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Tashi InfoComm Private Limited

TASHI INFOCOMM PRIVATE LIMITED (TIPL)

BIDDING DOCUMENT FOR THE SUPPLY OF

Printing, Stationery, Consumable Items including Tyres for FY-2026

-----"

Bidding Document Ref# TIPL/PRO-01/2026/86

Date: 17/01/2026


Executive Manager
Procurement and Assets Section
Finance Department
Tashi InfoComm Private Limited
Thimphu, Bhutan





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Tashi InfoComm Private Limited

SECTION-I INVITATION OF BIDS

Bidding Document Ref# TIPL|PRO-01|2026|86

Dated: 17/01/2026

Printing & Stationery and Consumable Items including Tyres for FY-2026

For supply of: “-----”

1. Tashi InfoComm Private Limited (TIPL), hereinafter referred to as the “Purchaser,” invites sealed bids from the eligible suppliers/bidders to submit your bids for the **supply of Printing & Stationery including Tyres for the FY-2026**.
2. All the expenses relating to the preparation and delivery of the Standard Bidding Document are under the Bidders’ scope.
3. Any correspondence relating to the Standard Bidding Document shall be made in writing or by email to the following address. Enquiries through the telephone shall not be entertained.

Address for communication/contact.

Executive Manager,
Procurement and Assets Section,
Tashi InfoComm Private Limited,
Norzin Lam, Post Box No-1502,
Thimphu, Bhutan.

Email:

- 1) procurement@tashicell.com
- 2) executive_manager.procurement@tashicell.com
- 3) procuerment.finance@tashicell.com


Executive Manager
Procurement and Assets Section
Finance Department
Tashi InfoComm Private Limited
Thimphu, Bhutan





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4. Definitions and Acronyms:

4.1. **Award of Contract:** TIPL's decision to enter into a contract with the successful bidder(s), service provider, or contractor following the procurement procedure which is notified in writing for the delivery of specified goods, services or execution of works through a letter of acceptance/notification of award/signing of contract/supply or purchase order/work order.

4.2. **Authorized Signatory:** TIPL official who is authorized to sign the contract agreement on behalf of the company related to the supply of goods, services, or execution of works.

4.3. **Bid:** An offer to supply goods, services, or work made as per the terms and conditions set out in the invitation for such bids in the bidding document. The term "Bid" is synonymous with the term "Tender".

4.4. **Bid Security:** It refers to a form of financial guarantee provided by a bidder to demonstrate their commitment and seriousness in participating in a competitive bidding process. The validity of the bid will be maintained until the contract is awarded or the validity is expired. The Bid Security will be replaced by Performance Security or a Bond after the contract is awarded to the successful bidder. Although the mechanism of guarantee provided may differ, the terminology "Bid Security", "Bid Guarantee" and "Earnest Money" are synonymous in terms of their effect and purposes.

4.5. **Bidder:** Any eligible individual or legal entity who participates in the competitive bidding process.

4.6. **Bidding Document:** The set of documents issued by TIPL to potential bidders in which the proposed procurement specifications, terms and conditions are prescribed. The terms "Bidding Documents", "Tender Documents", "Bid Documents" and "Request for Proposal (RFP)" shall be synonymous.

4.7. **Bill of Quantities (BOQ):** The list of units and unit rates of the goods and services proposed for tendering purposes.

4.8. **Bill of Materials (BOM):** A list of all the materials that go into making an item.

4.9. **Company:** Tashi InfoComm Private Limited, applying this Procurement Manual.

4.10. **Contract:** A formal agreement in writing entered into between the Company and the successful bidder, service provider, or contractor on acceptable terms and conditions based on the bidding document, which complies with all relevant provisions of the laws of the Kingdom of Bhutan. The term contract shall also include "Frame Contract".

4.11. **Contractor:** An individual or a legal entity entering into a contract to execute works, supplies, or services.

4.12. **Contract Price:** The price payable to suppliers or contractors as specified in the contract at the time of award. The contract price shall be subject to such additions, adjustments, or deductions according to the contract's provisions.


