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Tashi InfoComm Private Limited

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## TASHI INFOCOMM PRIVATE LIMITED

BIDDING DOCUMENT FOR SUPPLY OF

“PRINTING, STATIONERY & CONSUMABLES ITEMS FOR FY-2025”

Reference No: TIPL/PRO-01/2024/931

Date: 28 / 12 / 2024

  
Procurement Officer  
Procurement and Inventory Section  
Tashi InfoComm Pvt Ltd.  
Thimphu, Bhutan

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Address: P.O Box # 1502, Samten Lam, Thimphu, Bhutan  
Phone : +975 77889977 Website : [www.tashicell.com](http://www.tashicell.com)



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## Tashi InfoComm Private Limited

### SECTION-I INVITATION OF BIDS FOR SUPPLY OF

#### “PRINTING, STATIONERY & CONSUMABLES ITEMS FOR FY-2025”

1. Tashi InfoComm Private Limited hereinafter referred to as “**Purchaser**” invites sealed bids from eligible Bidders for the supply of Printing, Stationery & Consumables for FY-2025.
2. Interested eligible bidder(s) may obtain further information on the bid form directly from our website- [www.tashicell.com](http://www.tashicell.com) or Procurement & Inventory Section, Samten Lam, Post Box No. 1502, Thimphu, Bhutan. Contact the Procurement & Inventory Section at the given contact details during office hours only.
3. The Purchaser shall not be responsible for any costs or expenses incurred by the Bidder(s) in connection with the preparation or delivery of Bids.
4. All Bidders/Representatives of the Bidders may be present during the Opening of the Bidding Documents.
5. All correspondences with regard to the Bidding Documents shall be made in writing or email to the following address. Telephone inquiries shall not be accepted.

#### Address for communication/contact.

Procurement & Inventory Section,  
Tashi InfoComm Private Limited,  
Samten Lam, Post Box No-1502,  
Thimphu, Bhutan.

Email:

[procurement@tashicell.com](mailto:procurement@tashicell.com)/[manager.procurement@tashicell.com](mailto:manager.procurement@tashicell.com)/[procurement.finance@tashicell.com](mailto:procurement.finance@tashicell.com)

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## Tashi InfoComm Private Limited

### SECTION-II INSTRUCTION TO BIDDERS

#### A. GENERAL

##### 1. Scope of Bid:

- 1.1. The scope of the Bid shall be the supply of Printing, Stationery and Consumables Items for the FY-2025.
- 1.2. All the Bids are to be completed and submitted to the Purchaser in accordance with the Instructions to Bidders.

##### 2. Eligibility:

- 2.1. Unless otherwise blacklisted by any organizations/offices/legal entity, the invitation for Bid is open to all interested licensed national and global suppliers.

##### 3. Cost of Bidding:

- 3.1. The Bidder(s) shall bear all costs associated with the preparation and delivery of its Bids, and the Purchaser shall in no case be responsible or liable for those costs.


##### 4. Bidding Documents:

- 4.1. The Goods/Services to be procured, Bidding procedures, and terms & conditions are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding Document includes:
  - a) Instructions to Bidders
  - b) General Terms & Conditions
  - c) Detailed list of Goods/ and or Services to be supplied along with detailed specifications.
- 4.2. The Bidder(s) are expected to examine the Bidding Document, including all Instructions, Forms, Terms, and Specifications. Failure to furnish all information required by the Bidding Document or submission of a Bid not substantially responsive to the Bidding Document in every respect will result in the rejection of the Bid.

##### 5. Bid Prices:

- 5.1. The Bidder(s) shall complete the appropriate Price Schedule included herein, stating unit prices, extended amount and the expected countries of origin of the Goods to be supplied, if applicable
- 5.2. Prices quoted by the Bidders shall remain fixed and valid for the period stated in **Section-II, Clause 6** of the Bidding Document, and will not be subject to variation on any account.
- 5.3. The bid Currency shall be Ngultrum (Nu) for this bidding document. Except for third country bidder(s), the bidder(s) from the rest of the countries are not allowed to quote in US Dollar.

