



# NRDCL

**Tender Document for supply of Stationeries for 2019.**

Tender Submission Date: - 20.02.2019

Tender Opening Date: - 20.02.2019

Tender Opening Time: - 2.15pm

**Tender Opening Venue: Conference Hall, NRDCL, Thimphu.**

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## **TERMS & CONDITIONS**

### **1. Instructions to bidders:**

As per the announcement published in Kuensel issue of dated 23.01.2019, Natural Resources Development Corporation Limited (NRDCL) is pleased to invite sealed tenders from eligible suppliers /dealers with valid trade license for the supply of stationeries as per the **Annexure-II** attached.

### **2. Submission & Opening of Tender Documents:**

The sealed tenders should be addressed to the Chief Executive Officer, NRDCL, Corporate Head Office, Thimphu and submitted on **20.02.2019** (before 12.30pm). The tenders shall be opened at **2.15pm** on the same day at NRDCL Conference Hall, Thimphu in presence of the bidder or their representatives who choose to attend.

### **3. Bid Security:**

- 3.1. An earnest money of Nu.30,000/-only has to be deposited in lump sum amount in the form of Bank draft or Cash Warrant or Bank Guarantee in favor of the CEO, NRDCL and shall be enclosed along with the bid.
- 3.2. Any bid not accompanied by valid Trade License and EMD shall be treated as non-responsive and cancelled.
- 3.3. The earnest money (EMD) of the unsuccessful bidder shall be returned within 15 days from the date of finalization of the tender.
- 3.4. The earnest money of the successful bidder shall be refunded only after the expiry of the validity of the tender.

### **4. Performance Security:**

- 4.1. The EMD of the successful bidder shall be retained as performance security which will be returned after the expiry of the validity of the tender.

### **5. Price & Offer Validity:**

- 5.1. The quoted rate should be CIF NRDCL HQ office Thimphu inclusive of all taxes & charges applicable within Bhutan.
- 5.2. The price offered should be valid for a period of one (1) year from the date of tender submission within which NRDCL reserves the right to place additional orders for any quantity without price variation.

### **6. Evaluation of Tender**

- 6.1. During the evaluation, if there is any discrepancy between amounts in figures and in words, the amount in words shall be considered.
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## **7. Resolution of Disputes**

7.1. In case of any disputes between the NRDCL and bidder(s), the decision of the NRDCL management shall be final and binding on both the parties.

## **8. Tax Deducted at Source**

8.1. All payments related to the supply shall be subject to 2%TDS deduction as per the prevailing Government rules.

## **9. Delivery Period:**

9.1. The items as per the supply order should be delivered as per terms and conditions, make/brand/size/quantity specified in the supply order.

## **10. Liquidity Damages:**

10.1 In the event, the supplier delays in supplying the material within given delivery time, a late delivery penalty (liquidated damages) at the rate of 0.05% for every day of delay on the total purchase order value up to a maximum of 10% shall be levied and deducted from the bill.

## **11. Sample.**

11.1. Item wise samples will be asked if required during the evaluation of the tender.

## **12. Specific terms:**

12.1. The NRDCL reserves the right to accept or reject any or all bids without assigning any reasons thereof.

12.2. Any unsealed & unsigned bid shall be rejected by the Tender Opening Committee.

12.3. Any sealed tender received after the deadline for the submission of tender prescribed in the tender document shall not be accepted.

12.4. The bidder(s) must seal (company seal) and sign on every page of the tender document as an acceptance of the prescribed terms and conditions.

12.5. The bidder(s) shall seal (company seal) and sign the 'Integrity Pact' enclosed as ANNEXURE I with the tender document and submit along with the bid failing which, the bid shall be treated as non-responsive and rejected.

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## INTEGRITY PACT ANNEXURE - I

### **General:**

Whereas (**Chief Executive Officer**) representing the (**Natural Resources Development Corporation Limited**), Royal Government of Bhutan, hereinafter referred to as the Employer on one part, and ( ) (*Name of person*) representing the (

) (*Name of Bidder*) as the other parts hereby execute this agreement as follows:

This agreement should be a part of the tender document, which shall be signed and submitted along with the tender document. The head of the employing agency/or his authorized representative should be the signing authority. For the bidders, the bidder himself or his authorized representative must sign the Integrity Pact (IP). If the winning bidder had not signed during the submission of the bid, the tender shall be cancelled.

### **Objectives:**

Now, therefore, the Employer and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as Integrity Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into, with a view to :-

Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and

Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices and the Employer will commit to prevent corruption, in any form by their officials by following transparent procedures.

### **Commitments of the Employer:**

The Employer Commits itself to the following:-

The Employer hereby undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.

The Employer further confirms that its officials has not favored any prospective bidder in any form that could afford an undue advantage to that particular bidder during the tendering stage, and will further treat all Bidders alike.

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All the officials of the Employer shall report to the head of the employing agency or an appropriate Government office any attempted or completed violation of clauses 3.1 and 3.2.