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4.13. **Corporate Tender Committee:** The Tender Committee comprises the company's Chairman and the members of the Management Tender Committee.

4.14. **Day:** Calendar Day

4.15. **Eligible Bidder:** A bidder who is authorized to conduct business or otherwise complies with the requirements of the bidding document to bid.

4.16. **Earnest Money Deposit (EMD):** The deposit taken by the company along with the bid to ensure the capability of the bidder to perform their obligations under the bid. The term "Bid Security" shall be synonymous with the term "EMD".

4.17. **Goods:** Any object, including solid, liquid, or gaseous form, tangible and intangible, that has an economic utility or value, which can be exchanged or traded along with/without related services. *The term "Goods" shall also include the provision of the work necessary for the installation of the Goods, provided the value of such works is included in the value of the Goods. Where the value of the works is not included in the value of goods to be supplied, the contract will, to the extent of the value of the works to be provided, be considered to be a contract for the provision of work.*

4.18. **Mandatory Documents:** Supporting documents such as Trade License, CDB License, Tax Clearance Certificate and any other document that is required by the bidding document. This does not include the document required for the evaluation of the bids like product specifications, datasheets, etc.

4.19. **Invitation of Bids:** A document published or notified by the company, which informs potential bidders that it intends to procure goods, services or works. The terms "Notice Inviting Tender", "Notice Inviting Quotation", "Request for Quotation" and "Request for Proposal" shall be synonymous.

4.20. **Incoterms:** International Commercial Trade Terms often form part of a contract, purchase order, or work order for the sale of goods, services, or works published by the International Chamber of Commerce.

4.21. **Lowest Evaluated Bid:** The bid that offers the best value for money is evaluated based on various objective criteria set out in the bidding document. It shall not necessarily mean the "lowest quoted price".

4.22. **Liquidated Damage (LD):** The amount that the supplier agrees to pay as damages if the party breaches an obligation, such as a delay in delivery.

4.23. **Management:** Consists of the Managing Director and Heads of Departments of the Company.

4.24. **OEM:** Original Equipment Manufacturer.



Executive Manager
Procurement and Assets
Finance Department
Tashi InfoComm Private Limited
Thimphu, Bhutan



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4.25. **Price Schedule:** A summary of quantity, measurement unit, unit price and extended price of items to be procured under the contract. The term “Bill of Quantity” shall be a synonym.

4.26. **Procurement:** The purchase of goods or services or the hiring of contractors for the performance of works as defined hereunder.

4.27. **Procurement Method / Procedure:** The mode and process of procuring goods, services, or works as outlined in TIPL Procurement Manual.

4.28. **Procuring Agency:** TIPL

4.29. **Requisitioner:** TIPL department/unit/section/official who is responsible for developing the descriptions and specifications of requirements and thereafter submitting for procurement.

4.30. **Restricted Brand:** List of approved brands maintained by the Company from amongst which the bidders are required to quote whether sourced from the OEM / original equipment suppliers / such other sources as may be specified.

4.31. **Services:** Expert services provided by a consulting firm or individual consultant, supplier, or contractor, for example, to conduct research, surveys, designs, and supervision of other works, provide technical assistance and training, and assist in project formulation and implementation.

4.32. **Supplier:** An individual or legal entity that enters into a contract with the Company to provide the goods, services or works to be procured.

4.33. **Management Tender Committee:** A committee responsible for supervising and ensuring that the procurement procedures outlined in this manual are followed.

4.34. **Tender Evaluation Committee:** Committee responsible for opening and evaluating bids. The Committee shall constitute TIPL officials appointed by the Management Tender Committee.

4.35. **Works:** Any activity involving construction, fabrication, repair, overhaul, renovation, decoration, traditional Bhutanese painting, installation, erection, excavation or dredging that makes use of a combination of labour, machinery, equipment, material and technology.


