



ཕྱི འབྲུག་རང་བཞིན་གནས་སྤངས་ཉམས་སྲུང་གི་མ་དཔེ་ལྟེ་གཏོང་མ་དུལ།

Bhutan Trust Fund
for Environmental Conservation

P.O.Box:520 | Thimphu Bhutan

☎ 00975-2-339861/ 62

📠 00975-2-339863

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STANDARD BIDDING DOCUMENT

PROCUREMENT OF GOODS

Bhutan Trust Fund for Environmental Conservation

July 2025

02



ཕྱི་ལྗོངས་རང་བཞིན་གནས་སྟངས་ཉམས་སྲུང་གྲོ་གཏང་མ་དུལ།

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Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Bhutan Trust Fund for Environmental Conservation (BTF) to be used for Supply of Stationery and Supplies.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or enquiry on this Bidding Document or to obtain further information on procurement can contract:

Bhutan Trust Fund for Environmental Conservation (BTF)

www.bhutantrustfund.bt

Tel: 02-339861/62

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REQUEST FOR QUOTATION

Bidding Document

For

Supply of Office Stationery & Supplies

FY 2025-26

02



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Invitation for Quotation (IFQ)

Date: 18th July 2025

TERMS & CONDITIONS

1. In pursuant to the tender announcement in Kuensel issue of **18th July 2025**, you are invited to submit your priced bids for following;
 - i. **Supply of Office Stationery and Supplies, for FY2025-26.**
2. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and a contract awarded to the firm(s) offering the lowest/best evaluated price.
3. The bidder(s) shall get a minimum of 20 items in order to award the contract otherwise we will offer it to the next lowest evaluated bidder, who meets the minimum criteria.
4. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and 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 and addressed to and delivered at the following address [**Managing Director (MD), Bhutan Trust Fund for Environmental Conservation, 223 Genyen Lam S W, Thimphu**].
5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **4th August 2025 before 12.00 pm** and will be opened on the same day at **02:00 pm**.
6. The bid shall be accompanied by a **Bid Security of Nu. 15,000.00 (Nu. Fifteen Thousand only)** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid two months from the last day of submission date. **Any bid not accompanied by bid security shall be treated as non-responsive and will not be considered for further evaluation.**
7. Quotations by fax or by any other electronic means **will not** be accepted.
8. The quotations should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions 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 CIF (cost, insurance and freight), or any other levies to the final place of delivery. The final place of delivery is **Bhutan Trust Fund for Environmental Conservation, 223 Genyen Lam S W, Thimphu**
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted

prices. In evaluating the quotations, the purchaser will determine for each quotation and evaluated price by adjusting the price quotation 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 items total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) If the supplier refuses to accept the correction, the quotation will be rejected and the bid security shall be forfeited.
- AWARD OF PURCHASE ORDER: The award will be made to the bidder who is offering the lowest/best evaluated price that meets the specifications and the bidder should get **minimum of 20 items** otherwise we will. The successful bidder will sign a contract as per the attached form of contract and terms and conditions of supply.
- VALIDITY OF THE OFFERS: your quotation(s) shall be valid for two months from the deadline for receipt of quotation(s).

9. Further information can be obtained from **BTF at 339861/339862** during office hours.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. 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 to maintain the quality of the goods and the services provided.
12. 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 supply order.
13. The Supplier shall be required to submit a lump sum Performance Security of **Nu. 25,000 (Ngultrum Twenty-Five Thousand)** only, 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 of the contract. The Performance Security shall be valid till





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the end of contract period and will be returned on successful completion of the contract period.

14. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
15. The quoted rate should be valid for the period of one Fiscal year (July 2025 to June 2026). The Purchaser reserves the right to alter this validity period in situations of technical and other contingency.
16. Upon acceptance of the bid, the BTF will inspect the supplies/stationery for verification, in presence of members from both the Supplier and the Purchaser.
17. Any goods found defective shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify or replace the defective goods, the purchaser shall do it at the cost of the supplier or may forfeit their performance security to replace the defective goods.
18. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time on the basis of the following:
 - a. If the Suppliers fails to perform any other obligation(s) under the Purchase Order, or
 - b. If the Supplier does not take any remedial action within a period of seven (7) calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - c. 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.
19. The client may procure any of the items from the open market or may procure from the next lowest evaluated bidder in case the Supplier fails to supply the goods within the stipulated time or the service delivery is found unsatisfactory. The price differences of which shall be borne by the Supplier.
20. The supply of the goods shall be completed within **Fifteen /15/** days from the date of issue of each Purchase Order, or the signing of the contract (if applicable); failing which, the supplier shall pay liquidated damages at the rate of 0.1% of the total cost per day.
21. Payment of the Invoice shall be arranged by the Client, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
22. All Government rules related to supply and services shall apply.



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Documents required to be submitted as part of the Quotation:

Two copies (One Original and One Copy) of quotations, submitted by the supplier shall comprise of the following:

- A duly completed and signed priced quotation, as per the Schedule of Items and the Priced Quotation of the SBD.
- A valid Trade License¹;
- A valid Tax Clearance Certificate;
- The required bid Security
- Technical specification of the goods/items to be supplied; and
- Any other requirements specified in this document

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¹ The non-submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the [] day of [], [], BETWEEN

- (1) *[The Bhutan Trust Fund for Environmental Conservation]*, an *[Autonomous Agency]* and having its principal place of business *[near YDF, 223 Genyen Lam S W, Thimphu]* (hereinafter called “the Client”), and
- (2) *[.....]*, a registered National supplier/vendor and having its principal place of business at *[....., Thimphu]* (hereinafter called “the Supplier”).

WHEREAS the Client invited Bids for certain Goods and ancillary services, viz., *[insert name of work, if applicable]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert amount]* (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 Client 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 Client'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 Client to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the client to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Client hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Series and the remedying of defects therein, the Contract Price or such

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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 Client

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]

[Handwritten signature]



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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 Client]*

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)]*² *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]*,³ 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 Client'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]

Bank Guarantee for Advance Payment

[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 number and title of bidding process]*

[Bank's letterhead]

² The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Client.

³ Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Client should note that in the event of an extension of the time to perform the Contract, the Client would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.



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Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁴]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[insert months]* *[one year]*, in response to the Client's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signature(s) of authorized representative(s) of the bank]

⁴ Insert the Delivery date stipulated in the Contract Delivery Schedule. The Client should note that in the event of an extension of the time to perform the Contract, the Client would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee



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Schedule of Items and Priced Quotation (bid form) [Specification of the supply of Office Stationeries and Supplies]

Sl. No	Description of Goods/Items	Quantity	Quality	Rate (Nu)
(1) BOOKS/REGISTER				
1	5 subject notebook B5	per book	Original	
2	5 subject notebook A5	per book	Original	
3	Spiral Notebook B5	per book	Original	
4	Spiral Notebook A5	per book	Original	
5	Stock register	per book	Original	
6	Dak receipt register	per book	Original	
7	Plain Register no.24	per book	Original	
8	Plain Register no. 28	per book	Original	
9	Plain Register no. 32	per book	Original	
(2) FILES				
1	Arch file	per pc	Original	
2	Ambassador red file	per pc	Original	
3	Ring File	per pc	Original	
4	Board Ring Binder	per pc	Original	
5	Plastic holder/L folder	per pc	Original	
6	File divider (Multi Colour)	per pc	Original	
(3) PAPER				
1	Paper A4 JK (80 GSM)	per ream	Original	
2	Paper A3 JK (75 GSM)	per ream	Original	
3	OHP Transparent sheet A4 (175 GSM)	per pkt	Original	
4	OHP Transparent sheet A3 (175 GSM)	per pkt	Original	
5	Lamination Paper A4 (100 GSM)	per pkt	Original	
6	Lamination Paper A3 (100GSM)	per pkt	Original	
7	Chart Paper	per pc	Original	
8	Flip Chart	per roll	Original	
9	Bhutanese Paper ordinary	per pc	Original	
POST IT PAD				
10	3x3	per pc	Original	
11	4x4	Per pc	Original	
12	5x5	per pc	Original	
13	Sticky Multi colors (3 colors)	Per pc	Original	