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## Tashi InfoComm Private Limited

The third country bidder(s) who quoted in US Dollar shall be converted into Ngultrum at the prevailing exchange rate (Selling TT rate of any financial institution) as on the date of tender opening for evaluation purpose.

### 5.4. Trade Terms shall be:

Unless otherwise stated, the following shall be the trade terms for this bidding document:

- a) DDP, TIPL Warehouse, Thimphu for local bidders.

### 6. Bid Validity:

- 6.1. The Bids shall be valid for **1 YEAR** from the date of Bid Submission.

### 7. Taxes/Duties & other levies:

- 7.1. Unless otherwise stated, the applicable taxes/duties/any other levy both within and outside Bhutan shall be under the scope of the Bidder.

### 8. Evaluation:

- 8.1. The purchaser shall evaluate the quotations based on specifications given in the bidding document to ascertain the lowest evaluated bidder(s).

- 8.2. The evaluation shall not only be based on the quoted unit rate but the quality of the samples submitted along with the bid.

- 8.3. The Evaluation Team & Management Tender Committee's evaluation decision shall be final and binding, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform and explain the affected Bidder or Bidders on the grounds of the evaluation team & Management Tender Committee's evaluation decisions and reports. In addition, the performance of previous tenders with the Purchaser, if any shall also be factored in during the time of evaluation.

- 8.4. The lowest quoted unit rates alone do not guarantee the award of contract or Purchase Order.

- 8.5. The evaluation shall be based on the respective line-item basis. The bid shall not be considered as a "single package".

### 9. Award of Purchase Order/Contract:

- 9.1. The Purchaser shall award the PO or supply contract to the Lowest Evaluated bidder(s).

- 9.2. The Purchase Order shall be issued for the Quartely required quantity.

### 10. Delivery:

- 10.1. Delivery should be completed as per the given schedule:

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## Tashi InfoComm Private Limited

- a) Within 30 days from the date of confirmed PO.
  - b) The detailed terms & conditions shall be mentioned in the confirmed Purchase Order/Supply Contract.
- 10.2. The purchaser (TIPL) may provide a delivery time extension beyond the actual delivery date taking into account the actual need-by-day and stock balance of TIPL. However, subject to the approval of the Management Tender Committee after levying the Liquidity Damaged (LD) Penalty.
- 10.3. The Time Extension request/provided may not exceed 15 days at the maximum OR depend on the approval granted by the Management Tender Committee of the purchaser. The supplier has to send an email/in writing requesting a time extension with genuine reasons (along with supporting documentation).

### 11. Inspection of Goods:

- 11.1. The goods are subject to Physical Inspection upon delivery at TIPL Warehouse based on the selected samples. The Goods found to be of not genuine quality and not meeting specifications/requirements of TIPL after the final inspection shall be rejected at the cost of the bidder.
- 11.2. For goods like Tonner & Cartridge, the purchaser shall not be liable to inspect its originality during the delivery. Hence, for such goods, actual acceptance shall be only when it is put in use and found to be original.

### 12. Warranty (If applicable):

- 12.1. The Warranty shall be a minimum of 12 months from the date of delivery OR the standard manufacturer's warranty, whichever is longer

### 13. Payment:

- 13.1. The Payment shall be made 100% against delivery within 7 working days from the date of receiving of Bill/Invoice.


### 14. TDS/FCT:

- 14.1. TDS (Tax Deduction at Source) and or FCT (Foreign Contract Tax) shall be deducted as per the existing Rules and Regulations of the Department of Revenue & Customs, Bhutan (wherever applicable).