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Procurement and Assets Sector
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SECTION-II

INSTRUCTIONS TO BIDDERS

1. Scope of Bid

- 1.1. The scope of this Standard Bidding Document shall be the **the supply of Printing & Stationery including Tyres for the FY-2026.**
- 1.2. All the Bids are to be completed and submitted to the Purchaser in accordance with the Instructions to Bidders.

2. Eligibility & Exclusion

- 2.1. The invitation for Bid is open to all the national suppliers/Bidders having valid trade license and **should be registered for GST**.
- 2.2. Unless otherwise stated separately herein, the bidders are not required to furnish their financial and economic capacity to execute the supplies stated in this Standard Bidding Document.
- 2.3. The Bidders who did not perform satisfactorily in the past or did not execute the contractual obligation satisfactorily in any manner in the past shall be EXCLUDED, and their bids shall not be opened. The Procurement & Assets Section has the right to decide and shall not be obligated in any manner to provide justifications or reasons for such exclusion to the suppliers/bidders.

3. Cost of Bidding

3.1. The suppliers/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, Alternative Bids, Modification, Withdrawal, Amendment and Cancellation of Bids

- 4.1. The purpose of this Standard Bidding Document is to assist the suppliers/bidders in arriving at an informed decision on whether or not to submit a bid and to enable the Bidders to prepare responsive bids.
- 4.2. The Standard Bidding Document shall be made available through the Company website www.tashicell.com free of cost and shall be secured to avoid any modifications to the Standard Bidding Document without restricting access.
- 4.3. The minimum number of bid requirements shall be three.
- 4.4. If the minimum number of bids received in response is less than three, the Management Tender Committee shall have the discretion to open the bids or not to open the bids. Such discretion to open the bids shall be justified by minuting the circumstances and situation for having exercised the discretion in the evaluation/comparative statement report.


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- 4.5. The Management Tender Committee may also decide to extend the bid submission date and opening date if the minimum number of bid requirements is not met, or if there are changes in the company requirements. The Procurement and Assets Section shall notify of the time extension and new bid opening date through the company website, or mass media, and or by email.
- 4.6. The bidding process shall be considered valid irrespective of the number of bids received in response to this Standard Bidding Document if:
 - a) The due process on the invitation of bids has been exhausted and or
 - b) If the project is on high priority and time is considered very crucial.
- 4.7. Prior to the deadline for bid submission stipulated in the Standard Bidding Document, Bidders who have already submitted their bids, upon submission of a written application to the Procurement and Assets Section, may withdraw their bid or modify it. For the resubmitted bids, the Bidder shall write “**Modified**” on the envelope. The “**Modified**” bids have to be submitted within the submission schedule stated in the Standard Bidding Document.
- 4.8. The bids withdrawn shall not be accepted again.
- 4.9. Bidders shall not be allowed to withdraw or modify the bids after the expiry of the date of submission of bids.
- 4.10. Unless the bids are unnecessary or do not give satisfactory results or there are major changes in the BOQ, TIPL shall avoid cancellation of the Standard Bidding Document.
- 4.11. Bid Cancellation shall be justified if:
 - a) The requested goods are no longer needed
 - b) There is a substantial change in the requirement
 - c) Funding or Budget is no longer available
 - d) The continuation of the Bidding process is no longer in the best interest of the purchaser.
- 4.12. The Procurement and Assets Section shall promptly notify all the bidders who have already submitted their bids in writing, via telephonic conversation, email, or any other means of expedited delivery, should it become necessary to cancel the bids prior to the closing date for bid submission. Further, the Procurement and Assets Section shall evaluate the necessity to return the Standard Bidding Document and maintain confidentiality depending on the nature and sensitivity of the document.
- 4.13. TIPL reserves the right to amend or modify the Standard Bidding Document for any reason by the issuance of an addendum either on its initiative or in response to a clarification request from bidders prior to the deadline for submission of bids.
- 4.14. The notice for amendment shall be published on the company website and requires all interested bidders to go through the amendment, which will be part of the Standard Bidding Document and shall be binding on them.
- 4.15. It shall be the responsibility of the interested bidders to regularly visit the company website for any amendments to the Standard Bidding Document until the last date of the Bid Submission.



