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Bhutan Lottery Limited.

(State Owned Enterprise, Ministry of Finance)

TENDER NO. BLL/Stationery Items/2018

TERMS & CONDITIONS

Bhutan Lottery Limited invites sealed quotations from the eligible firms for the supply of Stationery Items in Annexure I subject to the following terms and conditions:

Submission of Bids

- Sealed tenders containing the bids shall be marked as Tender for “BLL/Stationery Items/2018” and submitted with the following address:

CHIEF EXECUTIVE OFFICER

BHUTAN LOTTERY LIMITED

P.O.BOX.NO.51

PHUENTSHOLING BHUTAN

- Sealed bids shall be submitted on or before 11:00 AM of 14th March 2018 to AFD. Tenders will be opened at 2.00 PM on the same day in the conference hall of Bhutan Lottery Limited.

Bid Security

- All tenders should be accompanied with Lump sum EMD of Nu. 5,000 as BID Value only in the form of Cash Warrant/Demand Draft/an irrevocable Bank Guarantee, to be given by any branch of scheduled banks in Bhutan. The EMD should be submitted in a separate envelope.
- The Bid Security shall be in the name of Chief Executive Officer, Bhutan Lottery Ltd. Phuentsholing Bhutan. Bid Security must be issued by any scheduled Bank and acceptable to Bhutanese Bank and shall have to be valid for three months from the date of opening of the bid.



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- Bid Security of bidders whose bids have been declared “Non-Responsive” shall be returned after such declaration.
- Bid Security of "successful bidder" will be remained as Performance Security.
- If a Bidder withdraws its bid during the period of bid validity his Bid Security shall be forfeited.

Late Bids

- Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, shall be declared as “late” and shall be returned unopened to the Bidder.

Taxes and Duties

- The bidder shall be entirely responsible for all taxes, duties and other such levies imposed.
- The “Performance Security” shall be discharged with or without deductions (as applicable) to the supplier upon his completion of performance obligations.

Payment Terms

- Payment shall be release within 10 working days from the date of delivery of the total volume of the purchase order.

Liquidated Damages

- Supply of all items shall be completed within 7 days from the date of issue of our purchase order failing of which liquidated damages of 0.1% of the purchase order value for every day’s delay will be levied subject to a maximum rate of 10%. Purchase order shall be treated cancelled thereafter and will be awarded to the next lowest bidder. In case of such event, the clause no.11 shall come into force/effect.



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Prices

- Price quoted by the bidder shall be Bhutan Lottery Ltd, Phuentsholing.
- All prices quoted shall be on a per unit basis and valid for a period of 12 Months.
- Evaluation will be done for **item wise**

Purchaser's Right

- Bhutan Lottery reserves the right to reject all or in part, the item supplied by the successful bidders during physical verification if it believes that the goods supplied are non standard/non specific and unreliable in terms of quality.
- Bhutan Lottery reserves the right at the time to increase or decrease the quantity of item tendered, without any change in price or other terms and conditions.

Other Documents to be submitted with the bid.

- Bidders shall submit a copy of valid trade licenses and tax clearance certificate with the bid.

Any Queries

- For further details and queries, please contact the AFD@ +975 05253089 (extn:23).



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List of stationery items (2018)

Sl.No.	Name of Items with Specifications	Unit	Rate
1	Arch file Ambassador Supreme	Per Dozen	
2	Ball Pen Cello Gripper	Per PC	
3	Ball Pen Cello Maxriter	Per PC	
4	Ball Pen Cello Pin point	Per PC	
5	Ball Pen Cello Pointech	Per PC	
6	Bhutanese Paper A4 size	Per PC	
7	Binder Clips 15mm	Per PC	
8	Binder Clips 19mm	Per PC	
9	Binder Clips 25mm	Per PC	
10	Binder Clips 32mm	Per PC	
11	Binder Clips 41mm	Per PC	
12	Binder Clips 51mm	Per PC	
13	Brown Tape 1"	Per PC	
14	Brown Tape 2"	Per PC	
15	Calculator	Per PC	
16	Cello tape 1"	Per PC	
17	Cello tape 1/2"	Per PC	
18	Cello tape 2"	Per PC	
19	Cello tape 2" roll of 300 mtrs.	Per PC	
20	Cloth Tape 1"	Per PC	
21	Cloth Tape 1 1/2"	Per PC	
22	Cloth Tape 2"	Per PC	
23	Correction Pen	Per PC	
24	Cover File Ambassador	Per Dozen	
25	Envelope A4 size Brown	Per Pc	
26	Envelope A4 size Laminated	Per PC	
27	Envelope Brown 10 x 4 pkt of 25 nos.	Per Pkt	
28	Envelope Brown 11 x 5 pkt of 25 nos.	Per Pkt	



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29	Envelope Brown 9 x 4 pkt of 25 nos.	Per Pkt	
30	File Board Best quality	Per PC	
31	Flat file Ambassador Supreme	Per Dozen	
32	Flat file Cobra	Per Dozen	
33	Glue Stick 15gm	Per PC	
34	Hi-Lighter (set of 5 nos of pen)	Per Pkt	
35	James clip 26mm	Per Pkt	
36	James clip 35mm	Per Pkt	
37	James clip 50mm	Per Pkt	
38	James clip plastic coated	Per Pkt	
39	Page Marker	Per Pkt	
40	Paper weight	Per PC	
41	Parker Pen (best quality)	Per PC	
42	Pen with pen stand	Per PC	
43	Pencil Carbon Paper Kores	Per Pkt	
44	Permanent marker	Per PC	
45	Photocopy Paper A4 size ream of 500 sheet JK Copier RED	Per Ream	
46	Photocopy Paper A4 size Color ream of 500 sheet JK Copier	Per Ream	
47	Pilot Pen Hi - Tecpoint V5, V7	Per PC	
48	Plastic file A4 size with side bar	Per PC	
49	Plastic Office Tray three layer	Per Set	
50	Plastice file A4 size L - type	Per Pc	
51	Post it pad 3" x 2"	Per Pkt	
52	Post it pad 3" x 3"	Per Pkt	
53	Post it pad 3" x 4"	Per Pkt	
54	Post it pad 3" x 5"	Per Pkt	
55	Punching Machine DP-600 kangaro	Per PC	
56	Ring binder file A4 Neeraj Deluxe	Per Dozen	
57	Ring binder file A4 Smart	Per Dozen	
58	Royal Executive Bond Paper A4 size	Per Pkt	



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59	Rubber Band (Big) Best quality	Per Pkt	
60	Scale 30cm	Per PC	
61	Scissor Big with plastic handle Corporate	Per PC	
62	Scissor Medium with plastic handle Corporate	Per PC	
63	Scissor Small with plastic handle Corporate	Per PC	
64	Sharpner	Per PC	
65	Spiral Note pad 80 pages.	Per PC	
66	Stamp Pad	Per PC	
67	Stapler Machine 24/6 kangaro	Per PC	
68	Stapler Machine HD 12S - 17 kangaro	Per PC	
69	Stapler Machine No.10 kangaro	Per PC	
70	Stapler pin 12/17 kangaro	Per Pkt	
71	Stapler Pin 24/6 kangaro	Per Pkt	
72	Stapler Pin No.10 kangaro	Per Pkt	
73	White Board marker Camlin	Per PC	
74	Desho paper (Bhutanese traditional paper)	Per sheet	
75	Scissor Big with metal handle	Per Pc	
76	Note pad small (80 pages)	Per Pc	
77	Non-Permanent Marker Pen	Per Pc	
78	Fevicol MR squeeze bottle 200 grams	Per Pc	