

**BHUTAN POWER CORPORATION LIMITED
PROCUREMENT SERVICES DEPARTMENT
THIMPHU: BHUTAN**



(Tender No. **BPC/PSD-TU/OFFSTA/2010/01** dated 17th January 2010)

**BID DOCUMENT
FOR
Annual Rate for Supply of Office Stationeries, Photocopying, Binding
and vehicle maintenance and spare parts**

January 2010



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Bhutan Power Corporation Limited
Procurement Services Department
Thimphu : Bhutan

TENDER NO : **BPC/PSD-TU/OFFSTA/2010/01**
DATE : **17th January 2010**
WORK : **Annual Rate for Supply of Office Stationeries, Photocopying, Binding and vehicle maintenance and spare parts.**

CONTENTS OF THE BID DOCUMENT

SI #	SECTION	TITLE	PAGES
1	-	Salient features of the bid	2
2	-	Checklist for bid submission	3
3	Section I	Instruction to Bidders	4-15
4	Section II	Special Conditions of Contract	16-22
5	Section III	Annexure 1 – Uniform design and specification	23
6	Section IV	Bid Form and Price Schedule	24-26
7	Section V	Sample Forms	
		a) Bid Security Form	28-29
		b) Contract Form	30-31
		c) Performance Security Form	32
		d) Power of Attorney Form	33



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Bhutan Power Corporation Limited
Procurement Services Department
Thimphu : Bhutan

SALIENT FEATURES OF THE BID

Bhutan Power Corporation Limited has requirement of annual Office Stationeries (Files/stapler/papers/clips...), Photocopying, Binding and Vehicle maintenance spare rate. Item rate is sought from various local suppliers and dealers with valid trade license for supply and maintenance of these items to the BPC offices. The EMD shall be drawn in favor of the Chief Finance Officer, F&AD, Bhutan Power Corporation Limited, Thimphu.

Sl #	Item	Remark	
1.	Tender No. & date	BPC/PSD-TU/OFFSTA/2010/01 dated 16 th January 2010	
2.	Item Descriptions	Annual Supply rate For Office Stationeries, Photocopying, Binding and Vehicle Maintenance and spare parts.	
3.	Bid Details: a) Date of Sale: b) Cost of document: c) Place of Sale: d) Date of submission: e) Place of submission: f) Opening Date: g) Place of Opening:	18 th January 2010 to 17 th February 2010 Nu. 300.00 (Non-refundable) PSD, BPC, Thimphu 18 th February 2010 till 15:00 hours PSD, BPC, Thimphu 18 th February 2010 at 15:30 hours BPC Tendering Hall, Thimphu	
4.	Bid Security (EMD)	Lot I (Office Stationary)	Nu. 5,000.00
		Lot II (Vehicle Spare Parts & Maintenance)	Nu. 3,500.00
		Lot III (Toner and Cartridges)	Nu. 4,000.00
5.	Bid Validity Period	90 days from the opening date(up to 19 th May 2010)	
6.	EMD Validity	120 days from the opening date (120 days up to 18 th June 2010)	
7.	Quantity Variation	Not Applicable	



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Bhutan Power Corporation Limited
Procurement Services Department
Thimphu : Bhutan

CHECKLIST FOR BID SUBMISSION

SL#	PARTICULARS	Purchasers Requirement	Bidders Submission	
			YES	NO
1	Valid trade licence	YES		
2	Signed and dated bid form	YES		
3	EMD drawn in favor of Chief Finance Officer, F&AD, BPC, Thimphu, Bhutan.	YES		
5	Submission of Sample	YES		

Section I
Instructions to Bidders
Table of Clauses

Clause Number

A. General	Page #
1. Scope of Bid	6
2. Eligible Bidders	6
3. Cost of Bidding	6
4. Joint Ventures	6
B. Bidding Documents	
5. Bidding Documents	6
6. Clarification of Bidding Documents	7
7. Amendment of Bidding Documents.	7
C. Preparation of Bids	
8. Documents Comprising the Bid	7
9. Bid Form	8
10. Bid Prices	8
11. Bid Currencies	8
12. Documents Establishing Eligibility of the Bidder	8
13. Documents Establishing the Bidder's Qualifications to Perform the Contract.	9
14. Document Establishing the Goods' Conformity to the Bidding Documents.	9
16. Bid Security	9
17. Period of validity of Bids	9
18. Alternative Bids	10
19. Format and Signing of Bid	10
D. Submission of Bids	
20. Sealing and Marking of Bids	11
21. Deadline for Submission of Bids	11
22. One Bid per Bidder	11
23. Late Bids	12
24. Modifications and Withdrawal of Bids	12
E. Bid Opening and Evaluation	
25. Opening of Bids by Purchaser	12
26. Process to be confidential	12
27. Preliminary Examination of Bids	13
28. Clarification of Bids	13
29. Evaluation and Comparison of Bids	13
30. Contracting the Purchaser	14

31.	Purchaser's right to accept Any Bid and to reject any or All Bids	14
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F. Award of Contract

32.	Post-qualification and Award	15
33.	Purchaser's right to vary quantities at Time of Award	15
34.	Notification of Award	15
35.	Signing of Contract	15
36.	Performance Security	16

SECTION I INSTRUCTION TO BIDDERS

A. GENERAL

1. Scope of Bid

- 1.1 The Procurement Services Department, Bhutan Power Corporation Limited (hereinafter referred to as "**the Purchaser or the Employer**") wishes to receive bids for Annual supply rate of Office stationeries (hereinafter referred to as "**the Goods**"), Annual Binding and Photocopying rate and Annual maintenance rate for vehicle (hereinafter referred to as "**contractor**"), as detailed in PRICE SCHEDULE (Annexure I).
- 1.2 All bids are to be completed and returned to the Purchaser in accordance with these instructions to the bidders.
- 1.3 *All terms and conditions that require special attention and are specific to this bid are highlighted (shaded), written in bold and/or italics. The bidder shall, under no circumstances waive responsibility of not having comprehended their implication in this bid document.*

2. Eligible Bidders

- 2.1 The Invitation for bids is open to all Manufacturers/National Suppliers/Dealers licensed under the Ministry of Economic Affairs (erstwhile Ministry of Trade & Industry) of RGoB, (Supporting evidence to corroborate the claim must be enclosed).

