

Standard Bidding Document (SBD)
For
Supply of Stationery & Consumable Items
FY- 2025-2026



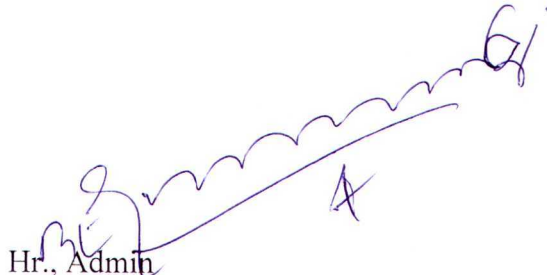
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Notice Inviting Tender (NIT)

Financial Institution Training Institute (FITI) invites sealed bids from eligible and qualified National Bidder for the following tender:

1. Supply of Stationery & Consumable items for the FY 2025-2026.

This bid is for bidders interested in supplying stationery and consumable items with a valid trade license. The bid must be delivered to the address mentioned in the bidding documents.



Hr., Admin
Financial Institutions Training Institute

Cc:

1. Chief Executive Officer, FITI, for your kind information
2. ICT Officer, FITI, to upload the document on the FITI website.

Invitation for Quotation (IFQ)

1. You are invited to submit your priced bid for the supply of **Office Stationery & Consumables Items** (*enclosed in ANNEXURE: THE SCHEDULE OF ITEMS AND THE PRICE QUOTATION*).
2. The Bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated, and the contract shall be awarded item-wise separately to the firm(s) offering the lowest evaluated price for each item.
3. The Bidder(s) shall submit one original of the priced quotation with the Form of Bid with outer envelope marked as 'ORIGINAL' and an envelope of the other as 'COPY'. The quotation, including all documents in the attached format, should be sealed in an envelope and addressed to and delivered at the following address:

Hr. Admin & Procurement
Financial Institutions Training Institute Ltd,
Tele: +975 02-336631, Ext.107
Changney: Thimphu: Bhutan
4. The deadline for receipt of your quotation (s) by the Purchaser at the above indicated address is **3rd June 2025**, on or before **11:00 a.m.** The bids will be opened on **3rd June 2025, at 11:30 a.m.** in the Office. The FITI shall not consider any bid that arrives after the deadline for submission of bids.
5. The bid shall be accompanied by a bid security of **Nu. 2,000/- (Two Thousand)** only, either in the form of cash warrant, demand draft, or unconditional Bank Guarantee in favor of the Chief Executive Officer, FITI, with a valid till minimum of 3 months from the date of submission of quotation. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by electronic mode is not acceptable.
7. The quotation shall be submitted as per the following instructions and in accordance with the attached Terms and Conditions of Supply and shall form an integral part of the Contract.
 1. **PRICE:** All prices shall be quoted in Ngultrum (Nu). The quoted price shall be inclusive of all related costs, etc., including taxes, duties, and other levies to the final place of delivery at the FITI Office, Thimphu.
 2. **EVALUATION OF QUOTATION:** Offers determined to be substantially responsive to the specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the Purchaser shall determine for each quotation, the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;



- 7.2.1. Where there is a discrepancy between amounts in figures and words, the amount in words shall govern.
- 7.2.2. Where there is a 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 Purchaser there is an 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;
- 7.2.3. If the Supplier refuses to accept the correction, this quotation shall be rejected, and the bid security shall be forfeited.
- 7.2.4. Award of Purchase Order: The award shall be made to the Bidder who is offering the lowest evaluated price that meets the specifications. The successful Bidder shall deposit a performance guarantee of **Nu. 3,000/- (Three Thousand)** before signing of the contract;
- 7.2.5. Validity of the Offers: your offer quotation(s) shall be valid for one year from the signing of the contract.
8. The quotation(s) shall be opened in the presence of Bidders or their Representatives who choose to attend at the specified venue and time.
9. 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.
10. The Bidder whose bid is accepted shall be notified of the award of contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
11. No advance shall be paid.
12. Depending on the requirement, the Purchaser shall place an order on a requirement bases through the issue of a supply order.
13. Payment shall be made within thirty (30) days after the date of receipt of the acceptance certificate for the respective delivery issued by the Purchaser.
14. All other clarifications with regards to the procurement procedures and governing laws; it shall be governed and referred to the FITI Procurement Manual, 2015.
15. Further information/clarification can be obtained from: HRA & Procurement and Finance Division.



16. Documents to be submitted as part of the Quotation.

The original copy of the quotation submitted by the Supplier shall comprise the following:

1. A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation;
2. A valid Trade Licensee;
3. A valid Tax Clearance Certificate;
4. The required Bid Security, and
5. Any other requirements specified in this document.