Following report on violation of clauses 3.1 and 3.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Employer and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the Employer the proceedings under the contract would not be stalled.

#### **Commitments of Bidders:**

The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the followings:-

The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other contract with the Government.

The Bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Employer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

#### **Sanctions for Violation:**

The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.

The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether with or without the knowledge of the Bidder), or the

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commission of any offence by the Bidder, or any one, employed by him, or acting on his behalf, shall be dealt with as per the provisions of the Penal Code of Bhutan, 2004, and the Anti-Corruption Act, 2006.

The Employer/relevant agency shall also take all or any one of the following actions, wherever required:-

To immediately call off the pre-contract negotiations without giving any compensation to the Bidder. However, the proceedings with the other Bidder(s) would continue.

To immediately cancel the contract, if already awarded/signed, without giving any compensation to the Bidder.

The Earnest Money / Security Deposit shall stand forfeited.

To recover all sums already paid by the Employer.

To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Employer, along with interest.

To cancel all or any other Contracts with the Bidder.

To debar the Bidder from entering into any bid from the government of Bhutan as per the Debarment Rule.

#### **Conflict of Interest:**

A conflict of interest involves a conflict between the public duty and private interests (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflict of Interest would arise in a situation when any concerned members of both the parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee member must be declared in a prescribed form (sample form attached).

The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member, and if he does so, the Employer shall be entitled forthwith to rescind the Contract and all other contracts with the Bidder.

#### **Examination of Books of Accounts:**

In case of any allegation of violation of any provisions of this Integrity Pact or payment of commission, the Employer/authorized persons or relevant agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents and shall extend all possible help for the purpose of such examination.

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**Monitoring and Arbitration:**

The respective procuring agency shall be responsible for monitoring and arbitration of Integrity Pact as per the Procurement Rules.

**Legal Actions:**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**Validity:**

The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Employer and the Bidder.

Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it. Further, the information provided in this agreement are true and correct to the best of our knowledge and belief.

The parties hereby sign this Integrity Pact at.....on.....

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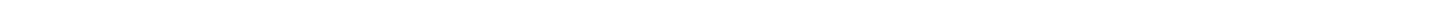
**EMPLOYER**

**BIDDER**

1.Witness:

1.Witness

(Legal Officer/Internal Auditor)



**DECLARATION OF CONFLICT OF INTERESTS**

Name of the Committee member/Committee: .....  
Subject: .....  
Date: .....

**Financial Interest:**

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**Close Personal Relationship:**

.....  
.....

**Other Potential Conflicts of Interest/Enmity:**

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.....

I hereby declare that the above details are correct to the best of my knowledge and I make this conflict of interest declaration in good faith.

**Signature (Employee) Date:**

**(To be filled by Chairperson of the Committee)**

I hereby declare that I have received and appropriately noted this conflict of interest to be:

Actual  Perceived  Potential  Pecuniary  Non-pecuniary

Signature (Chairperson)

Date: .....

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Annexure – II

Sl.No	LIST OF STATIONARY ITEMS
1	Arch file (choice brand)
2	Pilot pen G-2-07
3	Casio calculator 12 digit (good quality)
4	Envelope ( size.11x5) good quality
5	Envelope file size (good quality)
6	Flat file (imported quality)
7	Gum 150 ML
8	Color photo copy paper A4size
9	Photo copy paper A4 size
10	Photo copy paper A3 size
11	Plastic file (good quality)
12	Paper pin (good quality)
13	Paper clip (good quality)
14	Binder clip different size
15	Punching machine Kanex 800
16	Cello tap (100/200mtr size)
17	Stapler machine 24/6
18	Stapler pin 24/6
19	OHP Sheet 175 micron
20	Sketch pen/highlighter
21	Self sticker pad (3x3 & 3x4) (good quality)
22	Permanent marker pen
23	Extension cord heavy duty (round/flat)

24	Extension cord flat pin type
25	Correcting fluid (pen type)
26	Executive file (Ambassador)
27	Spiral in different size in mm
28	Portable hard disk 1TB /2TB/4TB
29	Binding machine heavy duty
30	Carpet woolen /Ribs to be quoted in sqft
31	Lemonex room heater in different panel
32	Panasonic fax No.KX-MB-1530 toner cartridge (Original)
33	Printer toner HP laser jet 1320 (49A) (Original)
34	Printer toner HP laser jet 1320/1200 (15A) (Original)
35	Toner cartridge for printer model.5200L (16A) (Original)
36	Toner cartridge for HP office jet pro K5400 model (80A) (Original)
37	Toner cartridge for HP office jet pro MFP-M225dw model (83A)(Original)
38	Toner cartridge for HP office jet pro M420dn (26A) (Original)
39	Toner cartridge for HP Laser jet printer model.P2055d (05A) (Original)
40	Toner cartridge for HP Laser jet printer model.P4015X.(64A)(Original)

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