3. Cost of Bidding

- 3.1 The Bidder shall bear all costs associated with the preparation and delivery of its bid and the Purchaser will in no case be responsible or liable for those costs.

4. Joint Ventures

- 4.2 *Not Allowed*

B. The Bidding Documents

5. Bidding Documents

- 5.1 The goods required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the Bidding Documents include:
 - i. Instructions to bidders
 - ii. General Conditions of Contract
 - iii. Special Conditions of Contract
 - iv. Bid Form
 - v. Price Schedules and Specifications
 - vi. Sample Forms:

Bid Security Form
Contract Form
Performance Security Form
Power of Attorney Form

- 5.2 The Bidder is expected to examine the bidding documents, including all instructions, forms, terms and specifications. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

6. Clarification of Bidding Documents

- 6.1 Prospective bidders requiring any further information or clarification of the bidding documents may notify the Purchaser in writing or by fax (hereinafter, the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex) at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for information or clarification of the bidding documents, which it receives no later than 5 (Five) days prior to the deadline for the submission of Bids prescribed by the Purchaser. The Purchaser's response (including an explanation of the query) will be sent in writing or by fax to all prospective bidders who have received the Bidding Documents.

7. Amendment of Bidding Documents

- 7.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by addendum.
- 7.2 The amendment shall be part of the Bidding Documents, pursuant to Sub-Clause 5.1 and it will be notified in writing or by fax to all prospective bidders who have received the Bidding Documents, and will be binding on them.
- 7.3 In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids.

8. Language of Bid: English/Dzongkha

- 8.1 The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English/ Dzongkha language. Any printed literature furnished by the bidder may be written in any other language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

9. Documents Comprising the Bid

- 9.1 The Bid prepared by the bidder shall comprise the following components:

- (a) Bid Form and Price Schedules
- (b) Documentary evidence establishing, in accordance with Clause 13, that the bidder is eligible to bid.
- (c) Documentary evidence establishing, in accordance with Clause 14, that the Bidder is qualified to perform the Contract if its Bid is accepted;
- (d) Documentary evidence establishing, in accordance with Clause 15, that the goods to be supplied by the bidder conform to the Bidding Documents; and.
- (e) Bid security furnished in accordance with Clause 16.

10. Bid form

- 10.1 The Bidder shall complete an original and one copy of the Bid Form and the appropriate Price Schedules furnished in the Bidding Documents.

11. Bid Prices

- 11.1 The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under the Contract. Price should be FOR Thimphu inclusive of all taxes and duties and should be firm within the contract period (**i.e. till 18th February 2011**)

11.2 All goods are in Lot wise for easy identification.

- 11.3 Bidders shall have the option of submitting a proposal on any or all lots or any of the items. Though different items are grouped under a single Lot, bid evaluation shall be carried out item wise and awarded on item wise basis.

- 11.4 *Prices quoted by the bidder shall remain fixed and valid for one year i.e. till 18th February 2011 and will not be subject to variation on any account. A bid submitted with price adjustment condition will be treated as non-responsive and will be rejected.*

12. Bid Currencies

- 12.1 Prices shall be quoted in Ngultrum for goods offered from Bhutan and in Indian Rupee for goods offered from India.

13. Documents Establishing Eligibility of the Bidder

- 13.1 The Bidder shall furnish, as part of its Bid, certification establishing the bidder's eligibility to bid pursuant to Clause 2.
- 13.2 Bidder shall produce valid trade license issued by Ministry of Economic Affairs (erstwhile Ministry of Trade and Industry).

14. Documents Establishing of the Bidder's Qualification to Perform the Contract

14.1 The documentary evidence of the Bidder's Qualification to Perform the Contract, if its bid is accepted, shall establish to the purchaser's satisfaction prior to award of Contract:

- (a) That the bidder has both financial and technical capability to perform the contract.

15. Documents Establishing the Goods' Conformity to the Bidding Documents.

The documentary evidence of the Goods' conformity to the Bidding Documents may be in the form of literature, drawings and data, and shall furnish:

- (a) **Goods shall strictly conform to the specifications and sample. The Bidder shall submit a sample material and they should mark their names on the sample for easy identification.**
- (b) For purposes of the commentary to be furnished pursuant to Sub-Clause (a) above, the bidder shall note that standards for workmanship, material and equipment, and references to make names or catalogue numbers, designated by the Purchaser in the Specifications, are intended to be descriptive only and not restrictive. The bidder may substitute other authoritative standard make names and/or catalogue numbers in its Bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are equivalent or superior to those designated in the Specifications.
- (c) The statement of inspection of samples at BPC office and the commitment that the bidder has fully understood the technical specifications of the goods and is willing to supply the same in exact conformity or of superior quality to that of sample.

16. Bid Security

16.1 Pursuant to Clause 9, the bidder shall furnish, as part of its Bid, a fixed bid security as indicated in serial number 4 of Salient Features of the bid drawn in favor of the General Manager, Procurement Services Department, Bhutan Power Corporation Ltd, Thimphu.

16.2 **The Bid security shall be valid for 120 (One hundred twenty) days from the date of tender opening (i.e. valid up to 18th June 2009)** and shall be in the form of; Bank Guarantee/Demand Draft/Cash Warrant issued by any recognized financial institution. This shall be drawn in favor of Chief Finance Officer, F&AD, BPC, Thimphu.

16.3 Any Bid not secured in accordance with Sub-Clause 16.1 and 16.2 above shall be rejected by the Purchaser as non-responsive.

16.4 Any Bid received from outside Bhutan and submits bid security in the form of Bank Guarantee; the purchaser shall not accept the bid security in the form of Bank Guarantee if it is not counter guaranteed by any of the bank in Bhutan.

