

REQUEST FOR PROPOSAL

RFP number	STCBL/TH-HRAD/ADM-16/2021/310
Project Name	Procurement of Office Stationaries for STCBL Head Office in Thimphu and Phuentsholing
Procuring Agency	<i>State Trading Corporation of Bhutan Limited</i>
Last Time and Date of Submission	10:00 AM and 25/03/2021



State Trading Corporation of Bhutan Ltd.

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NOTICE INVITING TENDER

STCBL/TH-HRAS/ADM-16/2021/ 310

05/03/2021

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

Name of the work	Bid No	EMD
Procurement of Office Stationaries for STCBL Head Office in Thimphu and Phuentsholing	STCBL/TH-HRAD/ADM-16/2021/ 310	Nu. 15,000/-

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

Manager, Administration Section, STCBL HO, Babesa, Thimphu, Toll Free No. 1980

A complete set of bidding documents may be downloaded from www.stcb.bt.

Bids must be delivered to the address given above on or before **10:00AM on 25/03/2021** and will be opened on the same day at **12:00 PM**, at the conference hall, 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 Stationary, Printing works and Uniforms and wishes to apply some of that allocation for the same which this notice for quotation is issued.

2. Sale of Bidding Documents

The bidding documents can be downloaded from the company website www.stcb.bt from 5th March 2021 or can be obtained from HRAD Division, STCBL, 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 25th March, 10:00 AM. 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) Integrity Pact (Annexure -3)
- d) A valid Trade License;
- e) A valid Tax Clearance Certificate;
- f) The required bid security
- g) Any other requirements specified in this document

The quotations shall be opened at 12:00 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 Chief Financial Officer, 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 Chief Financial Officer, 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 bidders 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. Bear bidders number and name in the invitation to bidders and the words: "DO NOT OPEN BEFORE 25th MARCH 2021 AT 12:00 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 bidders 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

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 process¹ 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 the stipulated date and time.

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. Fraud & Corruption

The bidder shall sign and submit the attached Integrity Pact Statement (*Annexure-3*).

27. General Terms and Conditions

27.1 Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen per cent (15%) of the purchase order.

27.2 The quotation(s) will be opened in the presence of bidders or their representatives

who choose to attend at the specified venue and time.

- 27.3** 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.
- 27.4** 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.
- 27.5** STCBL reserves the right to reject any or all of the tenders without assigning any reason.
- 27.6** The decision of the tender committee will be final and binding.

Annexure 1- Bid Submission Form

(Use Official Letter Head)

To,
Board Executive Committee,
State Trading Corporation of Bhutan Ltd.,
Babesa, Thimphu.

Subject: Quotation for Stationary

Dear Sir/Madam,

I/We _____ Individual/ firm herewith enclose quotation for selection of my/our firm/organization for Office Stationary, Printing Works and Uniform.

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

Sl.No	Items	Unit	Qty.	Rate
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	

Note: Suppliers are asked to quote according to the format provided above. Suppliers are required to provide samples during bid submission.

Annexure 3 - INTEGRITY PACT STATEMENT

1. General:

Whereas representing the State Trading Corporation of Bhutan Limited (STCBL), hereinafter referred to as the “Employer” on one part, and (Name of bidder or his/her authorized representative, with power of attorney) Mr/Ms.....representing M/s..... (Name of firm), hereinafter referred to as the “Bidder” on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to “large” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2. Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process¹ and contract administration², with a view to:

Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and

Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

Scope:

The validity of this IP shall cover the bidding process and contract administration² period.

¹*Bidding process*, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

²*Contract administration*, for the purpose of this IP, shall mean contract award, contract implementation, un- authorized sub-contracting and contract handing/taking over.

3. Commitments of the Employer:

The Employer Commits itself to the following:-

- i. The Employer hereby undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process¹ and contract administration².

- ii. The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process¹ and contract administration² and will treat all Bidders alike.
- iii. Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
- iv. Following report on violation of clauses 4.1 and 4.2 by officials (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process¹ and contract administration².

3. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process¹ and contract administration² in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :-

- i. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any officials of the Employer, connected directly or indirectly with the bidding process¹ and contract administration², or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process¹ and contract administration².
- ii. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process¹ and contract administration².
- iii. If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

4. Sanctions for Violation:

- 4.1 The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.
- 4.2 The breach of the IP or commission of any offence (forgery, providing false information, mis-representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
- 4.3 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

5. Monitoring and Administration:

- 5.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 5.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in

the relevant rules.

5.3 We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place) _____ on (date) _____

<div data-bbox="457 493 599 661" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Affix Legal Stamp</div>	<div data-bbox="1117 489 1258 657" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Affix Legal Stamp</div>
EMPLOYER	BIDDER/ REPRESENTATIVE
Name:	Name:
CID : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	CID : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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