

**Request for Quotation for Supply of Office Stationery, Housekeeping items & Electrical items.**

*Supply of Office Stationery, Housekeeping Items and Electrical items*



**Thimphu** TechPark Limited  
dhi Company

**17 February 2019**

## Invitation for Quotation (IFQ)

Ref: TTPL/Proc/2019/

Date: 17 February 2019

Dear Sir/Madam,

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

**i. Supply of Office Stationery, Housekeeping Items & Electrical 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 12<sup>th</sup> **March 2019 before 11:00 am and will be opened on the same day at 2:30 PM.**
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: *Procurement Officer, Thimphu TechPark Ltd. by calling 02-350052 during office hours.*
8. Depending on the final requirement, the purchaser may increase or decrease the quantities.






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 Stationery

Note: The technical specifications shall be as per the pictures given. Please refer the pictures before quoting.

SI No	Item	Description and Its details Specification	Unit	Qty	Rate (in Nu.)	Total Amount (in Nu.)
1	Plastic Files	Simple transparent plastic, pocket type 	Nos.	50		
2	A4 Size Paper	A4 Size Paper, JK Copier, 75 GSM, 500 sheets 	Ream	70		
3	Stock Register	Stock Register, No. 8 	Nos.	5		
4	Cartridge, Black Colour	Printing Cartridge for HP LaserJet P1106, 88A 	Nos.	25		
5	Cartridge, Black Colour	Printing Cartridge for Brother, TN-2365 	Nos.	10		





**Total Amount for Supply of Goods to Purchaser  
(including all types of cost)**

Goods to be supplied to Thimphu TechPark Ltd.

## B. HOUSEKEEPING ITEMS

Note: The technical specifications shall be as per the pictures given. Please refer the pictures before quoting.

SI No	Item	Description and Its details Specification	Unit	Qty	Rate (in Nu.)	Total Amount (in Nu.)
1	Phenol	Suraksha (white phenyle), 500 ml 	Nos.	312		
2	Collin	Glass and Household Cleaner, 500 ml 	Nos.	104		
3	Liquid soap	Fresh Hand, Soap free hand Wash, 5 litres 	Nos.	30		
4	Cloth Piece	Soft cloth to clean table and glasses 	Nos.	104		
5	Toilet paper	Snowtex, soft white colour (packet containing 12 rolls) 	Pkts	24		
6	Nepthalene ball	Camphor white ball, (packets containing 15 balls each).	Pkts	156		

						
7	Gloves	Pro safe, Quality rubber gloves 	Pairs	72		
8	Small mop	Rex Mob (small) 	Nos.	20		
9	Big Mop	Rex Mob (Big) 	Nos.	5		
10	Harpic	White & Shine Bleach, Disinfectant Toilet Cleaner, 500 ml 	Nos.	156		
11	Small plastic	Small (Medium size) garbage plastic, black in color 	Nos.	36		
12	Large plastic	Extra Large size garbage plastic, black in colour (Thick) 	Nos.	48		
13	Room freshener	Odonil air freshener spray, 500ml 	Nos.	24		



							
14	Soft broom		Nos.	24			
15	wheel barrow (trolley), 300 kg capacity		Nos.	1			
16	Hard broom		Nos.	24			
		<b>Total Amount for Supply of Goods to Purchaser (including all types of cost)</b>					
		Goods to be supplied to Thimphu TechPark Ltd.					

### C. ELECTRICAL ITEMS

Note: If the technical specifications are not clear, please contact our engineer before quoting.

Sl. No.	Item	Description	Unit	Qty	Rate (in Nu.)	Total Amount (in Nu.)
1	Florescent tube light	Smaller size one - 36W capacity	box	2		
2	Florescent tube, Starter	22W, Philips, 230V	Nos	60		
3	Electronic Chokes for tube light	Double tube Electronics Choke, Wipro Make Electronic Ballast, Cat. No. WBF 55236 or equivalent	Nos	50		
4	26W CFL pin type bulb for Wipro square light item no. WVP45226	2 pin-type	Nos	50		
5	Tube light frame set	Tube light frame set for 40W single tube light	Nos	15		
6	LED street light	50W, 230 V, A.C	Nos	10		
7	UPS	0.5 KW, APC online ups, 230V, 50 Hz, minimum 2 hrs backup	Nos	3		
<b>Total Amount for Supply of Goods to Purchaser (including all types of cost)</b>  Goods to be supplied to Thimphu TechPark Ltd.						

Total Amount in Nu. (in words)	
Delivery period	14 days
Warranty Provided	As per the warranty period

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 **14 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:

- 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)<sup>3</sup> 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]*,<sup>4</sup> 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]*