- 16.5 An unsuccessful Bidder's bid security will be discharged/returned as promptly as possible upon award of Contract, but in any event not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to Clause 17.
- 16.6 The successful bidder's bid security will be discharged/returned upon furnishing the performance security, pursuant to Clause 35 and the bidder's executing the Contract, pursuant to Clause 36.
- 16.7 The bid security may be forfeited:
- (a) If a bidder withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
 - (b) In the case of a successful bidder, if the bidder fails
 - (i) To sign the Contract in accordance with Clause 35; or
 - (ii) To furnish the performance security in accordance with Clause 36.

17. Period of Validity of Bids

- 17.1 *Bids shall remain valid for 90 days (i.e. till 19th May 2010) from the date of bid opening prescribed by the Purchaser.*
- 17.2 Notwithstanding Sub-Clause 17.1 above, the Purchaser may solicit bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by fax. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 16 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. Bidders granting the request will not be required or permitted to modify its Bid.

18. Alternative Bids

- 18.1 *Bidders shall submit Alternative Bids that comply with the documents, including the design as indicated in Section III, Item Design and Specifications. The attention of bidders is drawn to Clause 27 regarding the rejection of bids that are not substantially responsive to the requirements of the bidding documents.*

19. Formats and Signing of Bid.

- 19.1 The original Bid Form and accompanying documents (as specified in Clause 9), clearly marked "Original Bid", plus (one) copy must be received by the Purchaser at the date, time and place specified pursuant to Clauses 20 and 21. In the event of any discrepancy between the original and the copies, the original shall govern.
- 19.2 The original and copy of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person(s) duly authorized to sign on behalf of the bidder. Written power-of-attorney accompanying the Bid shall indicate such authorization. The person or persons signing the Bid shall initial all pages of the Bid, except for un-amended printed

literature. The name and position held by each person signing must be typed or printed below the signature.

- 19.3 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such correction shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

20. Sealing and Marking of Bids

- 20.1 The bidder shall seal the original and copy of the Bid in an inner and an outer envelope, duly marking the envelopes as "original" and "copy".

- 20.2 The inner and outer envelopes shall:

- (a) Be addressed to the Purchaser at the following address

**The General Manager
Procurement Services Department
Bhutan Power Corporation Limited
Thimphu: Bhutan**

- (b) **Bear the words ("Office Stationary"), the Tender Number and the words "DO NOT OPEN BEFORE 15:30 hours on 18th February 2010".**

In addition to the information required in Sub-Clauses (a) and (b) above, the inner envelope shall indicate the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "Late" pursuant to Clause 23.

- 20.3 If the outer envelope is not sealed and marked as required by Sub-Clause 20.2, the Purchaser will assume no responsibility for the bid misplacement or premature open.

21. Deadline for submission of Bids

- 21.1 The original Bid, together with the copy and sample must be received by the Purchaser at the address specified in Sub-Clause 20.2 not later than **15:00 Hours on 18th February 2010**

- 21.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with Clause 7, in which case all right and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

22. One Bid per Bidder

- 22.1 Each bidder shall submit only one Bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company. A bidder who submits or participates in more than one Bid (except alternative Bids if allowed, pursuant to Clause 18) will be disqualified.

23. Late Bids

23.1 Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, pursuant to Clause 21, will be declared "Late" and rejected and returned unopened to the bidder.

24. Modification and withdrawal of Bids

24.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of Bids.

24.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with provisions of Clause 20. A withdrawal notice may also be sent by fax but must be followed by a signed confirmation copy.

24.3 No Bid may be modified subsequent to the deadline for submission of Bids.

24.4 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.

E. Bid Opening and Evaluation

24.4 Opening of Bids by Purchaser

24.5 *The Bidder's representative attending the Bid opening shall have an Authorization Letter from the Bidder, without which the representative may not be permitted to attend the public Bid Opening.*

25.1 The Purchaser will open Bids, in the presence of bidders' representatives who choose to attend at **15:30 hours on 18th February 2010** at the following location,

**Tender Opening Room,
Bhutan Power Corporation Limited,
Thimphu: Bhutan**

The Bidders' representatives who are present shall sign a register evidencing their attendance.

25.2 *The Bidders' names, prices of bids, all discounts offered, modifications and bid withdrawals, and the presence or absence of the requisite bid security, and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and recorded at the opening. Any bid price, or discount, which is not read out and recorded at bid opening, will not be taken into account in bid evaluation.*

26. Process to be Confidential

- 26.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Purchaser's processing of Bids or award decisions may result in the rejection of the bidder's Bid.

27. Preliminary Examination of Bids

- 27.1 **The Purchaser will examine if sample material have been submitted along with the bid. Any bids unaccompanied by a sample as mentioned in “Checklist for Bid submission” shall be considered non responsive and will be rejected at the time of bid evaluation.**

The Purchaser will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

- 27.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the Total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.
- 27.3 Prior to the detailed evaluation, pursuant to Clause 29, the Purchaser will determine substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered, pursuant to Sub-Clause 15.2. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation or reservation. A material deviation or reservation is one (i) which effects in any substantial way the scope, quality or performance of the Goods; (ii) which limits in any substantial way, inconsistent with the provisions of the bidding documents, the Purchaser's rights or the bidder's obligations under the Contract; or (iii) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 27.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the bidder by correction of the non-conformity.

28. Clarification of Bids

- 28.1 To assist in the examination, evaluation and comparison of Bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered or permitted.

29. Evaluation and comparison Bids

- 29.1 The purchaser will evaluate and compare the Bids previously determined to be substantially

responsive pursuant to Clause- 27 on lot-wise basis.

- 29.2 The Purchaser's evaluation of a Bid will exclude and not take into account any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 29.3(a) The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the Goods to be offered from within Bhutan and the CIF/CIP port-of-entry price of the Goods to be offered from outside Bhutan.
- (b) For Goods offered from outside the Purchaser's Country, the cost of custom duties or any other taxes, and for Goods offered from within the Purchaser's Country, the cost of any sales and other taxes which will be payable on the Goods, will be added to the bid price.
- (c) For Goods offered from outside the Purchaser's Country, the cost of local handling and transportation from the port of entry to the Purchaser's store and for Goods offered from within the Purchaser's country, similar cost from the warehouse/factory to the Purchaser's store will be added to the bid price.
- (d) *The Goods covered by this bidding are required to be delivered in accordance with and completed within the Contract Execution Schedule specified in the Special Conditions of Contract; Bidders are required to base their prices on the specified Contract Execution Schedule. No credit will be given to earlier completion. Bids offering late delivery schedules (LDS) will be accepted but the Bids shall be adjusted for the purpose of the bid evaluation only adding at the rate of @one (1) per cent of the bid price for each week of delay to the bid price. Bids offering delivery schedules beyond 2(two) months of the date specified in the Special Conditions of Contract shall be rejected.*
- (e) No conditional offer(s) shall be allowed. A bid with conditional offers shall be liable for rejection.