[Signature]
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4.16. Based on the nature of the amendment issued, the Procurement and Assets Section may extend the bid submission deadline, allowing the bidders a reasonable time for taking the addendum/amendment into account in the preparation of their bids.

4.17. The bidders seeking clarification shall do so **within 3 days** prior to the date of bid submission as per the terms and conditions specified in **Section III: General Terms & Conditions**.

4.18. The Bidder may submit alternative bids with the following documents in a separate envelope marked as "Alternative Bid for Tender No: **TIPL|PRO-01|2026|86 dt 17/01/2026**

- i) Price Schedule
- ii) Datasheet
- iii) Product Catalogue
- iv) OEM Certificates, if required.
- v) Any other relevant certificates/specifications, etc.

5. Bid Prices

5.1. The Bidders 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 7** of the Standard Bidding Document, and will not be subject to variation on any account.

5.3. The Bid Currency shall be Ngultrum (Nu) for this Standard Bidding Document.

5.4. Bid price adjustment is not allowed in this Standard Bidding Document.

5.5. **The unit price quoted by the bidders shall be INCLUSIVE of all applicable taxes, duties, and other service charges, but EXCLUSIVE of GST.**

5.6. The GST amount is to be **INCLUDED** only when the successful bidders raises the official Bill/Invoice.

5.7. The bidders must submit GSTIN (Goods and Services Tax Identification Number)/GST-registered TPN or a copy of GST registration certificate along with the bids.

6. Trade Terms

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

- a) National Bidders: CIF, TIPL Warehouse, Thimphu.

7. Bid Validity

7.1. The Bids and the quoted price or unit rates shall be valid for **one (1) Year** from the date of opening of the Bids.


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- 7.2. If the TIPL Tender Evaluation Committee is not able to complete the comparison and evaluation, including the award of the contract, due to reasons beyond its reasonable control, the Bids and its security, including the validity of the security, shall be extended without modification of its Bids.
- 7.3. Those Bidders not agreeing to the extension request shall be disqualified without forfeiting their Bid Security, and the Bid shall no longer be considered for evaluation and award.

8. Taxes & Customs Clearance

- 8.1. Unless otherwise stated, the applicable taxes/duties/any other levy both within and outside Bhutan shall be under the scope of the Bidder.
- 8.2. The successful bidders are responsible tax compliance with all the aspects of the Goods and Services Tax Act of Bhutan 2020 and the GST Rules 2026.

9. Evaluation & Comparison of Bids

- 9.1. The TIPL Tender Evaluation Committee shall evaluate and compare the Bids against the specifications, data, design, and any other criteria outlined in this Standard Bidding Document to ascertain the lowest evaluated Bidder(s).
- 9.2. The Tender Evaluation Committee shall evaluate and compare the lowest evaluated bidders and their bids with the alternative Bids submitted for the particular standard bidding document. If found to be the best-evaluated bids, the alternative bids shall be considered for the award.
- 9.3. For Printing and Stationery, the evaluation and comparison shall not only be based on the quoted unit rates exclusive of GST but also on the quality of the sample, datasheets, specifications, design, etc, proposed by the Bidders.
- 9.4. For Tyres, evaluation shall be based on lowest quoted unit rate against the respective line items. The tyre brand is kept open however, tender evaluation committee reserves the right to select any brand offering reasonable price.
- 9.5. The Tender Evaluation Committee & 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 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.
- 9.6. The lowest quoted unit rates alone do not guarantee the award of the contract/purchase order.
- 9.7. The evaluation shall be based on the respective line items.
- 9.8. The Procurement and Assets Section or Tender Evaluation Committee, as relevant, may proceed to negotiate with the qualified and acceptable lowest bidder (L1) or choose to negotiate with all of the Bidders to get the best offer and determine the lowest evaluated bids.


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10. Award of Purchase Order/Contract & Quantity variation.