Terms and Conditions for the Supply of Goods and Payment:

- a) 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.
- b) The Supplier shall be required to submit a performance security of Nu.3,000/- either in the form of Cash Warrant, a Demand Draft or unconditional Bank Guarantee issued by any Financial Institutions located in Bhutan, which shall be furnished before signing of the contract. Performance guarantee shall be released within thirty (30) calendar days after the expiration of the contract;
- c) The supply of the goods shall be completed within fourteen [14] days from the date of issue of the Purchase Order;
- d) Payment of the Invoice shall be arranged by the Purchaser within thirty (30) days upon submission of the original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order;
- e) The quoted price shall include all Taxes, Duties, Insurance, and Transportation Charges till the FITI Office. Any other extra costs involved later shall not be paid.
- f) The Supplier shall pay liquidated damages at the rate of 0.1% for every day of delay. Delay beyond 30 days shall lead to cancellation of the contract and forfeiture of the performance security.
- g) 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 as:
 - i. If the Supplier fails to perform any other Terms and Conditions specified with the Purchase Order, or exceeds the maximum amounts of liquidated damages;
 - ii. If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - iii. If the Supplier does not take any remedial action within a period of (7) seven working' days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or



- iv. 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.
- h) 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



ANNEXURE: THE SCHEDULE OF ITEMS AND THE PRICE QUOTATION

Sl. No.	Items	Description	Unit	Brand	Number of quantity in package.	Unit Price (Nu)
1	Color Plastic Coated Paper Clips	Multi color	Pkt.			
2	Stapler	24/6 mm size	Nos.	Kangaroo or equivalent		
3	Stapler Pin	24/6 mm size	Pkt.	Kangaroo or equivalent		
4	Stapler	Mini - 10 size	Nos.	Kangaroo or equivalent		
5	Stapler Pin	Mini - 10 size	Pkt.	Kangaroo or equivalent		
6	Punching Machine	Medium size	Nos.			
7	Extension Cord	Round Power	Nos.	Golden medal or equivalent		
8	Power Strip	Plugged-IN White and Red 10 Ampere 14 x 7 x 1.3 Inch Power Strip	Nos.	Golden medal or equivalent		
9	Deluxe Paper 3 Tray Set	Plastic	Nos.	Omega or equivalent		
10	Paper Scissor (Big)		Nos.			
11	Lever Arch File	As per sample	Nos.			
12	Ring Binder File	As per sample	Nos.			
13	2-D Ring Binder File	As per sample	Nos.			
14	Plastic Report File	L file	Nos.			

Sl. No.	Items	Description	Unit	Brand	Number of quantity in package.	Unit Price (Nu)
15	Post It Pad or Stick On	3 x 3 size	Pkt.			
16	Post It Pad or Stick On	4 X 3 size				
17	Board Marker	Multi color Red Black Blue	Pkt.	Snowman or equivalent		
18	Glue Stick	22 g	Nos.	Fevi stick or equivalent		
19	Register Book (rule)	200 pages	Nos.			
20	Register Book (rule)	300 pages	Nos.			
21	Envelop White	(27x12) cm 100GSM	Nos.			
22	Envelop White	(23x10.5) cm 100 GSM				
23	Brown Envelop	A4 size 150 GMS				
24	Note Pad (Book)	(21x13.5) cm	Nos.			
25	A4 Size Paper	75 GSM	Ream	JK copier or equivalent		
26	Highlighter Pen	Set	Set			
27	Certificate Paper	(100 nos =1 Pkt)	Pkt.			
28	Flip Chart	Plain A1 size	Pkt.			

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Sl. No.	Items	Description	Unit	Brand	Number of quantity in package.	Unit Price (Nu)
29	Comb Binding Spines	Size-6 mm	Nos.			
30	Comb Binding Spines	Size-8 mm				
31	Comb Binding Spines	Size-12 mm				
32	Comb Binding Spines	Size-18 mm				
33	Transparent sheet for binding paper	A4 size	Pkts			
34	Pen	Pilot Hi-TecPoint V10grip	Nos			
35	Pen	Ball Pen	Nos.	Cello Gripper or equivalent		
36	Plastic Scale	30 cm	Nos.			
37	Masking Tape	50 mm wide	Nos.			
38	Masking Tape	25 mm wide	Nos.			
39	Transparent Tape	50 mm wide	Nos.			
40	Transparent Tape	25 mm wide	Nos.			
41	Brown Tape	50 mm wide	Nos.			
42	Binding Cloth (Nylon)	1 Mtr ²	Mtr.			
44	Battery	9V	Nos.	Duracell or Energizer		
45	Battery	23A 12V	Pair	Duracell or Energizer		
46	Battery	CR2032	Nos.	Duracell or Energizer		
47	Battery	AAA	Pair	Duracell or Energizer		
48	Battery	AA	Pair	Duracell or Energizer		