29.4 The Purchaser's evaluation of a Bid will take into account, in addition to the bid price, the following factors, in the manner and to the extent indicated in this clause.

(a) Contractual and Commercial Deviations:

The cost of all-quantifiable deviations and omissions from the contractual and commercial conditions shall be evaluated. The Purchaser will make its own assessment of the cost of any deviations for the purpose of ensuring fair comparison of Bids.

30. Contacting the Purchaser

30.1 Subject to Clause 28, no bidder shall contact the Purchaser on any matter relating to its Bid, from the time of bid opening to the time the Contract is awarded.

30.2 Any effort by a Bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, bid comparison or Contract awards will result in the rejection of the bidder's Bid.

31. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids

- 31.1 The Purchaser reserves the right to accept or reject any Bid and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchaser's action.

F. Award of Contract

32. Post qualification and Award

- 32.1 The Purchaser will determine to its satisfaction whether the Bidder selected as having submitted the lowest-evaluated, responsive Bid is qualified to satisfactorily perform the Contract.
- 32.2 An affirmative determination will be a prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.
- 32.3 The Purchaser will award the Contract to the successful bidder whose Bid has been determined to be the lowest-evaluated responsive Bid, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

33. Purchasers Right to Vary Quantities at Time of Award

- 33.1 ***The Purchaser reserves the right at the time of award of Contract to increase up to twenty (20%) or decrease by up to twenty per cent (20%) of the quantity of Goods specified in the Specifications, without any change in price or other terms and conditions.***

Not applicable for this tender.

34. Notification of Award

- 34.1 The Purchaser will notify the successful bidder in writing by registered letter, or by fax to be confirmed in writing by registered letter, that its Bid has been accepted and on which basis the Bid has been accepted.
- 34.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 35.

35. Signing of Contract

- 35.1 At the time of notification of award, the Purchaser will send the successful bidder the Contract Form provided in those Bidding Documents, incorporating all agreements between the parties.
- 35.2 Within fifteen (15) days of receipt of such Contract Form, the successful Bidder shall sign and date the Contract agreement at the office of the General Manager, Procurement Services Department, Bhutan Power Corporation Limited, Thimphu: Bhutan.

36. Performance Security

- 36.1 Within 10 (TEN) days of the receipt of notification of award of contract, the successful Bidder shall furnish the performance security, in accordance with the Conditions of Contract.
- 36.2 The Performance Security @10% of the contract Rate shall be furnished by the successful bidder in the form of Demand Draft/Cash Warrant/Bank Guarantee issued by any recognized financial institution.

Section II
Special Conditions of Contract

Table of Clauses

Clause Number	Page #
1. Definitions	17
2. Contract Execution schedule	17
3. Inspection and Tests	17
4. Packing	18
5. Delivery and Documentation	18
6. Performance Security	18
7. Insurance	18
8. Warranty	19
9. Payment	19
10. Prices	19
11. Resolution of Disputes	20
12. Taxes and Duties	20
13. Extension in the Supplier's Performance	20
14. Liquidated Damages	21
15. Termination for Default	21
16. Resolution of Dispute	21
17. Force Majeure	22

SECTION II SPECIAL CONDITIONS OF CONTRACT

1. Inspection and Test

The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Specifications.

2. Packing

Generally, the supplier shall pack all the Goods as is required to prevent damage or deterioration in transit to the final destination indicated in the Bidding Documents. The packing should be sufficient to withstand rough handling and exposure to extreme temperatures, salt and precipitation during transit and/or storage.

3. Delivery and Documentation

3.1 Delivery of the Goods shall be made by the Supplier within **3 (Three)** days after the Supplier's receipt of the supply order from any Department/Divisions/Units of BPC Limited.

3.2 Upon delivery of the Goods to the transporters, the Supplier shall notify the Purchaser and mail the following documents to the Purchaser;

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount.
- (ii) Delivery Challan
- (iii) Packing List

4. Performance Security

4.1 The Supplier shall cause performance security to be furnished to the Purchaser in the amount indicated in the contract form. Such performance security shall be provided, in a form satisfactory to the Purchaser, within 10 (ten) days after the Supplier's receipt of the notification of award of contract and should be valid for six months after delivery of materials.

4.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its work under the Contract. The Supplier shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended

4.3 The performance security shall be denominated in a currency of the Contract and shall be in one of the following forms:

- (a) A Demand Draft/Cash Warrant/Bank Guarantee issued by a bank acceptable to the Purchaser.

5. Insurance

The supplier shall insure the goods for all risks including but not limited to theft, loss, damages to the goods and also liability for any loss, damages, injury and death caused to third party during the course of supply.

6. Warranty

The proceeds of performance security money shall be used against the warranty of the good within the warranty period (not exceeding twelve (12) months after signing the contract).

- 6.1 The Supplier warrants to the Purchaser that the Goods supplied under the Contract will comply strictly with Contract shall be first class in every particular case and shall be free from defects. The Supplier further warrants to the Purchaser that all materials, equipment and supplies furnished by the Supplier or its subcontractors for the purpose of the Goods will be new, merchantable of the most suitable grade, and fit for their intended purposes.
- 6.2 This Warranty shall remain valid for twelve (12) months after signing the contract.
- 6.3 *As a proof of performance warranty, the purchaser will not release the 10% performance security money (for a period not exceeding twelve (12) months after signing the contract) that will be deposited by the supplier at the time of signing contract.*
- 6.4 The Purchaser shall promptly notify the Supplier in writing of any claim arising under this Warranty.
- 6.5 Upon receipt of such notice, the Supplier shall promptly repair or replace the defective Goods or parts thereof, without cost to the Purchaser.
- 6.6 The Supplier shall promptly correct, at no cost to the Purchaser, any defect in any work of correction performed, upon receipt of written notice of defect within six (6) months from acceptance of the corrected defect.
- 6.7 If the Supplier, having been notified, fails to remedy the defect(s) in accordance with the Contract, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's expense.
- 6.8 *All the items supplied by the supplier should be original/ genuine Product. If the purchaser found that the product is not genuine. The particular supplier will be blacklisted and will not be allowed to participate in any further tenders.*

7. Payment

Full payment shall be released within one (1) month after delivery of goods at BPC's Office, Thimphu.