- 10.1. The Purchaser shall award the PO or supply contract to the Lowest Evaluated bidder(s) for the respective line items.
- 10.2. The quantity reflected in the price schedule is ONLY a estimated quantity for one year. The purchaser is not obligated to order full quantity stated in the price schedule. Dependin on purchaser's requirement, a PO shall be issued as and when needed.
- 10.3. The exact quantity variation is not set. The purchase reserves the right to increase or decrease the order quantity based on its final requirement.

11. Delivery

- 11.1. Delivery should be completed as per the given schedule:
 - a) Within **30 Days** from the date of issuance of a purchase order.
 - b) The detailed terms & conditions shall be mentioned in the confirmed Purchase Order and Supply Contract Agreement.
 - c) TIPL may seek partial delivery depending on the project schedule. Such will be mentioned in the confirmed Purchase Order (PO).
- 11.2. The purchaser (TIPL) may provide a delivery time extension beyond the actual delivery date, taking into account the actual need-by-day and stock status. However, subject to the instruction and approval of the Management Tender Committee.
- 11.3. The Time Extension request or 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 a time extension request in writing, duly signed through email, along with supporting documentation.
- 11.4. Depending on the instruction and approval of the Management Tender Committee, the supplier may be levied or exempted from the LD during the delivery time extension period.

12. Inspection of Goods:

- 12.1. The goods are subject to Physical Inspection upon delivery at purchaser's warehouse. The Goods found to be faulty, DOA, or not meeting the specifications or selected sample, shall be rejected at the cost of the bidder.
- 12.2. Goods found missing during transit to delivery shall be replaced within **7 days** from the date of issuance of the missing notification via email. The cost shall be under the Bidder's scope, including applicable taxes and other associated costs.

13. Warranty (If applicable)

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


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14. Payment

14.1. The Payment shall be made 100% within 30 days from the date of receiving verified Official Bill/Invoice.

15. TDS/FCT

15.1. 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).

16. EMD (Earnest Money Deposit)

16.1. The bidder should submit **not less than 2% of the total quoted value** as part of the EMD, along with the Bid in the form of a Demand Draft or Bank Guarantee from any of the financial institutions located in Bhutan. **OR** The EMD may be directly deposited into the Purchaser's bank account (please contact the Purchaser requesting bank details via email).

16.2. Failure of the bidder(s) to submit the EMD as per the requirement shall result in the rejection/cancellation of their bid.

16.3. The EMD shall be valid for 30 days beyond the submission deadline of the standard bidding document. The EMD should be drawn in favor of "**Tashi InfoComm Private Ltd., Samten Lam, Thimphu, Bhutan**".

16.4. The EMD of unsuccessful bidder(s) shall be returned within 15 days after the finalization of the Bid.

16.5. EMD shall be forfeited if:

- A bidder withdraws its bids before the finalization of the bids in every respect.
- The successful bidder fails to submit Performance Security as per the terms specified in the standard bidding document.
- The successful bidder fails to sign a contract or issue an acceptance acknowledgment of purchase or work order within the prescribed time.
- If a bidder does not accept the arithmetical corrections of its bid price.

16.6. The EMD of the successful bidder shall be returned promptly upon submission of the Performance Security.

17. Performance Security

17.1. The successful bidder should submit not less than **10% of the total tentative purchase order value** as Performance Security **within 7 days** after the successful signing of Supply Contract Agreement.

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- 17.2. Performance Security shall be drawn in favor of “Tashi InfoComm Private Ltd, Thimphu” in the form of a Demand Draft or Bank Guarantee, or it can be deposited directly into the purchaser’s bank account(contact purchaser via email requesting bank details).
- 17.3. Performance Security shall be valid for **3 months beyond** the Bid price Validity.
- 17.4. Failure of the successful bidder to submit the Performance Security within the prescribed time shall constitute sufficient grounds for the forfeiture of EMD. The tentative purchase order may be issued to the second-lowest evaluated bidder.
- 17.5. Performance Security shall be returned within 1 week from the date of successful completion of all obligations under the issued Purchase Orders or after the expiration of the Supply Contract Agreement, whichever is longer.
- 17.6. 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 selected samples, specifications/brands/requirements, etc, stated in the purchase order/BOM.
 - d) If the bidder fails to remedy any reported defect or supply replacement within the warranty period/replacement period, the purchaser shall be entitled to forfeit the performance security or to remedy the cause at the expense of the supplier.

