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STANDARD BIDDING DOCUMENT

**Procurement of Goods**  
**(For value up to Nu. 0.25 million)**



**Royal Government of Bhutan**  
**Ministry of Finance**

**March 2011**

**Royal Government of Bhutan**  
**Ngoedrup-Tse Dzong: Chhukha**

**Supply of utility, linens and stationery items for the FY2019-2020**

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## Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

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 questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division  
Ministry of Finance  
Royal Government of Bhutan  
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**Invitation for Quotation (IFQ)**

Project title: **Supply of utility, linens and stationery items for the FY2019-2020**

Source of Funding: **RGOB**

Contract Ref: CDA/Proc-01/2019-2020/84 dated 9<sup>th</sup> July 2019

To:

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\_\_\_\_\_

Dear Sir/Madam,

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

- i) Utility items**
- ii) Linens**
- iii) Stationery items**

[Information on technical specifications and required quantities are included in our price schedule)]

2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. 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 by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address

Your quotation in the required format should be addressed and submitted to:

**Chairman,  
Dzongkhag Tender Committee  
Ngoedruptse Dzong: Chhukha**

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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **30<sup>th</sup> July 2019 latest by 10:00AM** and will be opened on the same day by 10:30AM in the conference hall.
  5. The bid shall be accompanied by a bid security of Nu.10,000.00 [insert amount] in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 30<sup>th</sup> September 2019. Any bid not accompanied by bid security shall be treated as non responsive.
  6. Quotation by fax or by electronic means **are not** acceptable
  7. 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. The final place of delivery is Tshimalakha General Hospital, Chhukha.
    - 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 the evaluated price by adjusting the priced 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 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 price that meets the specifications. The successful bidder will

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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 60days from the deadline for receipt of quotation(s).
8. Further information can be obtained from: Dzongkhag Procurement unit and Tshimalakha General Hospital Administrative unit
  9. The Tshimalakha General Hospital has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
  10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
  11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
  12. 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.
  13. 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 (sample form attached).
  14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
  15. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
  16. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.

**Price schedule for Supply of Ready made Linens for the FY 2019-2020**

Sl. #	Item Description	Size	Specifications	Unit	Rate	Remarks
1	Gown Wrapper	1m x 1m square with tail 1.3m long.	Brown Khaki Cloth (double layers), double stitches at tail and drape joint	per piece		
2	Drapes	Large: 2m x 2m	Green- double layer	per piece		
		Medium: 1.5m x 1.5m	Green- double layer	per piece		
		Small: 1m x 1m	Green- double layer	per piece		
3	Draps Wrapper with Tail 1.3ML	1.5m x 1.5m	Brown Khaki Cloth (double layers), double stitches at tail and drape joint	per piece		
4	Instrument set wrapper	115cm x 115cm	Green with tail(1.5m)/ double layer(double stitiches at tail and drape joint)	per piece		
		1m x 1m	Green with tail(1.5m)/ double layer(double stitiches at tail and drape joint)	per piece		
		1m x 1m	Green/Double layer without tail	per piece		
		76cm x 76cm	Green with tail(1m)/ double layer(double stitiches at tail and drape joint)	per piece		
		76cm x 76cm	Green/Double layer without tail	per piece		
5	Dressing Set Wrapper	L-50cm x W- 50cm square with tail 0.5m long	Green Teri Cotton (double layers), double stitches at tail and drape joint	per piece		

6	Hand Towel		Green Cashment (single layer)	per piece		
7	Gown Patient	Large	Green Cashment half sleeve	per piece		
8	Gown Patient	Medium	Green Cashment half sleeve	per piece		
9	Gown Patient	Small	Green Cashment half sleeve	per piece		
10	Gown Patient Attendent	Large		per piece		
11	Gown Patient Attendent	Medium		per piece		
12	Gown Patient Attendent	Small		per piece		
13	Perennial Sheet	80cmX80cm	Green Teri Cotton	per piece		
14	Hole towel	42cmX42cm	Green	per piece		
15	Hole towel	54cm78cm	Green	per piece		
16	Spinal tray wrapper		Green	per piece		
1	Table cloth	56" width	Any colour/Bombay Dying			
2	Cotton cashment	56" width	Green/S Kumar			
3	Cotton khaki	30" width	Khaki/S Kumar	S Kumar		
4	Teri cotton	56" width	Green/RR Tericotton	RR Tericotton		
5	Netted Curtain	44" width	Any Colour/GM	GM		
6	Thick Plain window Curtain cloth	48" width	Any Colour /GM	GM		
7	Thick Printed Window Curtain cloth	48" width	Any Colour /GM	GM		