8. Prices

- 8.1 Prices and the quoted rates are firm and valid for one year from the date of bid opening during which the purchaser may award the supply contract for the similar item.

The price should be CIF Bhutan Power Corporation, Thimphu and should be firm within the contract period.

8.2 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

9. Resolution of Disputes

9.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

9.2 If, after 30 (thirty) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution by arbitration

9.3 If the dispute is to be settled by arbitration, the Purchaser and the Supplier shall be entitled to appoint one member each, and third arbitrator will be appointed by both of them by mutual consent. If either the Purchaser or the Supplier fails to appoint a representative, or both of them cannot agree on the appointment of a third member within thirty (30) days from the date of agreement to refer the matter for arbitration, then the case will be referred to the proper court in Bhutan for adjudication. The award shall be final and binding on the parties. If the disputes are settled by Arbitration, the cost of Arbitration shall be borne by both parties equally and the place of arbitration shall be THIMPHU

10. Taxes and Duties

10.1 The quoted rates shall be firm with CIF/CIP/FOR Bhutan Power Corporation Limited, Thimphu and inclusive of all the taxes payable both inside and outside the purchaser country.

11. Extensions in the Supplier's Performance

11.1 Delivery of the Goods shall be made by the Supplier in accordance with the Contract Execution Schedule, pursuant to the Special Conditions of Contract.

11.2 The Supplier may claim extension of the time limits as set forth in the Contract Execution Schedule in case of:

(a) Change in the Goods ordered by the Purchaser

(b) Force Majeure and

(c) Delay in performance of work caused by orders issued by the Purchaser.

11.3 The Supplier shall demonstrate to the Purchaser's satisfaction that it has used its best endeavors or overcome such causes for delay, and the parties will mutually agree upon remedies to mitigate or overcome such causes for delay.

11.5 Notwithstanding Clause 13.2 above, the Supplier shall not be entitled to an extension of time for completion unless the Supplier, at the time of such circumstances arising, immediately has notified the Purchaser in writing of any delay that it may claim as caused by circumstances pursuant to Clause 13.2 above; and upon request of the Purchaser, the Supplier shall substantiate that the delay is due to the circumstances referred to by the Supplier.

12. Liquidated Damages

LD damages after the contractual period shall be a sum equivalent to one (1) percent per week on prorated basis of delivered price of the delayed goods or unperformed services for each week or part thereof of delay until actual delivery of performance, up to a maximum of ten (10) percent of the TOTAL CONTRACT PRICE¹.

13. Termination for Default

13.1 The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:

- (a) If the Supplier fails to deliver any or all of the Goods within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser, pursuant to Clause 16; or
- (b) If the supplier fails to perform any other obligation(s) under the Contract; and
- (c) If the Supplier, in either of the above circumstances, does not cure its failure within a period of 10 (ten) calendar days (or such longer period as the Purchaser may authorize in writing) after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 18.1 above, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess cost for such similar goods. Notwithstanding the above, the Supplier shall continue performance of the Contract to the extent not terminated.

14. Resolution of Disputes

14.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

14.2 If, after 30 (thirty) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution by arbitration

14.3 If the dispute is to be settled by arbitration, the Purchaser and the Supplier shall be entitled to

¹The LD charges are on the delayed portion of the goods and services only. The maximum LD charges are not limited to the delayed goods but shall instead be limited to the TOTAL CONTRACT PRICE.

appoint one member each, and third arbitrator will be appointed by both of them by mutual consent. If either the Purchaser or the Supplier fails to appoint a representative, or both of them cannot agree on the appointment of a third member within thirty (30) days from the date of agreement to refer the matter for arbitration, then the case will be referred to the proper court in Bhutan for adjudication. The award shall be final and binding on the parties. If the disputes are settled by Arbitration, the cost of Arbitration shall be borne by both parties equally.

15 Force Majeure

- 15.1 In the event that the Supplier or any of its subcontractors or the Purchaser is delayed in performing any of their respective obligations under the Contract, and such delay is caused by Force Majeure, including but not limited to war, civil insurrection, fires, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of the obligation delayed.
- 15.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof within 10 days. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

16. Service Level Agreement (Applicable for Annual Binding, Photocopying and Vehicle Maintenance Contract)

The vendor is liable to pay **Nu. 5,000/-** even if a single Page is missing while photocopying copying or Binding. The penalty will be cumulative for the entire period of AMC with maximum of 50 % of the contract price.

Xeroxing shall be done on A-0, A-1, A-2, A-3 & A-4 size paper with automatic duplex as per the user's requirement.

The work is to be carried out on all working days from **09.00 A.M. to 05.30 P.M.** and also on holidays/Sundays, and beyond office hours whenever required at the office premises.

GENERAL MANAGER

SECTION III
BID FORM AND PRICE SCHEDULE

Bid Form

General Manager,
Procurement Services Department,
Bhutan Power Corporation Limited,
Thimphu: Bhutan.

Sir,

Having examined the Bidding Documents for the above Contract, including the Specifications, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver(Description of Goods) in conformity with the said Bidding Documents, including Addenda Nos..... (Insert Numbers), for the sum of (Total Bid Amount CIF/CIP in Words and Figures) or such other sums as may be ascertained in accordance with the Price Schedules attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to commence delivery within days, and to complete delivery of all the items specified in the Contract within days, calculated from the date of receipt of your Notification of Award and in accordance with the Contract Execution Schedule provided in the Special Conditions of Contract.