18. Liquidated Damage (LD) Penalty

- 18.1. The Liquidated Damages (LD) shall be levied on the quantity of supplies delayed beyond the scheduled delivery deadline. LD shall be calculated on the total value of the items for which supplies have been delayed.
- 18.2. The LD penalty shall be charged at 0.1% per day of delay on the unexecuted value of supplies. The total amount of LD shall not exceed 10% of the total PO value.

19. The purchaser's Right

- 19.1. 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 before the signing of Supply Contract Agreement.
 - b) The right at the time of award of the purchase order to increase or decrease the quantity of Goods specified in the Standard Bidding Document, without any changes in the price or other terms & conditions.

[Signature]
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- c) The right to reject all or part of 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 receive the same via email from the manufacturers, authorized distributors, authorized dealers, and frequent supplier(s) of similar goods in Bhutan/India/China/Other countries to compare the rates with those offered by the vendors through this Standard Bidding Document. If need be, procure directly. The Purchaser also reserves the right to negotiate with the lowest evaluated bidder(s) or all of the bidders at any time before the Signing of the Supply Contract.

19.2. Should the selected Bidder(s) fail to supply the full order quantity within the given deadline, the purchaser reserves the right to cancel the quantities not supplied and place an order to the Second Lowest Evaluated Bidder. In such a case, the Purchaser shall recover, as part of Liquidated Damages, the difference in amount between the 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.

20. Force majeure

20.1. 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:

- i) Natural catastrophes, earthquakes
- ii) Strikes and blockages
- iii) War or war-like conditions, mobilizations, revolutions or riots, the act of a Public enemy, sabotage, terrorism.
- iv) Restriction by actions, omissions, or interventions from Public Authorities (including but not limited to changes in laws, regulations, import/export, security restrictions).
- v) The Party that 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 the 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.

21. Termination

21.1. 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 may choose to 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 the Bidder on termination of the issued purchase order or signed Supply Contract. 

to the Bidder on termination

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22. Indemnity

22.1. 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 contracts and bind upon the Bidder(s). The Bidder(s) shall indemnify and hold harmless the Purchaser for and against any and all the liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Bidder(s).

23. Dispute Settlement

23.1. If any dispute should arise in connection with this Standard Bidding Document, the Purchaser and the Bidder(s) shall try to settle it in good faith, including escalating to the company's Management. If negotiations fail, the matter shall be resolved in accordance with the Alternative Dispute Resolution Act of Bhutan 2013, and the seat of arbitration shall be the Alternative Dispute Resolution Center, Thimphu, Bhutan.

24. Governing Law and Jurisdiction

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


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SECTION-III GENERAL TERMS & CONDITIONS:

1) Bid Submission & Opening Schedule

- 1.1 The Bids should be submitted in a sealed envelope (Single Envelope Method- **copy not required**) addressed to “Executive Manager, Procurement & Assets Section, TIPL against Reference No. **TIPL|PRO-01|2026|86**.... dated **17/01/2026**.....”.
- 1.2 **Bid Submission Date & Time: 28/01/2026, 11:00 AM**
- 1.3 **Bid Opening Date & Time: 28/01/2026, 2:00 PM**
- 1.4 **Sample Selection Date and Time: 30/01/2026, 9:30 AM**
- 1.5 Bidders are required to bring along samples during the sample selection date and time stated in this Bidding Document.
- 1.6 Standard Bidding Documents received after the deadline (time & date of submission) shall not be accepted and opened during the bid opening. The Bids shall automatically stand as “Rejected”.
- 1.7 The Purchaser shall not be responsible for any damages, losses, breakages, or shortages of any items while in transit for delivery of Goods to the purchaser’s warehouse.
- 1.8 The Bidder should enclose a copy of GSTIN, GST Registration certificate valid Trade License, Tax clearance, Power of Attorney, and other relevant documents.