Sl. No.	Items	Description	Unit	Brand	Number of quantity in package.	Unit Price (Nu)
49	LaserJet P2055dn Cartridge	CE505A	Nos.			
50	LaserJet Pro 400 Color (305A)	Black Print Cartridge CE412A	Nos.			
51	LaserJet Pro 400 Color (305A)	Black, Yellow, Magenta and Cyan Print Cartridge CE412A	Set			
52	LaserJet Pro M203dw	30A	Nos.			
53	LaserJet Pro 400 M401dn	CF280A	Nos.			
54	Photo Copy Machine (Multi Xpress K2200ND)	Multi Xpress K2200ND	Nos.			
55	LaserJet pro M102A	17A	Nos.			
56	Toner	88A	Nos.			
57	Paper Holder Clip	41 mm	Pkt			
58	Paper Holder Clip	32 mm				
59	Paper holder clip	19 mm				
60	Calculator		Nos.			
61	Pin		Pkt			
62	3M Double Sided Tape		Nos.			
63	Chisel Marker	Multi Color	Pkt			
64	Signature Pen		Pcs.			
65	Garbage Bags	Small	Pcs.			

Computer Peripheral

Sl. No.	Items	Description	Unit	Brand	Please mention number of quantity in package	Unit Price (Nu.)
1	VGA cable	15 meters				
2	VGA cable	10 meters				
3	HDMI cable	15 meters				
4	HDMI cable	10 meters				
5	Hard Disk (External)	1 TB				
6	SATA Hard Disk (Internal)	500 GB				
7	Screw Driver (Taparia)	1 set				
8	Thumb Drive	16 GB				
9	RJ-45	RJ-45				
10	Cat 6 cable	Cat 6 cable				
11	VGA to HDMI Convector	VGA to HDMI Convector				
12	Mac Convector (C type) with 6 ports					

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Toiletries Items:

Sl. No.	Items	Description	Unit	Brand	Please mention number of quantity in package.	Unit Price (Nu)
1	Harpic		Nos.			
2	Floor Cleaner (Lavender)	Sindhu Super Clean (500ml) Color: Purple & Green	Nos.			
3	Lemon Grass Oil	Bhutanese Made	Nos.			
4	Lemon Grass Oil Refill	Bhutanese Made	Nos.			
5	Hard & Soft broom	Natural	Nos.			
6	Plastic Dustbin	With Smooth pedal ensures hands free use	Nos.			
7	Toilet paper		Per roll			
8	Dust Collector					
9	Surf	1 kg	Pkts			
10	Micro Fiber Towel (Different colors)		Nos.			

12	Self-Wringing Twist Mop		Nos.			
13	Industrial Mop Bucket and Wringer Combo - Down Press		Nos.			
14	Microfiber Mop		Nos.			
15	Bucket	(18-20 L)	Nos.			
16	Colin Glass Cleaner (fragrance)		Nos.			
17	Cleaning Rubber Gloves	Best quality	Pair			
18	Refined Naphthalene Balls	500 grams	Pkts			
19	Bleaching	Bleaching (liquid)	Per Liters			
20	Bleaching	Bleaching Powder				
21	Bucket	(18-20l)				
22	Dettol (Soap)	Small	Pics.			
23	Dettol (Soap)	Big (White)				
24	Phenol		Nos.			
25	Air freshener (Godrej Aer Pocket					

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Electrical Items:

Sl. No.	Items	Description	Unit	Brand	Please mention number of quantity in package	Unit Price (Nu.)
1	Round LED Bulb	8 watts				
2	CFL bulb	60 watts				
3	Led Tube rode					
4	3 Pin Top					
5	Multi plug					
6	Rod heater					
7	6-way socket					
8	Flexible wire					
9	Basin pipe					

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT made on 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]* 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]* having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Office Stationeries & Consumable goods and ancillary services as attached and the Supplier has accepted a Bid to supply of those Goods and Services in the same rate for period one year *expressed in the Contract currency/ies* (hereinafter called “the Rate 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;
 - 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; and
 - g) *[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 to remedy defects therein in conformity in all respects with the provisions of the contract.

IN WITNESS whereof the parties hereto have caused this contract 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]