If our Bid is accepted, we will provide the performance security in the sum of (Amount), equal to (10%) seven percent of the Contract rate, for the due performance of the Contract.

We agree to abide by this Bid for the period of **90** days from the date fixed for bid closing pursuant to Clause 13 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this _____ day of _____ 2010

(Signature)

(In the Capacity of)

Duly authorized to sign Bid for and on behalf of _____

(Signature of Witness)

Witness _____

Address _____

SECTION IV
SAMPLE FORMS

Table of Sample Forms

1. Bid Security Form
2. Contract Form
3. Performance Security Form
4. Power of Attorney Form

Bid Security Form

WHEREAS MESSRS _____ (Hereinafter called "the Bidder") has submitted its bid dated _____ for the supply of Office Stationary against Lot # _____ (Insert Brief Description of the Goods) (Hereinafter called "the Bid").

KNOW ALL MEN by these present that WE _____ of _____ having our registered office at _____ (hereinafter called "the Bank") are bound unto the (The General Manager, Procurement Services Department, Bhutan Power Corporation Limited, Thimphu: Bhutan) (hereinafter called the Purchaser) in the sum of Ngultrum _____ only, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successor and assigns, by these presents. Sealed with the Common Seal of the Bank this _____ day of _____ 2010.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, when requested; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidder;

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two above-stated conditions, specifying the occurred condition or conditions.

This guarantee will remain 1(one) year validity from the date of bid submission.

(NAME OF BANK)

BY

(Title)

Authorized Representative

(Signature of Witness)

Name of Witness

Address of Witness

Contract Form

THIS CONTRACT made the _____ day of _____ 2010, between General Manager, Procurement Services Department, Thimphu of the Bhutan Power Corporation Limited (hereinafter "the Purchaser") of the one part and _____ (Name of supplier) of _____(hereinafter "the Supplier") of the other part.

WHEREAS the Purchaser is desirous that certain goods be provided by the Supplier, viz., (Brief Description of Goods, as identified in the Bid Form and Price Schedule) (*hereinafter "the Goods") and has accepted a Bid by the Supplier for the provision of those Goods in the sum of (Ngultrum _____) only (hereinafter "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1. The Contract shall consist of this Contract Form: and the following documents, and the exhibits, drawings, specifications and other documents referred to therein (hereinafter the "Contract documents"), all of which by this reference are incorporated herein and made part hereof:
 - (a) Notification of Award;
 - (b) Price Schedules and Specifications;
 - (c) Special Conditions of Contract;
 - (d) General Conditions of Contract; and
 - (e) The Bid Document

This Contract sets forth the entire contract and agreement between the parties pertaining to the supply of the Goods described herein and supersedes any and other earlier verbal or written agreements pertaining to the supply of the Goods.

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.

- 2. 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.
- 3. The Purchaser hereby covenants to pay the Supplier, in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.
- 4. Any notice under this Contract shall be in the form of letter, telex, cable or facsimile. Notices to either party shall be given at such address or addresses as such party shall specify from time to time by written notice to the other. In the absence of such notice to the contrary, notice to the

[Purchaser’s address and electronic transmission address]

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signature of Purchaser

Signature of Supplier

Signed, sealed and delivered by the said _____
(For the Purchaser) in the presence of _____

Signed, sealed and delivered by the said _____
(For the Supplier) in the presence of _____

Performance Security Form

To:
The General Manager,
Finance and Accounts Department,
Bhutan Power Corporation,
Thimphu: Bhutan.

WHEREAS _____ (Name of the supplier) hereinafter called "the Supplier", has undertaken to supply (description of goods) in pursuance of Contract # BPC/PSD-TU/OFFSTA/2010/01_____dated _____2010, hereinafter called "the Contract";

AND WHEREAS it has been stipulated by you in the Contract the Supplier shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier a Guarantee; THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of

_____ (Amount of the guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limit of _____ (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____ 2010.

(NAME OF GUARANTOR)

By _____
(Title)
Authorized Representative

Date: _____
Address: _____

Power of Attorney Form

By this Power of attorney, created on.....(date), (name of manufacturer/supplier/firm/dealer),
having its legal domicile in (Place, Country), hereby nominates, constitutes and appoints
as its true and lawful attorney.

(Name of Signatory Authority).

Who is given the authority to bind the firm by his signature in matters connected with or
related to the company's activities in the supply and delivery of Office Stationary of Bhutan power
Corporation.

This Power of Attorney shall remain in force until..... (Date).....

Signature of Signatory Authority
Name:
Designation:

Signature of Authorised
Licencee of the firm.

PRICE SCHEDULE

Lot - 1 Supply of Stationaries

SL#	Item Description	Unit	Rate
1	*Arch File	Nos.	
2	*Clamp Binder	Nos.	
3	*Attendance Register	Nos.	
4	Ball Pen Mitsubishi	Nos.	
5	Binding Spiral 6mm	Nos.	
6	Binding Spiral 10mm	Nos.	
7	Binding Spiral 14mm	Nos.	
8	Binding Sprial 18mm	Nos.	
9	Binding Sprial 22mm	Nos.	
10	Binding Sprial 26mm	Nos.	
11	Binding Sprial 30mm	Nos.	
12	Binding Spiral 34mm	Nos.	
13	Binding Sprial 40 mm	Nos.	
14	Binding Sprial 45 mm	Nos.	
15	Binding Comb 6mm	Nos.	
16	Binding Comb10mm	Nos.	
17	Binding Comb 14mm	Nos.	
18	Binding Comb 18mm	Nos.	
19	Binding Comb 22mm	Nos.	
20	Binding Comb 26mm	Nos.	
21	Binding Comb 30mm	Nos.	
22	Binding Comb 34mm	Nos.	
23	Binding Comb 40 mm	Nos.	
24	Binding Comb 45 mm	Nos.	
25	Binding Strip 25 mm	Nos.	
26	Binder Clip 32mm	Nos.	
27	Binder Clip 20mm	Nos.	
28	Binder Clip 16mm	Nos.	
29	Binder Clip 64mm	Nos.	
30	Battery Everyday AA	Pair	
31	Battery Eveyday AAA	Pair	
32	Battery Everyday Torch Battery	Pair	
33	Board Marker	Nos.	
34	Calculator Battery	Pair	
35	Carbon paper single	Packet	
36	Carbon paper double	Packet	
37	Carbon paper pencil	Packet	

* The Bidders are required to submit the sample.