2) Clarification on Bidding Document

- 3.1 The Bidders are NOT allowed to seek any clarifications on the Standard Bidding Document in person.
- 3.2 The bidder requiring any clarification of the Standard Bidding Document may notify the Procurement and Assets Section in writing or by email within 3 days prior to the last date of bid submission.
- 3.3 The Procurement and Assets Section shall respond to all the bidders as an addendum or amendment to the Standard Bidding Document or to a bidder who sought further clarification through electronic means or email within 2 days from the date of receiving the request for clarification.
- 3.4 Any bid clarification request received after the last date of bid clarification shall not be accepted.
- 3.5 The bidder(s) are expected to examine the Terms and Conditions stated in the Standard Bidding Document, Bill of Materials, Specifications, Drawings, etc, furnished along with the Standard Bidding Document. Once the bids are submitted by the bidder(s), it shall mean:
 - a) The bidder(s) have examined, read, and accepted all the terms and conditions stated in the Standard Bidding Document, the specifications of the goods/services, Drawings/Designs, etc, furnished in the Standard Bidding Document. Thereafter, no grievance, complaints, etc (whatsoever nature may be) shall be accepted.



(Signature)
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- 3) Bids not substantially responsive to the Standard Bidding Document in every respect will result in the rejection of the Bids.
- 4) 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**.
- 5) Product samples and catalog/brochures containing details of technical and functional specifications may be submitted along with the Bids wherever applicable. Failing which shall result in rejection of the Bids submitted.
- 6) If the EMD amount is insufficient, the Bids shall automatically stand as “Rejected”.
- 7) The Bidders shall be permitted to submit bids by registered post or courier, by hand in a sealed envelope. **NO** Bids through electronic means will be accepted.
- 8) Bidders are advised that the bids be delivered in an envelope (Marked as “**ORIGINAL**” OR “**ALTERNATIVE BIDS**” OR “**MODIFIED**”) sealed with adhesive tape or other sealants, which will prevent them from reopening, addressed to the appropriate addressee, and be marked as “**Confidential**”, “**Name of the Supply**”, “**Tender Number**”, and the words “**DO NOT OPEN BEFORE**” the specific date, month and time. **DO NOT SUBMIT A “COPY”**. However, bidders are advised to maintain a photocopy of their bidding document (sealed and signed copy) before submitting it to the purchaser and produce the copy in the event of discrepancies.

9) De-briefing:

- 9.1. If the unsuccessful bidders wish to know the reason why their bid was not selected, the Tender Evaluation Committee shall provide the de-briefing after the signing of Supply Contract Agreement.
- 9.2 The main purpose of the de-briefing is to inform those aggrieved bidders of the reason for the lack of success, pointing out the specific shortcomings in the bid without having to disclose the contents of other bids.
- 9.3 The unsuccessful bidders may submit a written request to the Procurement and Assets Section for a de-briefing within **three working days** from the date of signing supply contract agreement with the successful bidders. The Tender Evaluation Committee shall provide a de-briefing to all the unsuccessful bidders whose requests were received within the given deadline.
- 9.4 The de-briefing shall be provided **within five working days** from the date of receiving written requests and shall discuss only such bids and not the bids of other competitors. The de-briefing shall not include:
 - 9.4.1 Point-by-point comparisons with other bids or selected samples;
 - 9.4.2 Confidential information;
 - 9.4.3 Commercially sensitive information to other bidders;

10) The decision of the Corporate or Management Tender Committee shall be final and binding.