8	Towel for V.V.I.P use	Large Size	Any Colour/Bombay Dying	Bombay Dying		
9	Vertical Blinds (Window Curtain)	sq.mtr	Any colour /Nova	Nova		
10	Dressing set Cover(Double layered with tail 1 mtr long)	40cmX40cm	Khaki			
11	Delivery set Cover(Double layered with tail 30" long)	85cmX85cm	Khaki			
12	Suture set cover (Double layered with tail)		Khaki			
13	Green Drape double layer without tail	47" x 47"	Teri cotton/ RR	RR		
14	Drape double layer with tail 1 mtr long	1m x 1m	Khaki			
15	Hand Towel	25cmX25cm	Green /single layer	single layer		
16	Shoe cover	15" x 7"	Grey			

**Price schedule for supply of readymade Staff Uniform for the FY 2019 -20**

Sl. No .	Colour of Cloth (Material)	Cloth	Catagories	Remarks	Rate	Remarks
1	Suiting Cloth White (Thick)	Apron Coat/ Lab. Coat	Doctors	Individual Measurement		

		Apron Coat	Cooks	Individual Measur em t		
2	Suiting Cloth Black Pant and White Shirting	Pant and Shirt set	Drivers	Individual Measur em t		
3	Suiting Cloth Light blue/Navy blue	Pant and Shirt Set	Ward boy	Individual Measur em t		
		Kira and Shirt set	Ward girl	Individual Measur em t		
4	Suiting Cloth Light blue/Navy blue	Pant and Shirt set	Sweeper	Individual Measur em t		
		Kira and Shirt set	Sweeper	Individual Measur em t		
		Pant and Shirt set	Gardiner	Individual Measur em t		
		Kira and Shirt set	Gardiner	Individual Measur em t		
5	Suiting Cloth Gray	Pant and Shirt set	Maintenance/ Electrical	Individual Measur em t		
6	Polo T-Shirt	Half sleeve (Light blue/Navy blue)	Cooks	Individual Measur em t		

7	Polo T-Shirt	Full Sleeve (Light blue/Navy blue)	Cooks	Individual Measurement	
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**Stationery and miscellaneous items F.Y 2019-2020**

S.N	Particulars	Brand	Unit	Rate
1.	MISCELLANEOUS AND UTILITY ITMS			
1.	Arch file A4 size	Ambassador Kangaroo clip with plastic Coated	No	
2.	Arch file A4 size	Executive	No	
3.	Aluminum pot 15 ltr	Thick & best quality	No	
4.	Aluminum pot 10 ltr.	Thick & best quality	No	
5.	Aluminum Pot 5 ltrs	Thick & best quality	No	
6.	Aluminum ladle Big	Best quality	No	
7.	Aluminum ladle medium	Best quality	No	
8.	Aluminum ladle small	Best quality	No	
9.	Brush Toilet	Supreme	No	
10.	Brush (cloth washing)	Supreme	No	
11.	Battery Lithium 3 volt	Peasonic	No	
12.	Battery A3 (triple)	Eveready	Pair	
13.	Battery Large	Eveready	Pair	
14.	Battery Medium	Eveready	Pair	
15.	Battery pencil	Eveready	Pair	
16.	Bucket with lid,100ltr.	Supreme	No	
17.	Bucket with lid 80ltr.	Supreme	No	
18.	Bucket with lid 75ltr.	Supreme	No	
19.	Bucket with lid 50 ltr.	Supreme	No	
20.	Bucket with lid 30 ltr.	Supreme	No	
21.	Bucket with lid 20 ltr.	Supreme	No	
22.	Bucket with lid 15 ltr.	Supreme	No	
23.	Bucket with lid 10 ltr.	Supreme	No	
24.	Baygon spray,500ml	Hit	No	
25.	Blue robbin,75 ml	Dazzling whiteness	No	
26.	Colin spray,500ml	Colin	No	
27.	Chart hanger with clip	Telcon	No	
28.	Cloth clip	Nataraj	Dz.	
29.	Candle, big	Aroson	No	
30.	Carbon paper blue single		pkt	
31.	Cello tape white (2" x 10 dys)	Plastic	Roll	
32.	Cell tape white( 2" x 30 dys)	Plastic	Roll	
33.	Cell tape Brown (2 " X 10 dys)	Plastic	Roll	

