
34	Pen (pilot hi-techpoint V05/V10 grip)	No.	1	
35	Pen (for Signature)	No.	1	
36	Peon book (No.8)	No.	1	

37	Photo copy paper (Matrix) 80GSM	ream	1	
38	Photo copy paper (matrix 75 gsm)	ream	1	
39	Photo copy paper (copy power) 75 gsm	ream	1	
40	Plastic file (A4) with strip	No.	1	
41	Plastic L Folder A4	No.	1	
42	Post It Pad 3x3 (Single/Multi color)	pad	1	
43	Post It Pad 3x3 (3C) (Multi color)- (25x3x75mm)	pad	1	
44	Post It pad 3x3 (5C)- (15x5x75mm)	pad	1	
45	Punching machine M/C(DP-600)	No.	1	
46	Punching machine M/C (DP_800)	No.	1	
47	PVC Transparent Sheet	pkt.	1	
48	Plastic Blue cover (GBC Brand)	pkt	1	
49	Register ordinary 12"	No.	1	
50	Register ordinary 14"	No.	1	
51	Register ordinary 16"	No.	1	
52	Register ordinary 20"	No.	1	
53	Rubber band for cash (Brand: World One, 50g)	pkt.	1	
54	Scale 30 cm (plastic)	No.	1	
55	Scale 30 cm (steel)	No.	1	
56	Scissor big (Brand:AEROTRIX, 8.25 inch 210 mm)	No.	1	
57	Sealing Wax	pkt.	1	
58	Sparco cloth tape 1"	No.	1	
59	Sparco cloth tape 2"	No.	1	
60	Plastic Spiral Binding Ring (8mm)	No.	1	
61	Plastic Spiral Binding Ring (10mm)	No.	1	
62	Plastic Spiral Binding Ring (12mm)	No.	1	
63	Plastic Spiral Binding Ring (14mm)	No.	1	
64	Plastic Spiral Binding Ring (16mm)	No.	1	
65	Plastic Spiral Binding Ring (18mm)	No.	1	
66	Plastic Spiral Binding Ring (20mm)	No.	1	
67	Plastic Spiral Binding Ring (22mm)	No.	1	
68	Stapler machine HS 45P (kangaroo)	No.	1	
69	Stapler machine No. 10 (kangaroo)	No.	1	
70	Stapler pin 24x6 (kangaroo)	No.	1	
71	Stapler pin No. 10 (kangaroo)	No.	1	
72	Soft Board 2x3 (Green/Blue/Red)	No.	1	
73	Vehicle Log Book	No.	1	
74	Writing pad Spiral (big)	No.	1	
75	Writing pad spiral (small)	No.	1	
76	White Board 2x3 Magnetic	No.	1	

77	White Board 4x6 magnetic with stand	No.	1	
78	White Board Pen (camel)	pc.	1	
79	White Board Pen (Snowman)	pc.	1	
80	White Board Duster (Magnetic)	No.	1	
81	Wonder Tape 2'300 mtrs (Brown/Transparent)	No.	1	
82	Wonder Tape 2"65 mtrs. (Brown/Transparent)	No.	1	
83	Wonder Tape 1" (Transparent)	No.	1	
84	Extension cord (4 way)	No.	1	
85	Extension cord round 16 AMP	No.	1	
86	Extension cord round 6 AMP	No.	1	
87	Typing Carbon paper	pkt.	1	
88	Binding clip 19mm	pkt.	1	
89	Binding clip 25mm	pkt.	1	
90	Binding clip 32mm	pkt.	1	
91	Binding clip 41mm	pkt.	1	
92	binding clip 51mm	pkt.	1	
93	Telephone with speaker	No.	1	
94	Telephone without speaker	No.	1	
95	Ring Binder file	No.	1	

### **Printing Items**

SI No.	Items	Unit	Qty.	Rate (Nu)
1	Bill (50*4), 70-90 GSM	Book	1	
2	Challan (50*4), 70-90 GSM	Book	1	
3	Mail Challan (50*4)	Book	1	
4	Money Receipt (50*2)	Book	1	
5	Labour Payment voucher (100 folios), 70-90 GSM, Size-A5	Pad	1	
6	Envelope 10"X 4" x 1/2, white with printed STCBL address & Logo	No.	1	
7	Envelope 10"X14", cloth lining with printed STCBL address & Logo	No.	1	
8	Envelope 16"X12" cloth lining with printed STCBL addressed & Logo	No.	1	
9	Fixed asset register (300 folios) , 80 GSM thickness, PVC binding, Hard bound register	No.	1	
10	Toyota Vehicle Customer Register (150 folio)	No	1	

11	Stationery stock register (500 folios) with Alphabetical	No.	1	
12	Gate Pass book (100*2)	Book	1	
13	Job Card (50*3)	Book	1	
14	TATA Service Center Estimate book (50*3)	Book	1	
15	Spare parts Requisition Form (50*4) Tata parts/Tata Service	Book	1	
16	Tata/ Toyota Service Requisition Form (50*3)	Book	1	
17	Tata/ Toyota Vehicle Spare Parts Issue Slip (50*3)	Book	1	
18	Vehicle Log Book - 100 folios, Hard Bound Cover	No.	1	
19	Vehicle Movement Order (100*2), 70-90 GSM	Book	1	
20	Visiting Card, Both side printed, 300 GSM Paper	No.	1	

Note:

- Suppliers are asked to quote according to the format provided above.
- Printing Items: For any queries regarding the printing items' specifications, you may contact STCBL via email at [passang.dem@stcb.bt](mailto:passang.dem@stcb.bt) / [hrad\\_iigme@stcb.bt](mailto:hrad_iigme@stcb.bt) or via phone call at 17657115/77240474 during office hours.