### 15. EMD (Earnest Money Deposit):

- 15.1. The bidder should submit **not less than 2% of the total quoted value** as part of the EMD along with the quotation in the form of Demand Draft or Bank Guarantee from any of the financial institutions located in Bhutan. The bidder(s) other than Bhutanese national can furnish EMD from the financial institutions in their respective countries OR from any of the

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## Tashi InfoComm Private Limited


Bhutanese Financial Institutions. The EMD may be directly deposited into the Purchaser's bank account (please contact the purchase requesting for bank details via email).

- 15.2. The bidder(s) failing to submit the EMD as per the requirement shall result in the rejection/cancellation of their bid.
- 15.3. The EMD shall be valid for 30 days beyond the submission/submission deadline of the bidding document. The EMD should be drawn in favor of "**Tashi InfoComm Private Ltd., Samten Lam, Thimphu, Bhutan**".
- 15.4. EMD of unsuccessful bidder(s) shall be returned promptly after the finalization of the quotation.
- 15.5. EMD shall be forfeited if:
  - a) A bidder withdraws its bids prior to the finalization of the bids in every respect.
  - b) The successful bidder fails to submit Performance Security as per the terms specified in the bidding document.
- 15.6. EMD of the successful bidder shall be returned promptly upon submission of Performance Security.

### 16. Performance Security:

- 16.1. The successful bidder should submit not less than 10% of the total PO/contract value as Performance Security within 1 week from the date of PO/signing of the supply contract.
- 16.2. Performance Security shall be drawn in favor of "**Tashi InfoComm Private Ltd, Thimphu**" in the form of a Demand Draft or Bank Guarantee or can be deposited directly into the purchaser's bank account (contact purchaser via email requesting bank details).
- 16.3. Performance Security shall be valid 30 days beyond the delivery deadline.
- 16.4. If the successful bidder fails to submit the performance security within 1 week, the EMD shall be forfeited and purchase order shall stand cancelled and awarded to the second lowest evaluated bidder.
- 16.5. Performance Security shall be returned within 1 week from the date of successful completion of all obligations under the issued Purchase Orders or signed supply contract.
- 16.6. Performance Security shall be forfeited if:
  - a) The successful bidder fails to execute the supplies/works as per the terms and conditions stated in the purchase order in any manner deemed unsatisfactory by the purchaser (TIPL) or the end-user(s).
  - b) The successful bidder fails to deliver the goods on the given deadline and is not recommended by the end-user(s) for a time extension or replacement.

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## Tashi InfoComm Private Limited

- c) The goods supplied do not conform to the specifications/brands/requirements, etc stated in the purchase order/BOM.

### 17. Liquidity Damage (LD) Penalty:

- 17.1. The LD penalty shall be charged at 0.05% per day up to a maximum of 10% of the total PO value should the supplier fail to deliver on the specified deadline.

### 18. The Purchaser Right:

- 18.1. The Purchaser reserves the following rights without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform and explain the affected Bidder or Bidders on the grounds of the Purchaser's action:

- a) The right to accept or reject any Bid and reject all the Bids at any time prior to the opening of bids.
- b) The right at the time of award of the purchase order to increase or decrease the quantity of Goods specified in the Bidding Document, without any changes in the price or other terms & conditions.
- c) The right to reject all or in part, the item supplied during the time of physical inspection/testing or found to be non-standard/non-specific/unreliable in terms of quality/not meeting specification.
- d) The right to direct negotiation, call quotations and receives the same via email from the manufacturers; authorized distributors; authorized dealers; frequent supplier(s) of similar goods in Bhutan/India/China/Other countries to compare the rates with those offered by the vendors through this Bidding Document. If need be, to procure directly. The Purchaser also reserves the right to negotiate with the lowest evaluated bidder(s) or all of the bidders at any time prior to award of Purchase Order/Signing of Supply Contract.