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SECTION-IV

The complete **Bill of Quantity (BOQ)/Price Schedule** is shown in the attached **Annexure-I Printng and Sationery and Annexure-II Tyres.**


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Annexure-I – BoQ for Printing and Stationery for the FY-2026

SL	Description	UoM	Qty	Rate	Amount
1	HP 126A Black cartridge,CE310A	Nos	3		
2	HP 126A Cyan cartridge,CE311A	Nos	3		
3	HP 126A Yellow cartridge,CE312A	Nos	3		
4	HP 126A Magenta cartridge,CE313A	Nos	3		
5	Calculator	Nos	45		
6	Binding clip 19 mm	Nos	10		
7	Binding clip 41mm	Nos	10		
9	Gems Clip 35mm	Nos	10		
10	Colin	Nos	80		
11	HP 126A Imaging Drum, CE314A	Nos	2		
12	Toner for Konica TN-118 copier	Nos	20		
13	Black Toner Cartridge 88A	Nos	120		
14	Toner Black cartridge 30A	Nos	120		
15	A4 size Envelope as per the Sample	Nos	800		
16	Medium Size Envelope as per the Sample	Nos	1500		
17	Arch file Ambassador	Nos	400		
18	Ring Binder Files (08A-A4)	Nos	60		
19	Plastic File without Stick, bottom line sealed	Nos	100		
20	Payment Voucher as per sample	Nos	80		
21	Waybill/Road Challan as per the Sample	Nos	10		
25	Register No. 20	Nos	100		
26	Staple Pin (24/6)	Nos	100		
27	Stapler (24/6)	Nos	20		
28	Xerox B215 Cartridge	Nos	10		
29	Toner cartridge (CF277A)	Nos	20		
30	Toner cartridge (W2210A)	Nos	5		
31	Toner cartridge (W2211A)	Nos	5		
32	Toner cartridge (W2212A)	Nos	5		
33	Toner cartridge (W2213A)	Nos	5		
34	Napkin Cloth	Nos	100		
35	Drum Cartridge (Xerox B215)	Nos	3		
36	HP Ink Cartridge 682 (Black)	Nos	5		
37	HP Ink Cartridge 682 (Color)	Nos	5		
38	Photocopy paper - A4	Ream	600		
39	Phaser 6510 workcentre 6515 (106R03483 Y)	Nos	5		
40	Phaser 6510 workcentre 6515 (106R03481 C)	Nos	5		
41	Phaser 6510 workcentre 6515 (106R03482 M)	Nos	5		
42	Phaser 6510 workcentre 6515 (106R03484 K)	Nos	5		
43	HP 230A Black Laserjet Tonner Cartridge W2300A	Nos	5		
44	HP 230A Cyan Laserjet Tonner Cartridge W2301A	Nos	5		
45	HP 230A Yellow Laserjet Tonner Cartridge W2302A	Nos	5		
46	HP 230A Magenta Laserjet Tonner Cartridge W2303A	Nos	5		
47	Standard Capacity Tonner Cartridge for Xerox B1025	Nos	10		
48	Xerox VersaLink B415 Black High Capacity Toner Cartridge	Nos	10		
Total Amount in Nu					


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Annexure II: Supply of Tyres for FY-2026

SL	Vechie Type	Tyre Size	UoM	Qty	Rate	Amount
1	Mahindra Bolero Double cabin	235/75R15 (with Tube)	Nos	150		
2	Hyundai Creta	205/65 R16-95H (With Tube)	Nos	4		
3	Eicher DCM	7.5-16 (With Tube)	Nos	24		
4	Hyundai Grand i10	165/70R1481T(With Tube)	Nos	4		
5	Hyundai i20 Active	195/55 R16-87V (With Tube)	Nos	16		
6	Maruti Eeco	155/80R1379T (With Tube)	Nos	4		
7	Maruti Wagon R	165/70 R1481S (With Tube)	Nos	4		
8	Isuzu D-Max Double Cabin	245/70 R16 (With Tube)	Nos	16		
9	Isuzu D-Max single Cabin	245/70 R16 (With Tube)	Nos	8		
10	Isuzu Mux	265/60 R 18 110T (With Tube)	Nos	8		
11	Hyundai Santro	155/80R1379T (With Tube)	Nos	12		
Total Amount in Nu						-



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