34.	Cell tape Brown (2" X 30 dys)	Plastic	Roll	
35.	Cell tape Yellow ( 2" X 10 dys)	Plastic	Roll	
36.	Cell tape Yellow (2" X 30 dys)	Plastic	Roll	
37.	Cell Tape Red (2" X 10 dys)	Plastic	Roll	
38.	Cell tape Red (2" X 30 dys)	Plastic	Roll	
39.	Cell tape Blue(2 " X 10 dys)	Plastic	Roll	
40.	Cell tape Blue (2" X 30 dys)	Plastic	Roll	
41.	Cell tape Green (2" X 10 dys)	Plastic	Roll	
42.	Cell tape Green (2" X 30 dys)	Plastic	Roll	
43.	Cell tape Black(2" X 10 dys)	Plastic	Roll	
44.	Cell tape Black (2"X 30dys)	Plastic	Roll	
45.	Chart paper	Different color ,Thick	Sheet	
26.	Correcting fluid-pen type	Kores	No	
27.	Carbon paper, blue double		pkt	
28.	Calculator	Ciziton(CT-512 Check & correct)	No	
29.	Cup (curry)	Dhaka	No	
30.	Curry serving spoon ,Medium	Aluminum	No	
31.	Curry serving spoon, small	Aluminum	No	
32.	Dust collector	Supreme	No	
33.	Disposable plastic cup		Pkt	
34.	Disposable paper plate		Pkt	
35.	Dust bin with lid 50 ltr	Different color	No	
36.	Dust bin with lid 30 ltr	Different color	No	
37.	Dust bin with lid 20 ltr	Different color	No	
38.	Dust bin with Lid 15 ltr.	Different color	No	
39.	Dust bin Net, medium size		No	
40.	Dust bin Net, small size		No	
41.	Dust bin( wheel ) with lid 50 ltr.		No	
42.	Dust bin (wheel) with lid 30 lts		No	
43.	Envelop white 4" X 9 "		No	
44.	Envelop[ Brown 4" X 9"		Per box	
45.	Envelop White 5" X 11"		Per box	
46.	Envelop Brown 5 " x 11"		Per box	
47.	Envelop A3 size	Thick	Per box	
48.	Eraser white big		No	
49.	Envelop (Bhutanese paper) 5" X 11"		Per box	
50.	Flat file ring with clip		No	

51.	Flat file (Yellow)	Ambassador (plastic coated)	No	
52.	Folding file cover		No	
53.	File D-2 ring binder file( File max A-S)		No	
54.	FC paper plain A4 size(500 sheet)		ream	
55.	FC paper rulled A4 size( 500 sheet)		ream	
56.	Floor mopping 2 ft	Mayor (good quality)	No	
57.	Floor mopping 1 lt	Mayor (good quality)	No	
58.	Floor wiper (Phuery) 2 ft	Innavo( good quality)	No	
59.	Floor wiper (Phuery 1 ft	Innavo ( good quality)	No	
60.	Floor brush (Coconut jute)		No	
61.	Flask big		No	
62.	Flask medium		No	
63.	Foot mat, big		No	
64.	Foot mat, meduim		No	
65.	Gems clip 35 mm		pkt	
66.	Gems clip 20 mm		pkt	
67.	Gems clip 50 mm		pkt	
68.	Glue stick, 35 gm		No	
69.	Glue stick, 15 gm		No	
70.	Glue, 150 ml		bottle	
71.	Glue, 50 ml		bottle	
72.	Gas pipe	Surya	No	
73.	Gas lighter	Good quality	No	
77.	Gas regulator	Good quality	No	
78.	Gas stove self-lighter double burner	High pressure	No	
79.	Gas stove single burner	High pressure	No	
80.	Harpic,500ml	Power plus	No	
81.	Hot case, big ( 40 head)	Best	No	
82.	Hot case, medium(20 head)	Best	No	
83.	Jerry can,10ltr		No	
84.	Jerry can, 5 ltr.		No	
85.	Plastic jug	Utility	No	
86.	Phenol,500 ml	Herble	No	
87.	Plate	Dhaka	No	
88.	Pressure cooker, 3 ltr.	Hawakins	No	
89.	Pressure cooker, 5 ltr.	Hawakins	No	
90.	Pressure cooker, 10ltr.	Hawakins	No	
91.	Patang,meat cutting knife	Best quality	No	
92.	Paper tray 4 story		No	
93.	Permanent marker pen	Snowman(different color)	No	
94.	Board marker pen	Snowman	No	