- 18.2. Should the selected Bidder(s) fail to supply full order quantity within the given deadline, the purchaser reserves the right to cancel the quantities not supplied and place the order to the Second Lowest Evaluated Bidder. In such a case, the Purchaser shall recover as part of Liquidated Damages, the difference amount between purchase order rate and the actual rate paid to the second-lowest evaluated bidder for the quantities not supplied. The amounts shall be either adjusted from the Performance Security or bill/invoice amount of the supplied quantity.

### 19. Force majeure:

- 19.1. Force Majeure shall mean such unforeseeable occurrences beyond the control of the Purchaser and Bidder which occur after the date of issuance of Purchase Order or signing of Supply Contract and which were not reasonably foreseeable at the time of issuance of Purchase Order or signing of Supply Contract and which effects are not capable of being overcome without the unreasonable expense and/or loss of time to the Purchaser and the

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## Tashi InfoComm Private Limited

Bidder concerned, including, provided that the aforementioned conditions are met, but not limited to:

- i) Natural catastrophes, earthquakes
- ii) Strikes and blockages
- iii) War or war-like conditions, mobilizations, revolutions or riots, an act of Public enemy, sabotage, terrorism.
- iv) Restriction by actions, omissions, or interventions from Public Authorities (including but not limited to changes in laws, regulations or import/export, security restrictions).
- v) The Party who wishes to plead Force Majeure shall inform the other party of the First party's perception of the effects of such force majeure on the fulfillment of issued purchase order/signed Supply Contract. Should any event of force majeure cause an increase in the time required for the performance of any part of the purchase order/signed Supply Contract, an equivalent adjustment shall be made in the time required for performance.

However, if the force majeure situation continues for more than two months, the purchaser and bidder shall decide whether the contract should be terminated.

### 20. Termination:

- 20.1. In the event of any failure by the Bidder to perform any of its obligations under the issued purchase order or signed Supply Contract or upon unsatisfactory performance, the purchaser shall terminate the purchase order or signed Supply Contract by giving a prior written notice of Fifteen (15) days, without any obligation to the Bidder. However, the purchaser shall pay the actual due amount for the quantity supplied and accepted by the Purchaser to Bidder on termination of the issued purchase order or signed Supply Contract.

### 21. Indemnity:

- 21.1. The bidder(s) shall comply with all the laws in force in Bhutan and outside. The laws will include all national, provincial, municipal, or other laws that affect the performance of the issued purchase orders or signed Supply Contract and bind upon the Bidder(s). The Bidder(s) shall indemnify and hold harmless the Purchaser for and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever the nature arising or resulting from the violation of such laws by the Bidder(s).


### 22. Dispute Settlement:

- 22.1. If any dispute should arise in connection to the issued purchase order or signed Supply Contract, the Parties shall try to settle any such dispute through good faith and negotiations including escalation to senior Management where each party deems it appropriate. If negotiations fail, the matter shall be referred to the Court of Law.

### 23. Governing Law and Jurisdiction:

- 23.1. The terms and conditions in this Bidding Document or issued Purchase Order or signed Supply Contract shall be read and construed in accordance with the laws of the Kingdom of

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Secretary Officer  
Procurement and Inventory Section  
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Bhutan and the District Court of Thimphu, Bhutan shall have jurisdiction over any disputes arising out of the Contract.

  
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### SECTION-III GENERAL TERMS & CONDITIONS:

In this Bidding Document, the following terms shall be interpreted as indicated below:

“**The Bid**” means the proposal submitted by the Bidder

“**The Purchaser**” means the organization purchasing the Goods. In this case, M/s. Tashi InfoComm Private Limited(TIPL).

“**Day**” means a calendar day.