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(4) GENERAL ITEMS

1	Pilot pen (V5)	per pc	Original	
2	Sign Pen (V. Pilot)	per pc	Original	
3	OHP Pen (4 Nos. Packet)	per pkt	Original	
4	Pencil	per pkt	Original	
5	Ball Pen Mitsubishi	per pc	Original	
6	Cello gripper	per pc	Original	
7	Cello pointice	per pc	Original	
8	4 colors pen	Per pc	original	
9	Parker Pen Ink (Blue/ Black)	Per pc	original	
10	Erasure	per pc	Original	
11	Correcting pen	per pc	Original	
12	Highlighter pen	per pkt	Original	
13	Marker pen (white Board)	per pc	Original	
14	Marker pen (Permanent Board)	per pc	Original	
15	Stapler Machine (24/6)	per pc	Original	
16	Stapler Machine (Small)	per pc	Original	
17	Stapler pin (24/6) Kangaroo	per pc	Original	
18	Stapler pin (No.10-1M) Kangaroo	per pc	Original	
19	Punching Machine (small)	per pc	Original	
20	Punching Machine (Big)	per pc	Original	
21	Battery AA (Duracell)	per pc	Original	
22	Battery AAA (Duracell)	per pc	Original	
23	Cello tape (White & Brown) 1 inch	per pc	Original	
24	Cello tape (White & Brown) 2 inch	per pc	Original	
25	Cello tape (White -300 M)	per pc	Original	
26	Masking tape 2 inch	per pc	Original	
27	Plastic Manual Pencil Sharpener	per pc	Original	
28	Steel foot Ruler 12"/ 30cm	per pc	Original	
29	Cloth Tape 2 inch	per pc	Original	
30	Glue stick100 g	per pc	Original	
31	Colorful paper clip	per pkt	Original	
	Binder Clip			
32	15 mm	per pkt	Original	
33	19 mm	per pkt	Original	
34	25 mm	per pkt	Original	
35	32 mm	per pkt	Original	



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36	41 mm	per pkt	Original	
37	51 mm	per pkt	Original	
38	Thumb pin	per pkt	Original	
39	Push pin	per pkt	Original	
40	Scissors (Big)	per pc	Original	
41	Scissors (Small)	per pc	Original	
42	Calculator (14 digit-Large Display)	per pc	Original	
43	White Cloth	per meter	Original	

(5) TONER/CARTRIDGE

1	Toner TN323 (Konica Minolta Machine bizhub 287)	per tonner	Original	
2	Color Laserjet Enterprise M533:508A Cartridge: (CF 360,361,362,363)	per cartridge	Original	
3	HP Laserjet Pro P1102 (85A)	per cartridge	Original	
4	HP LaserJet P1108(88A)	per cartridge	Original	
5	Brother colour cartridge. Model MFC-L3760CDW	per cartridge	Original	

(6) ENVELOPE

1	Envelope A3 (brown)	per pc	Original	
2	Envelope A4/F size (brown)	per pc	Original	
3	Envelope (4x9) brown/white	per pc	Original	
4	Envelope cloth pasted A4	per pc	Original	
5	Envelope cloth pasted A3	per pc	Original	
6	Bhutanese envelope 9x4	per pc	Original	
7	Bhutanese envelope 11x4	per pc	Original	
8	Bhutanese envelope A4	per pc	Original	
9	Ex-ray size Envelope	per pc	Original	

(7) ELECTRONIC ITEMS

1	Frameless Surface / Octane Round 18-Watt LED Panel light	Per pc	Original	
2	Extension cord Anchor heavy duty	per pc	Original	
3	Extension cord heavy duty (MX-2720)	per pc	Original	
4	Extension cord (4-Ways Socket-1.5mtrs)	per pc	Original	
5	Extension cord (4-Ways Socket- 4mtrs)	per pc	Original	
6	Multiplug (three pin)	per pc	Original	
7	Thumb drive (16 GB)	Per pc	Original	
8	Thumb drive (32 GB)	Per pc	Original	



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9	SSD External Hard Drive (1 TB)	per pc	Original	
10	SSD External Hard Drive (500 GB)	per pc	Original	
11	Wireless Imouse (magic mouse)	per pc	Original	

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