95.	Rice cooker 5 ltrs	Sharp(nonstick)	No	
96.	Rice cooker, 10 ltrs	Sharp (nonstick)	No	
97.	Rice cooker 15 ltrs	Sharp( nonstick)	No	
98.	Room freshener	Odonil	No	
99.	Surf powder,1 kg	Henko	kg	
100.	Soap,125 gm	Life buoy	No	
101.	Soap,310 gm	Vim bar	No	
102.	Soap,150 gm	Ok	No	
103.	Soap,75 gm	Detol	No	
104.	Soap,75 gm	Nepal	No	
105.	Super glue		No	
106.	ScissorTaoring big	Master	No	
107.	Scissor Korean Medium	Daxeen	No	
108.	Scissor, Korean small	Daxeen	No	
109.	Shaving set with handle	Gallant	No	
110.	Shaving blade	Gallant	No	
112.	Steel wool with scrub		No	
113.	Sketch pen 12 color		Pkt	
114.	Spoon steel	Steel	No	
115.	Spoon steel food serving/curry	Steel	No	
116.	Torch self-charge , big high		No	
117.	Torch 2 cell	Eveready	No	
118.	Toilet papper	Snowlife	No	
119.	Broom (hard)	Thick	No	
120.	Broom (soft)	Thick	No	
121.	Tray ,big	Dhaka	No	
122.	Tray, small	Dhaka	No	
123.	Tray, meduim	Dhaka	No	
124.	Melton, big	Dhaka	No	
125.	Melton, med.	Dhaka	No	
126.	Melton, small	Dhaka	No	
127.	Cup (tea)Medium	Dhaka	No	
128.	OHp pen		No	
129.	Odoni,50gm		No	
130.	Mode thread		Ball	
131.	Match Box	Home light	Pkt	
132.	VIP cup with lid and saucer		No	
133.	Tong, big		No	
134.	Tong, medium		No	
135.	Tong, small		No	
136.	Chopping board,big		No	
137.	Chopping board, small		No	
138.	Chopping knife		No	
139.	Potato peeler		No	

140.	Tea strainer, big		No	
141.	Tea strainer,med.		No	
142.	Bowl, big	Aluminum	No	
143.	Bowl,Med.	Aluminum	No	
144.	Bowl, small	Aluminum	No	
145.	Blender	Sharp	No	
146.	Vegetable cutter, big		No	
147.	Vegetable cutter, med.		No	
148.	Vegetable cutter, small		No	
149.	Water boiler, 3.6 ltr.	Sharp	No	
150.	Water boiler,1.8	Sharp	No	
151.	Water filter, big	Kent	No	
152.	Water dispensary (filter)		No	
153.	Utility gloves 7	Goodyear	Pair	
154.	Utility gloves 6.5	Good year	Pair	
155.	Gum boot No.10	Hillson	Pair	
156.	Gum boot No.9	Hillson	Pair	
157.	Gum boot No.8	Hillson	Pair	
158.	Gum boot No.7	Hillson	pair	
159.	Gum boot No.6	Hilson	pair	
160.	Gum boot No.5	Hillson	Pair	
161.	Pencil	Playboy	No	
162.	Hand towel med.		No	
163.	Thumb pin big		Per box	
164.	Thumb pin med.		Per box	
165.	Stapler machine	Kangaro HS-45P	No	
166.	Punching machine	Kangora DP-600	No	
167.	Scale 45 cm		No	
168.	Scale 30 cm		No	
169.	Register No.10		No	
170.	Register No.12		No	
171.	Register No.14		No	
172.	Register No.20		No	
173.	Register No.24		No	
174.	Register No.30		No	
175.	Register No.34		No	
176.	Register No.50		No	
177.	Pen (Blue/Black/red)	Cello Gripper	No	
178.	Refill(Blue/Black/Red)	Cello Gripper	No	
179.	Photocopy paper A4 (21 cm X 29.7 ) 70 GSM	JK Easy	Ream	
180.	Wall Clock	Ajanta	No	
181.	High lighting pen	Different color	set	
182.	Battery 9 volt		No	
183.	Battery Round & Flat 3		No	