- Bid Submission:** The Bids should be submitted in a sealed envelope (Single Envelope Method- **copy not required**) addressed to “**Procurement & Inventory Section, TIPL**” against Reference No... TIPL/PRO-01/2024/931..... dated 28/12/2024.....”
- Bid Submission:** 15/01/2025 (Bhutan Standard Time); 11:00 AM
- Bid Opening Time:** 2:00 PM : 15/01/2025 at TIPL conference hall. Interested Bidder(s) may attend the bid opening on the given deadline and place.
- Bidding Documents received after the deadline (time & date of submission) shall not be accepted and opened during the bid opening. The quotations shall automatically stand as “Rejected”.
- The Purchaser shall not be responsible for any damages, losses, breakages, or shortages of any items while in transit for delivery of Goods to TICL Store/warehouse.
- The Bidder should enclose a Xerox copy of valid Trade License, Tax clearance, Power of Attorney, and other relevant documents.
- Clarification on Bidding Document:** The bidder(s) are expected to examine the Terms and Conditions stated in the Bidding Document, Bill of Materials, Specifications, Drawings, etc furnished along with the Bidding Document. Once the bids are submitted by the bidder(s), It shall mean:
  - The bidder(s) have examined, read, and accepted all the terms and conditions stated in the Bidding Document, the specifications of the goods/services, Drawings/Designs, etc furnished in the Bidding Document. Thereafter, no grievance, complaints, etc (whatsoever nature may be) shall be accepted.
  - The bidder(s) can seek clarification (through email/in writing) with regard to the terms & conditions of the Bidding Document, the specifications of the goods/services, Drawings/Designs, etc furnished in the Bidding Document before the submission of the Bids.

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- c) Clarification can be sought through email or in writing to any of the given officials during office hours. Email ID: [manager.procurement@tashicell.com](mailto:manager.procurement@tashicell.com) OR [procurement.finance@tashicell.com](mailto:procurement.finance@tashicell.com) OR [procurement@tashicell.com](mailto:procurement@tashicell.com).

Address: Manager, Procurement & Inventory Section, Tashi InfoComm Private Limited, Samten Lam, Post Box No. 1502, Thimphu, Bhutan.

8. The Bids not substantially responsive to the Bidding Document in every respect will result in the rejection of the Bids.
9. For any complaints or grievances, the bidder(s) may write directly to the Management Tender Committee of the Purchaser through email. The Email ID is **procurement@tashicell.com**.
10. Product samples should be submitted wherever applicable. Failing which, shall result in rejection of the Bidding Document.
11. The decision of the Corporate/Management Tender Committee shall be final and binding.

  
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### SECTION-IV

The complete **Bill of Materials (BOM)** is as stated in **Annexure-I**. The Bids should be submitted in the below format in your company Quotation Form.

#### Appendix-I:

S/L	Description	UoM	Qty	Unit Rate	Amount
1.	1. Detail as given in Annexure-I				

Total

#### Note:

1. The **YEARLY QUANTITY** shown is tentative consumption plan only. The **ACTUAL QUANTITY** may vary depending on the consumption.
2. Bidders are required to submit **SAMPLES** only during the sample selection date.
3. Bidders are to bid only for genuine original **TONNER & CARTRIDGES**.
4. Except for **TONNER & CARTRIDGES**, Bidders may submit a variety of samples and alternative quotes.
5. **Sample Selection: 28<sup>th</sup> December, 2024**