PRICE SCHEDULE

Lot - 1 Supply of Stationaries

SL#	Item Description	Unit	Rate
38	*Cellotape Large	Nos.	
39	*Cellotape medium	Nos.	
40	*Cellotapesmall	Nos.	
41	*Calculator Seientific 12 digits	Nos.	
42	*Colour photocopy paper (yellow, Blue, Pink,Green etc)	Ream	
43	Correcting fluid	Set	
44	Correcting Pen Japan Made	Nos.	
45	Colin glass Cleaner	Nos.	
46	*Clutch Pencil (.7) Imported	Nos.	
47	*Clutch Pencil (.5) Imported	Nos.	
48	*Computer paper A3 size	Ream	
49	*Computer paper A4 size	Ream	
50	*Computer paper 9.5" X 11" size	Ream	
51	*Chart Paper different colour	Sheet	
52	*Duplicating paper	Ream	
53	*Drawing paper 260 gms	Sheet	
54	*Dak Receipt Register No.20	Nos.	
55	*Dak Receipt Register No.24	Nos.	
56	*Dak Despatch Register No.20	Nos.	
57	*Dak Despatch Register No.24	Nos.	
58	Duster Cloth (Best quality)	Nos.	
59	*Envelope Brown large 29cm x 15cm	Packet	
60	*Envelope Brown large 28cm x 13cm	Packet	
61	*Envelope Brown large 24cm x 11cm	Packet	
62	*Envelope Brown large 23cm x 10cm	Packet	
63	*Envelope file size cloth pasted	Nos.	
64	*Envelope file size cloth pasted	Nos.	
65	*Envelope file size Plasticcoated inside	Nos.	
66	*Envelope A4 size Plasticcoated inside	Nos.	
67	Erazer good quality	Nos.	
68	*Executive Putup file Ambassador	Nos.	
69	Fax paper Mitsubishi 30 mtrs.	Nos.	
70	*Flat file Ambassador	Nos.	
71	*Folding file Ambassador Plastic coated	Nos.	
72	Glue stick (18 gms)	Nos.	
73	*Graph sheet big size	Nos.	
74	*GBC Transparency cover A4 size	Packet	

* The Bidders are required to submit the sample.

PRICE SCHEDULE

Lot - 1 Supply of Stationaries

SL#	Item Description	Unit	Rate
75	High lighter (camel)	Packet	
76	Jems Clip (large)	Packet	
77	Jems Clip (small)	Packet	
78	Marker pen (snowman)	Nos.	
79	Masking tape 2" wide	Nos.	
80	*Markin cloth (single width)	mm	
81	Microtip Pencil lead (0.5mm)	Packet	
82	Microtip Pencil lead (Imported)0.50	Packet	
83	Note sticker postit large 100 pages	Packet	
84	Note sticker postit small 100 pages	Packet	
85	Nepthaline ball big	kg	
86	Note Pad (100 pages)	Packet	
87	Odonil 50 gms	Nos.	
88	*Plastic Scale 12"	Nos.	
89	*Plastic Scale 18"	Nos.	
90	*Plastic Scale 24"	Nos.	
91	Paper Pin King	Packet	
92	Phynel (original 1 litre.)	Litre	
93	Pencil Kohinoor HB	Nos.	
94	Pencil H	Nos.	
95	Pencil H1	Nos.	
96	Pencil H2	Nos.	
97	Punching Machine	Nos.	
98	Punching Machine Heavy	Nos.	
99	*Paper tray ordinary plastic	Nos.	
100	*Paper tray multiple 4 in set	Set	
101	*Paper cutting knife Medium	Nos.	
102	Pilot pen Hytech point V.5	Nos.	
103	Pilot pen Ink (all colours)	Nos.	
104	Plastic Bucket (300 liter.)	Nos.	
105	Plastic Bucket (20 liter.)	Nos.	
106	Plastic mug (1 liter.)	Nos.	
107	Paper Napkin (swantex)	Packet	
108	Pad lock 75 mm (Godrej)	Nos.	
109	Pad lock 65 mm (Godrej)	Nos.	
110	Pad lock 40 mm (Godrej)	Nos.	
111	Pad lock 20 mm (Godrej)	Nos.	

* The Bidders are required to submit the sample.

PRICE SCHEDULE

Lot - 1 Supply of Stationaries

SL#	Item Description	Unit	Rate
112	*Penstand with pen (executive)	Nos.	
113	*Paper weight	Nos.	
114	*Photographic paper	Packet	
115	Rotering pen (German made)8 pcs	Set	
116	Rotering pen spares parts,pen point 0.1,0.2,0.3,and 0.4	Nos.	
117	Rotering ink (German made)	Nos.	
118	Rotering eraser brand/stadler	Nos.	
119	Refil for mitsubishi pen	Nos.	
120	*Register L/B	Nos.	
121	*Register R/B	Nos.	
122	Rubber band best	kg	
123	Soap (lux)	Nos.	
124	Liquid soap	Nos.	
125	*Scissors ordinary imported	Nos.	
126	Stamp pad tiger large	Nos.	
127	Stamp pad tiger medium	Nos.	
128	Stamp pad ink 60 ml	Nos.	
129	Stapler machine 24/6	Nos.	
130	Stapler machine heavy duty	Nos.	
132	Staples 24/6	Nos.	
134	Staples for heavy 17/23	Nos.	
136	*Steel Ruller 24"	Nos.	
137	*Steel Ruller 18"	Nos.	
138	*Steel Ruller 12"	Nos.	
139	*Set square 45 lolhorey type	Nos.	
140	Soft broom	Nos.	
141	Thumb pin big size	Packet	
142	Thumb pin small size	Packet	
143	Toilet paper swantex 2 ply big	Nos.	
144	*Tracing paper 95/100 GSM 2002 made	Roll	
145	Transparent plastic sheet 100 micron	Packet	
146	Transparent cellotape white 1"	Nos.	
147	Transparent cellotape white 3/4"	Nos.	