	voltage			
2.	ELECTRICAL ITEMS			
1.	Tube Frame 4”	Phillips	Each	
2.	Tub rod 4 “	Phillips	Each	
3.	Socket 16 amps	Anchor	Each	
4.	Socket 6 amps	Anchor	Each	
5.	Toggle switch 6 amps	Anchor	Each	
6.	Pendent holder heavy duty	Phillips	Each	
7.	Pannel heater,9 panel	Wenbang	Each	
8.	Pannel heater,11 penel	Wenbang	Each	
9.	Rod heater double	Bajaj	Each	
10.	Rod heater single	Bajaj	Each	
11.	Blower heater	Bajaj	Each	
12.	MCB single pole 230 volt A.C			
1.	6 Amps	Hewell’s	Each	
2.	10 Amps	Hewell’s	Each	
3.	16 Amps	Hewells	Each	
4.	20 Amps	Hewells	Each	
5.	25 Amps	Hewells	Each	
6.	32 Amps	Hewells	Each	
7.	40 Amps	Hewells	Each	
8.	63 Amps	Hewells	Each	
9.	50 Amps	Hewells	Each	
10.	100 Amp	Hewells	Each	
13.	MCB 2 pole 230 Volt.A.C			
1.	6 A	Hewells	Each	
2.	10 A	Hewells	Each	
3.	16 A	Hewells	Each	
4.	20 A	Hewells	Each	
5.	25 A	Hewells	Each	
6.	32A	Hewells	Each	
7.	40 A	Hewells	Each	
8.	50 A	Hewells	Each	
9.	63A	Hewells	Each	
14.	MCB 3 pole -11KVA(25KA)			
1.	63 A	Hewells	Each	
2.	100 A	Hewells	Each	
3.	125 A	Hewells	Each	
4.	200 A	Hewells	Each	
5.	225 A	Hewells	Each	
15.	MCB 3 pole 11KVA(16A)			
1.	63 A	Hewells	Each	
2.	100 A	Hewells	Each	
3.	125 A	Hewells	Each	
16.	MCB 3 Pole 1 1 KVA (36KA)			
			Each	

1.	125 A	Hewells	Each	
2.	160 A	Hewells	Each	
3.	250 A	Hewells	Each	
17.	MCB 4 pole -11 KVA(16 KA)		Each	
1.	63 A	Hewells	Each	
2.	100 A	Hewells	Each	
3.	125 A	Hewells	Each	
18.	MCB 4 pole -11KVA(25KA)		Each	
1.	63 A	Hewells	Each	
2.	100 A	Hewells	Each	
3.	125 A	Hewells	Each	
19.	MBC 4 pole -11 KVA(36KA)		Each	
1.	125 A	Hewells	Each	
2.	160 A	Hewells	Each	
3.	250 A	Hewells	Each	
20.	PVC Casing &Cappings(Double Locking)		Each	
1.	12X12 mm		Piece	
2.	12 X10 mm		Piece	
3.	15X 10 mm		Piece	
4.	20 X 10 mm		piece	
5.	20 X 12 mm		piece	
6.	25 X 10 mm		piece	
7.	30 X 10 mm		piece	
8.	40 X 20 mm		piece	
9.	50 X 20 mm		piece	
10.	1mm		piece	
11.	½ mm		Piece	
10.	Corner /Tee		piece	
21.	Switch & Socket			
1.	Switch single 1 way 6 amps	Anchor//ROMA	Each	
2.	Switch single 1 way 6 amp with indicator (Modular Type)	Anchor/ROMA	Each	
3.	Switch SP 2 6 Amps	Anchor/ROMA	Each	
4.	Switch SP 2 way 6 Amps with indicator(Modular)	Anchor/ROMA	Each	
5.	Switch 16 Amps SP 1 way	Anchor/ROMA	Each	
6.	Switch 16 Amps SP 1 way with indicator(Modular)	Anchor/ROMA	Each	
7.	3 Pin plug top, 16 Amp	Anchor	Each	
8.	3 Pin plug top,5 Amps	Anchor	Each	
9.	Multi plug,16 Amps	Anchor	Each	
22	Gyser coil different size	Anchor	Each	
23.	Fuse different size 1 amps – 15 amps	Anchor	Each	
24.	Flat Pin Multi plug	Ancho	Each	
25.	Bulb led (CFC),1500 volts	Anchor	Each	