  
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## Annexure-I BOQ

SL	Description	UoM	Qty	Rate	Amount
1	HP 126A Black cartridge,CE310A	NO	4		
2	HP 126A Cyan cartridge,CE311A	NO	4		
3	HP 126A Yellow cartridge,CE312A	NO	4		
4	HP 126A Magenta cartridge,CE313A	NO	4		
5	Toner cartridge for HP Color Printer M533n, CF360A	NO	3		
6	Toner cartridge for HP Color Printer M533n, CF361A	NO	3		
7	Toner cartridge for HP Color Printer M533n, CF362A	NO	3		
8	Toner cartridge for HP Color Printer M533n, CF363A	NO	3		
9	Cartridge for HP Colour laserjet CF-400 A	NO	3		
10	Cartridge for HP Colour laserjet CF-401 A	NO	3		
11	Cartridge for HP Color Laserjet CF-402 A	NO	3		
12	Cartridge for HP Color Laserjet CF-403 A	NO	3		
13	HPCE390A Cartridge (HP 90A Black Cartridge)	NO	10		
14	HP 126A Imaging Drum, CE314A	NO	5		
15	Toner for Konica TN-118 copier	PCS	50		
16	HP LaserJet 400 M401dn Black Cartridge 80A	NO	30		
17	HP Laserjet 1213nf Black Toner Cartridge, CC388A	NO	200		
18	Print Cartridge, HP Laser Jet, Q2612A	NO	50		
19	Toner Black cartridge 30A for HP Laserjet	NO	200		
20	HP Drum Cartridge HP CF232A	Number	50		
21	Extended life HD Cartridge Ribbons Printronix P800	Number	10		
22	Xerox B215 Cartridge	Number	30		
23	Toner cartridge (CF277A)	Number	100		
24	Toner cartridge (W2210A)	Number	4		
25	Toner cartridge (W2211A)	Number	4		
26	Toner cartridge (W2212A)	Number	4		
27	Toner cartridge (W2213A)	Number	4		
28	Drum Cartridge(Xerox B215)	Number	4		
29	HP Ink Cartridge 682 (Black)	Number	5		
30	HP Ink Cartridge 682 (Color)	Number	5		
31	Phaser 6510 workcentre 6515 (106R03483 Y)	Number	20		
32	Phaser 6510 workcentre 6515 (106R03481 C)	Number	20		
33	Phaser 6510 workcentre 6515 (106R03482 M)	Number	20		
34	Phaser 6510 workcentre 6515 (106R03484 K)	Number	20		
35	HP 230A Black Laserjet Tonner Cartridge W2300A	Number	20		
36	HP 230A Cyan Laserjet Tonner Cartridge W2301A	Number	20		
37	HP 230A Yellow Laserjet Tonner Cartridge W2302A	Number	20		
38	HP 230A Magenta Laserjet Tonner Cartridge W2303A	Number	20		
39	Standard Capacity Tonner Cartridge for Xerox B1025	Number	50		
40	Photocopy paper - A4	Ream	1500		
41	Calculator, Citizen, 12 Digit	NO	50		
42	Arch file Ambassador	NO	1000		
43	Paper Tray	NO	50		
44	Punching Machine DP-600, make Kangaroo	NO	50		
45	Register Rule No. 20	NO	300		
46	08A-A4 Ring Binder Files, TRIO	Number	300		
47	Plastic File without Stick, bottom line sealed	NO	300		
48	Colin, 1/2 Litre	NO	200		
49	Napkin Cloth ( Numbers )	Number	300		
50	Staple Pin, 24/6	Pkt	500		
51	Stapler, 26/4	Nos	100		
52	Binding clip 19 mm	Pkt	300		
53	Binding clip 25mm	Pkt	300		
54	Binding clip, 35mm	Pkt	300		
55	Binding clip, 41mm	PACKET	100		
56	A4 size Envelope as per the Sample	NO	1500		
57	Medium Size Envelope as per the Sample	NO	1500		
58	Payment Voucher, as per sample, with duplicate sheet, 100 leaflets per booklet	BKL	100		


  
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59	Vehicle Log Book, 200 pages per booklet	NO	50		
60	Waybill/Road Challan as per the Sample (400 pages per booklet)	BKL	20		
61	Continous Paper, Fan folded, edge-perforation, Single Ply, Pre-printed paper for Printronix P7-500	REM	600		
62	Thermal Paper Roll 59gms with back logo	Roll	50		
63	Goods Receipt Note Form	BKL	50		
64	Goods Issue Requisition Form	BKL	50		
65	Goods Issue Note Form	BKL	50		
<b>Total Amount in Nu</b>					-

  
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