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Bhutan Insurance Limited
Providing Security, Building Confidence

Your insurer of
CHOICE



Bidding Document

For

Printing of Wall Calendars for 2019





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SALIENT FEATURES OF THE BID

1. Tender No. BIL/TH/PRO/2018/6602	
2. Items	Wall Calendars as per Annexure 1
3. Bids Details:	
a. Sale of Bid Document:	From.25/10/2018 to 2/11/2018(Till 10:30 A.M)
b. Cost of Documents:	Nu.300/- (Non-refundable)
c. Place of sale:	BIL, Head office, Thimphu (During Office Hours)
d. Last date of Submission:	02/11/2018(latest by 1 P.M.)
e. Place of Submission:	BIL, Head office, Thimphu
f. Opening Date:	02/11/2018 (2.30 P.M.)
g. Venue for opening of Bid	BIL, Conference Hall, Head Office
4. Bid Security (EMD)	2% of Total Bid Value
5. Bid Validity Period:	45 days from the date of bid opening





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Requirement for Printing of 2019 Calendars

Sl.No	PARTICULARS		Requirement	Submitted Yes/No
1	Signed & Stamped Bid Form with Mentioned Details	a. Mention Bid Name, number and date	Yes	
		b. Addressed to: Procurement officer Bhutan Insurance Limited, Head Office, Thimphu	Yes	
		c. Written Warning not to open before the specified time and date	Yes	
3	Earnest Money Deposit (EMD)	2% of total bid Value	Yes	
4	Copy of Valid Trade License		Yes	
5	Latest Tax Clearance Certificate		Yes	

I have read and hereby correctly state data/ accept all terms & Conditions/ Criteria/ others/ aspects, mentioned above on this page, unconditionally.

Signature & Seal..... (Authorized Signatory)





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TERMS & CONDITIONS

Bhutan Insurance Limited invites sealed quotation from the eligible firms for the **Printing & supply of Wall Calendars** for the year **2019** as specified in **Annexure I** subject to the following terms and conditions:

1. Submission of Bids

1.1 sealed tenders containing the bids shall be marked as Tender for "**Bhutan insurance Limited**" and submitted to the following address:

Procurement officer
BHUTAN INSURANCE LIMITED
CHORTEN LAM
POST BOX # 779
THIMPHU BHUTAN

1.2 sealed bids shall be submitted **on or before 1P.M.**, 2/11/2018 to the PROCUREMENT SECTION. Tenders will be opened at 2.30AM on the same day in the conference hall of Bhutan Insurance Limited.

2. Bid Security

2.1 All tenders should be accompanied by 2% of bid value as EMD in the form of cash/ cash Warrant/Demand draft/ an irrevocable Bank Guarantee, to be given by any branch of scheduled banks in Bhutan. Bids without such EMD shall be disqualified or considered non-responsive and will be rejected.

2.2 The Bid security should be in the name of **Bhutan Insurance Limited**, Thimphu Bhutan. Bids Security must be issued by any Scheduled Banks and acceptance to Bhutanese Bank and shall have to be valid **for Two (2) months** from the date of opening of the Bid.

2.3 Bid security should be submitted in separate Envelop enclosed with bidding document.





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3. Return of the Bid Security

3.1 Bid Security of Bidders whose bids have been declared "Non-Responsive" shall be returned after such declaration.

3.2 Bid Security of "Responsive" but unsuccessful bidders will be returned after receiving performance security from the "successful Bidder"

3.3 Bid Security of "successful bidder" will be returned after receiving performance security as per point no.7 below.

4. Forfeiture of Bid Security

4.1 If a bidder withdraws its bid during the period of bid validity, his bid security shall be Forfeit.

4.2 If the "successful Bidder", to whom the notification of award for the supply is presented, refuses or neglect or fails to furnish the required performance security, his bid security shall be forfeited.

5. Late Bids

Any Bid received by the Procurement Section after the deadline for submission of bids prescribed in section 1.2, shall be declared as "late" and shall be returned unopened to the bidders.

6. Taxes and Duties

The bidders shall be entirely responsible for all taxes, duties and other such levies imposed.

7. Performance Security

7.1 Upon receipt of notification of award, the successful bidders shall furnish a "performance Security" to the BIL within one weeks from the date of issuance of Supply order.

7.2 The amount of such "performance Security" shall be not less than 10% (ten percent) of the total "Evaluated price" of bidder's offer.





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7.3 The "performance Security" shall be denominated in the currencies of the contract and shall be in the form of cash /cash Warrant/Demand Draft/ an irrevocable Bank Guarantee, to be given by any branch of scheduled banks in Bhutan.

7.4 The proceeds of this "performance Security" shall be payable to the BIL as compensation for any failure of the Bidder to complete his obligations stipulated in the contract.

7.5 If supplier fails to deposit "performance Security" within one week from the date of issuance of supply order shall be treated as cancelled and it shall be placed to the 2nd lowest Bidder.

7.6 The "performance Security" shall be discharged with or without deductions (as applicable) to the supplier upon his completion of performance obligations as described in the contract terms.

8. Payment Terms

Payment shall be made within 10 working days from the date of delivery of total items with installation (if any) subject to submission of the bills.

9. Liquidated Damages

Supply of all items shall be completed within 45 days from the date of issue of our supply order failing of which liquidated damages of 0.1% of the supply order value for every day's delayed will be levied subject to maximum rate of 10%.

Supply Order shall be treated cancelled thereafter and will be awarded to the next lowest bidder.

10. Prices

10.1 Price quoted by the bidder shall be CIF Bhutan Insurance Limited Head office in Thimphu.

10.2 All prices quoted shall be on a "per unit" basis and valid for a period of 12 months. The selected bidders shall be contacted for additional supply of any enlisted item in future on repeat order basis for the entire contract period.





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11. Purchaser's Right

11.1 BIL reserve the right to reject all or in part, the item supplied by the successful bidders during physical verification/Technical testing if it believes that the goods supplied are non standard/ non specific and unreliable in terms of quality.

11.2 BIL reserve the right to accept or reject any bid and to annual the bidding process and reject all bids at any time prior to awarding of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the BIL's action.

11.3 BIL reserves the right at the time of the contract to increase or decrease the quantity of item tendered, without any change in price or other terms and conditions.

11.4 BIL also reserves the right to reject quotation received in the forms of email or fax, directly from the manufactures/suppliers.

11.5 If the selected bidder fails to supply the full quantity of the bid, BIL shall cancel the order for the quantity not supplied and place the order to the next bidder in succession. However, BIL shall recover as liquidated damages, the difference between the contracted rates and the actual price paid to the next bidder for the quantity not supplied.

11.6 The winning bidder shall furnish the final draft of the calendars for proof reading to Bhutan insurance Ltd, Head office within 7 days from the issue of the work order.

12. Other Documents to be submitted with the Bid.

12.1 Bidders shall submit a copy of valid trade licenses and other necessary document with the bid.

12.2 Bidders failing to submit any of the document specified in any of clause 12, shall not be considered for evaluation. In other words the bids without such documents shall be rejected.

13. Technical Support and Queries

For further details and queries, please contact the procurement Section at 02 329894/329893 (138)/ Mobile no: 17 44 44 70 during office hours





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Annexure I

Calendars Specification is mention below:

Sl.No	Items	Specification	Quantity	Rate/ Unit	Total Amount (Nu)
1	Printing of wall calendars	Poly plastic 220 GSM form type with plastic rods at top & bottom, with multicolor printing size of 74cmX48cm.(as per the sample provided by BIL)	35, 000/-		