26.	Wire Nail 4”		kg	
27.	Wire Nail 3”		kg	
28.	Wire Nail 2 “		Kg	
29.	Wire Nail 1 “		kg	
30	Wair Nail ½ “		kg	
31.	U nail		kg	
32.	Pannel Pin		pkt	
33.	Screw 2 “		pkt	
34.	Nut and Bolt different size		Each	
35.	Bulb 100 watts		Each	
36	Bulb 60 watts		Each	
37.	Bulb 40 watts		Each	
38.	Dem Bulb 15 watts		Each	
39.	Extension code 16 Amps		Each	
40.	Power Strip 16 Amps		Each	
41.	2 pin plug conversation		Each	
42.	Particle board 5 x 5 size		Each	
43.	Heater Rod 1500 watts		Each	
44.	Drilling Machine big		Each	
45.	Drilling machine small		Each	
46.	Drill bit set concrete		Each	
47.	Drill bit set wooden		Each	
48.	Drill bit set metal		Each	
49.	Neon tester		Each	
50.	Multi meter digital		Each	
51.	Soldering rod		Each	
52.	Soldering led		Each	
53.	6 sqmm wire	Royal cable	Each	
54.	4 Sqmm wire	Royal cable	Each	
55.	2.5 sqmm wire	Royal cable	Each	
56.	1.5 Sqmm wire	Royal cable	Each	
57.	Earthling plate 600x600x6	Copper	Each	
58.	Earthling plate 600x600x6	Mile steel	Each	
59.	Insulation tape		Each	
60.	Fixable wire	Royal cable	Each	
61.	Fixable water pipe		Each	
62.	Ft Switch	Phillips	Each	
3.	PLUMBING ITEMS			
1.	Bib cock ½ “ heavy duty	Brass	Each	
2.	Bib cock ½ “ Heavy duty	CP	Each	
3.	Angle Valve ½ “	CP	Each	
4.	Wall mixture tap ½ “	CP	Each	
5.	Surgical mixture tap ½ “	CP	Each	
6.	CP connection pipe ½ “	Heavy duty	Each	
7.	Gate Valve 5”	Brass	Each	

8.	Gate Valve ¾ “	Brass	Each	
9.	Gate Valve 1”	Brass	Each	
10.	Gate Valve 2”	Brass	Each	
11.	Gate Valve 3 “	Brass	Each	
12.	G.I Nipple 1”	Brass	Each	
13.	GI Nipple ½”	Tata	Each	
14.	GI Nipple ¾ “	Tata	Each	
15.	GI Nipple ½ “	Tata	Each	
16.	GI Nipple ¾ “	Tata	Each	
17.	GI Nipple 2 “	Tata	Each	
18.	GI Nipple 3”	Tata	Each	
19.	Pipe wrench different	Size	Each	
20.	Pipe cutter		Each	
21.	File metal different size		Each	
22.	File wooden different size		Each	
23.	GI Union ½ “		Each	
24.	GI Union ¾ “		Each	
25.	GI Union 1 “		Each	
26.	GI Union 2”		Each	
27.	GI Union 3 “		Each	
28.	GI Elbow ½ “		Each	
29.	GI Elbow ½ “		Each	
30.	GI Elbow ¾ “		Each	
31.	GL Elbow 2”		Each	
32.	GI Elbow 3”		Each	
33.	GI Elbow 4”		Each	
34.	GI Elbow ½ “		Each	
35.	GL Elbow		Each	

	Supplier’s Official Stamp
Signature of Supplier	
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

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## **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<sup>1</sup>;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Technical Specification of the Goods to be supplied; 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 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 45 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, 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.
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/repaired 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:

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<sup>1</sup> 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.

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- 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; and
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 realise the difference amount between the quoted price & market price from the security deposit.

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## Contract Agreement

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

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);
  - (e) The Supplier’s Bid and original Price Schedules;
  - (f) The Purchaser’s Notification of Award of Contract;
  - (g) The form of Performance Security;
  - (h) The form of Bank Guarantee for Advance Payment;
  - (i) [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

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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]

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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 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>2</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>3</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]

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<sup>2</sup> 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 Purchaser.

<sup>3</sup> Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser 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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## 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]

**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 date<sup>4</sup>]. 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.

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

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<sup>4</sup> *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser 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*