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Tashi InfoComm Limited

TASHI INFOCOMM LIMITED

BIDDING DOCUMENT FOR SUPPLY OF

“TABLE & WALL CALENDAR AND DIARY FOR THE FY-2024”

Reference No: TICL/PRO-08/2023/ 455

Date: 04 / 08 / 2023


Procurement Officer
Procurement & Inventory Section
Tashi InfoComm Ltd.
Thimphu : Bhutan



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Tashi InfoComm Limited

SECTION-I INVITATION OF BIDS FOR SUPPLY OF

“TABLE & WALL CALENDAR AND DAIRY FOR THE FY-2024”

1. Tashi InfoComm Limited hereinafter referred to as “**Purchaser**” invites sealed bids from interested Bidders for the supply of Table & Wall Calendar and Dairy for the FY-2024.
2. Interested bidder(s) may obtain further information on the bid form directly from our website- www.tashicell.com or Procurement & Inventory Section, Samten Lam, Post Box No. 1502, Thimphu, Bhutan. Contact 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. 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 enquires shall not be accepted.

Address for communication/contact.

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

Email: manager.procurement@tashicell.com/procurement.finance@tashicell.com


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SECTION-II INSTRUCTION TO BIDDERS

A. GENERAL

1. Scope of Bid:

- 1.1. The scope of Bid shall be the supply of Table & Wall Calendar and Dairy for the FY-2024.
- 1.2. All the Bids are to be completed and submitted to the Purchaser in accordance with the Instruction to Bidders.

2. Eligibility:

- 2.1. Unless otherwise blacklisted by any organizations/offices/legal entity, the invitation for Bid is open to all the 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 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) Detail list of Goods 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 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.

Address: P.O Box # 1502, Norzin Lam, Thimphu: Bhutan
Phone: +975 77889977 website: www.tashicell.com


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Procurement & Inventory Section
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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, TICL Warehouse, Thimphu for local bidders.
- b) CIF, Phuentsholing for Indian and
- c) CIF, Kolkata, India for the Third Country bidders.

6. Bid Validity:

- 6.1. The Bids shall be valid for **90 Days** 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.
- 7.2. The third country bidder(s) or bidder(s) from India may exclude applicable taxes/duties within Bhutan while submitting the bid. The applicable taxes including customs clearance within Bhutan shall be under the scope of the purchaser. However, applicable taxes/duties, etc shall be factored during the time of evaluation to determine the final landing cost and for the financial evaluation purposes.

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".



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9. Award of Purchase Order/Contract:

- 9.1. The Purchaser shall award the PO or supply contract to the successful bidders against respective line items meeting TICL requirement and specifications.

10. Delivery:

- 10.1. Delivery should be completed as per the given schedule:
- On or before 12th December, 2023.
 - The detailed terms & conditions shall be mentioned in the confirmed Purchase Order/Supply Contract.
- 10.2. The purchaser may provide delivery time extension beyond the actual delivery date taking into account the actual need-by-day, however, subject to the approval of the Management Tender Committee including whether to levy LD Charges or not.
- 10.3. 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 TICL Warehouse based on the selected samples. The Goods not supplied as per the sample submitted and not meeting specifications/requirement of Purchaser after the final inspection shall be rejected at the cost of the bidder.

12. Payment:

- 12.1. The Payment: 30% advance along with the PO and balance 70% against delivery within 7 working days from the date of acceptance of the Goods.

13. TDS/FCT:

- 13.1. 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).

14. EMD (Earnest Money Deposit):

- 14.1. The bidders are **NOT REQUIRED** to submit the Earnest Money Deposit (EMD).



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15. Performance Security:

- 15.1. 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 issuance of PO.
- 15.2. Performance Security shall be drawn in favor of “**Tashi InfoComm Ltd, Thimphu**” in the form of Demand Draft or Bank Guarantee or can be deposited directly into the purchaser’s bank account (contact purchaser via email requesting bank details).
- 15.3. Performance Security shall be valid 30 days beyond the delivery deadline.
- 15.4. If the successful bidder fails to submit the performance security within 1 week, the purchase order shall stand cancelled and awarded to the second lowest evaluated bidder.
- 15.5. Performance Security shall be returned within 1 week from the date of successful completion of all obligations under the issued Purchase Orders.
- 15.6. 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 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.
 - c) The goods supplied do not conform to the specifications/brands/requirements, etc stated in the purchase order/BOM.

16. Liquidity Damage (LD) Penalty:

- 16.1. 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.

17. The purchaser Right:

- 17.1. 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 issuance of Purchase Order.
 - 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.



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- 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.
- e) 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.
- 17.2. 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.

18. Force majeure:

- 18.1. 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 Bidder concerned, including, provided that the aforementioned conditions are met, but not limited to:
- Natural catastrophes, earthquakes
 - Strikes and blockages
 - War or war-like conditions, mobilizations, revolutions or riots, an act of Public enemy, sabotage, terrorism.
 - Restriction by or actions, omissions, or interventions from Public Authorities (including but not limited to changes in laws, regulations or import/export, security restrictions).
 - 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.

19. Termination:

Address: P.O Box # 1502, Norzin Lam, Thimphu: Bhutan
Phone: +975 77889977 website: www.tashicell.com


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19.1. In the event of any failure by the Bidder to perform any of its obligations under the issued purchase order or upon unsatisfactory performance, the purchaser shall terminate the purchase order 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.

20. Indemnity:

20.1. 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 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).

21. Dispute Settlement:

21.1. If any dispute should arise in connection to the issued purchase order, 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.

22. Governing Law and Jurisdiction:

22.1. The terms and conditions in this Bidding Document or issued Purchase Order shall be read and construed in accordance with the laws of the Kingdom of 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 Limited (TICL).

“Day” means a calendar day.

- Bid Submission:** The Bids should be submitted in a sealed envelope (Single Envelope Method- **copy not required**) addressed to “**Pocurement & Inventory Section, TICL** against Reference No... TICL/PRO-08/2023/455 dated 04/08/2023”.
- Bid Submission:** 30th August, 2023 (Bhutan Standard Time);
11:00 AM
- Bid Opening Time:** 2:00 PM : 30th August, 2023 at TICL conference hall. Interested Bidder(s) may attend the bid opening on the given deadline and place.
- Bidding Document 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 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 OR procurement.finance@tashicell.com

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

8. The Bids not substantially responsive to the Bidding Document in every respect will result in 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, catalog/brochures containing details technical and functional specifications shall be submitted along with the Bids 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. The specification and artwork is attached below for your reference.

Appendix-I:

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

Total


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Appendix-I BOM & Price Schedule

SL	Description	UoM	Qty	Rate	Amount
1	70GSM, 4 color Wall Calendar, 57cm x 40cm Poly Plastic with Ugyen Norlha Picture; 17.5cm x 40cm 12 leaf Maplitho paper datepad with wall hanging provision. Design attached.	Nos	10,000		
2	300GSM, Multi color Matt Art Board paper Table Calendar, 25cm x 12cm, 14 sheets with TICL corporate color stand, wire-O spiral binding. Design attached.	Nos	3,500		
3	TICL Corporate Diary, 70GSM natural color, 80 sheet paper, 160 pages, 22cmX14.8cm, multi-color printing. Design attached.	Nos	3,500		
Total Amount					

Note to the Bidder:

- 1 Sample as per the design to be submitted along with the tender. Failing to submit sample as per the given design shall lead to the rejection of the Bid.
- 2 Mention Country of Origin of the Goods
- 3 For the "AI" format design, email to procurement.finance@tashicell.com


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