* The Bidders are required to submit the sample.

PRICE SCHEDULE

Lot - 1 Supply of Stationaries

SL#	Item Description	Unit	Rate
148	Twin cord (9 cord)	Nos.	
150	Vim Powder 1 kg	Nos.	
151	waste paper basket plastic	Nos.	
152	Wonder tape 555 Big	Nos.	
153	Water sponch	Nos.	
154	White board duster	Nos.	
155	White board 4x3	Nos.	

* The Bidders are required to submit the sample.

PRICE SCHEDULE

Lot - III Supply of Toner and Cartridges

SL#	Item Description	Unit	Rate
1	Cartridge HP Laserjet 5 (92298 A)	Nos.	
2	Cartridge HP Laserjet 6p (C1050E)	Nos.	
3	Cartridge HP Laserjet P1008	Nos.	
4	Cartridge for HP Laser jet 1010	Nos.	
5	Cartridge for HP Laser jet 1020	Nos.	
6	Cartridge HP Laserjet 1150 (C2624X) A	Nos.	
7	Cartridge HP Laserjet 1160	Nos.	
8	Cartridge for HP Laser jet 1300 (Q2613A)	Nos.	
9	Cartridge HP Laserjet 1320 (C5949X)	Nos.	
10	Cartridge for HP Laser jet P2015dn (Q7553A)	Nos.	
11	Cartridge HP Laserjet 2200D (C4096A)	Nos.	
12	Cartridge HP Laserjet 2300D (C2610A)	Nos.	
13	Cartridge HP Laserjet 2420D (Q5957A)	Nos.	
14	Cartridge for HP Laser jet 2550L	Nos.	
15	Cartridge HP Laserjet P3005 (Q7551A)	Nos.	
16	Cartridge HP Laserjet 3015	Nos.	
17	Cartridge HP Laserjet 4050 (C4127A)	Nos.	
18	Cartridge HP Laserjet 5000 & 5100 (C4129X)	Nos.	
19	Cartridge HP Laserjet 5200Dtn (Q7516A)	Nos.	
20	Cartridge for HP Desktop jet 6548	Nos.	
21	Cartridge HP CLJ5550DN PCL6	Nos.	
22	Cartridge EPSON LX-300+	Nos.	
23	Cartridge for ID Card Printer Persona C30	Nos.	
24	Toner Cartridge for HP Color Laserjet CP 2025 (CC532A Yellow)	Nos.	
25	Toner Cartridge for HP Color Laserjet CP 2025 (CC533A Magenta)	Nos.	
26	Toner Cartridge for HP Color Laserjet CP2025 (CC531A Cyan)	Nos.	
27	Toner Cartridge for HP Color Laserjet CP 2025(CC530A Black)	Nos.	
28	Toner HP Color Laserjet 5500 (C9732A Yellow)	Nos.	
29	Toner HP Color Laserjet 5500 (C9733A Magenta)	Nos.	
30	Toner HP Color Laserjet 5500 (C9731A Cyan)	Nos.	
31	Toner HP Color Laserjet 5500 (C9730A Black)	Nos.	
32	56 Black TRint Catridge HPC 66 56 57 19ML	Nos.	
33	57 Tri Colour print Catridge HPC 66 57 17ML	Nos.	
34	Cartridge Nastuatec (P7535n)	Nos.	
35	Cartridge Nachutec 3300	Nos.	
36	Cartridge Bother Fax 2820	Nos.	
37	Cartridge HP Office all in One J3608	Nos.	
38	Samsung ML 2850D Laserjet Printer	Nos.	
39	Toner for Xerox Workcentre 415	Nos.	
40	Toner for Xerox Workcentre 420	Nos.	
41	Toner for Xerox Workcentre 5020	Nos.	
42	Toner for Xerox Vivace 250	Nos.	
43	Toner for Konika 1216 Photocopier	Nos.	
44	Toner for Konika 3231 Photocopier	Nos.	
45	Toner for Konika Minolta Bizhub 210 & 211	Nos.	
46	Toner for Nachutec DSM 620	Nos.	

PRICE SCHEDULE

Lot IV-Photocopying and Binding

Item No. #	Category	Type	Size	Quantity	Rate
1	*Photocopy	Black & White	A0	Per Sheet	
			A1	Per Sheet	
			A2	Per Sheet	
			A3	Per Sheet	
			A4	Per Sheet	
		Coloured	A0	Per Sheet	
			A1	Per Sheet	
			A2	Per Sheet	
			A3	Per Sheet	
			A4	Per Sheet	
2	Binding	Hard	A0 (Upto 50 Drawings)	Per Unit	
			A0 for every additional drawings	Per Unit	
			A1(Upto 50 Drawings)	Per Unit	
			A1 for every additional drawings	Per Unit	
			A2(Upto 50 Drawings)	Per Unit	
			A2 for every additional drawings	Per Unit	
			A3(Upto 50 Drawings)	Per Unit	
			A3 for every additional drawings	Per Unit	
			A4 Upto 100 Pages	Per Unit	
			A4 for every additional 50 pages	Per Unit	
		Spril/Spico	A4 Upto 100 Pages	Per Unit	
			A4 for every additional 50 Pages	Per Unit	
		Thermal	A4 4mm 24 pages	Per Unit	
			A4 6mm 36 pages	Per Unit	
			A4 8mm 48 pages	Per Unit	
			A4 10mm 60 pages	Per Unit	
			A4 12mm 72 pages	Per Unit	
			A4 for every additional 12 pages	Per Unit	
		Wiro	A4 6.4 mm 20 pages	Per Unit	
			A4 7.9 mm 30 pages	Per Unit	
			A4 9.5 mm 40 pages	Per Unit	
			A4 11.1 mm 50 pages	Per Unit	
			A4 12.7 mm 60 pages	Per Unit	
			A4 for every additional 10 pages	Per Unit	
		Star	A4 100 pages	Per Unit	
			A4 for every additional 50 pages	Per Unit	

Note: Photocopying and Binding are different items

* One sample sheet is to be submitted