



BIDDING DOCUMENTS - GOODS

Annual Rate Contract for Supply of Stationery

August 2025 - July 2026



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Notice Inviting Quotation

1. Gerab Nyed-Yon Limited (GNY) invites sealed bids from eligible and qualified bidders based in **THIMPHU** holding a valid Trade License for the Annual Rate Contract Supply of Stationery Items.
2. GNY would like to inform the interested firms to kindly visit the website www.gerab.bt to download the complete set of bidding documents or contact at the contact person mentioned in bidding document.
3. Bids shall be opened in the presence of Bidders/representatives who choose to attend as per the information given in Terms and Conditions.
4. All Bids must be accompanied by Bid security for **Nu. 10,000.00 [Ngultrum Ten Thousand -only]** and shall remain valid for 3 months from the date of the opening of the bids.
5. GNY reserves the right to accept or reject any Proposal partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no Bidder/ intending Bidder shall have any claim arising out of such action of the company.
6. Timeline

| | |
|---|--|
| Bid Submission (<i>date & time</i>) | July 23, 2025 at 10:30 hours |
| Opening (<i>date & time</i>) | July 23, 2025 at 11:30 hours |
| Bid Document shall be available at | www.gerab.bt |



Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) must quote for all items as per the technical specification and the **Price Schedule** as attached at **Annexure - II**

2. Clarification to the bidding document

Further clarification can be obtained from the following official:

Name: Samten Zangmo

Designation: Analyst, Procurement

Corporate Service Division, Gerab Nyed-Yon Ltd.

Email: samten.zangmo@gerab.bt

3. Documents comprising bid

- 3.1. The bid must be accompanied by the following documents:
- Bid Security
 - Bid Proposal Form (Annexure - I)
 - Price Schedule (Annexure - II)
 - Any other relevant documents

4. Bid Price

- 4.1. All prices shall be quoted in **Ngultrum**. The quoted price shall be inclusive of taxes, duties and other levies.
- 4.2. The final place of delivery is Corporate Office, Gerab Nyed-Yon Ltd located at Namgyel Khangzang, Simtokha, Thimphu.
- 4.3. Price bids may be evaluated on an item-wise basis, or as a total package, or by grouping related items. The contract may be awarded separately to the bidder(s) offering the lowest evaluated price for each item, or for the total items, or for grouped items, as deemed appropriate. GNY reserves the sole right to determine the method of evaluation and award, and may accept or reject any or all bids, wholly or in part, without assigning any reason and without being liable for any claim or compensation.

5. Bid Validity

- 5.1. The bid shall be valid for **90 days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.



6. Bid Security

6.1. The Bid shall be accompanied by a Bid Security of **Nu.10,000.00** (Ngultrum Ten Thousand –only) in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft drawn in favour of the *Gerab Nyed-Yon Limited* from the Financial Institution enforceable in any Banks in Bhutan.

- a. The Bid security shall be valid up to 90 days from the date of submission of the bid.
- b. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected as non-responsive.

6.2. If the Bidder(s) opts to Bank Transfer the Bid Security, it may be deposited to the **GNY's BOB Account No. 21001353** and submit the transaction details along with other documents during bid submission. The bid security shall be forfeited in the following cases:

- a. If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
- b. If the Bidder does not accept the correction of the Bid price.
- c. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. Submission of Bids

7.1. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address “**Chief Executive Officer, Gerab Nyed-Yon Limited.**”

8. Submission deadline

8.1. The deadline for receipt of bid(s) by the Purchaser is **23rd July 2025 before 10:30 AM.**

8.2. Bids submitted electronically shall not be acceptable since the bidders must furnish samples during the time of bid submission.

9. Bid Opening

9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **23rd July at 11:30 hours at GNY Meeting Hall.** In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.



10. Evaluation of Bid

- 10.1. Price bids may be evaluated on an item-wise basis, or as a total package, or by grouping related items. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- 10.2. where there is discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.
- 10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

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

- 11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

12. Quantity Variation

- 12.1. Gerab Nyed-Yon Limited (GNY) will place purchase orders to the successful bidders as and when required, based on actual demand during the contract period.
- 12.2. There is no definite quantity commitment at the time of bidding or signing of the contract. The quantity shall solely depend on GNY's requirements over the duration of the contract.

13. Award of Contract

- 13.1. A separate contract shall be signed between GNY and successful bidder/bidders for the individual item(s) awarded. The contract shall be valid for one (01) year from the date of signing.

14. Validity of the offers

- 14.1. The rates quoted and finalized in the contract shall remain firm and fixed throughout the entire contract period. No price escalation or revision shall be entertained under any circumstances. However, the period of validity may be extended by mutual agreement.



15. Delivery Schedule

- 15.1. The supply of the Goods and related service shall be completed **within 5 days** from the date of issue of the Purchase Order.

16. Product Sample

- 16.1. The Bidders shall submit samples for the items marked as **'Sample Required'** in the Price Quotation Form. These samples will be inspected by the Purchaser during the bid evaluation to assess compliance with quality requirements. Upon completion of the evaluation and award of the contract, the samples will be returned to the respective bidders. Failure to submit the required samples may result in disqualification of the bid.

17. Performance Security

- 17.1. The Successful Suppliers shall be required to furnish a lumpsum Performance Security of **Nu.10,000** in the form of bank transfer (Mbob, Mpay, TPay...), cash warrant, demand draft or unconditional Bank Guarantee in the name drawn in favour of the ***Gerab Nyed-Yon Limited*** issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of contract period and will be returned after the end of contract period.

18. Liquidated Damage

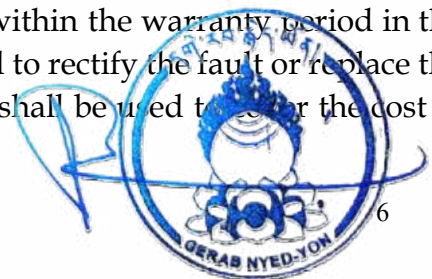
- 18.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate **of 0.1%** per day for each day of delay to a maximum of 10% of the quoted price.

19. Payment Terms

- 19.1. Payment shall be released within Ten (10) days on the delivery of goods in a serviceable condition at site and on submission of bills.
- 19.2. At the time of release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

20. Warranty Period

- 20.1. The Supplier shall provide the warranty for a period **of 3 months for** the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of



supplies not delivered or defective items not replaced or rectified.

- 20.2. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

21. Submission of Bid

- 21.1. The Bidder shall submit the **Bid Submission Form** using the Form in the **Annexure -I**: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 21.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

22. Termination

- 22.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience:
- 22.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and
- 22.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period **of ten (10) days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

23. Governing Law

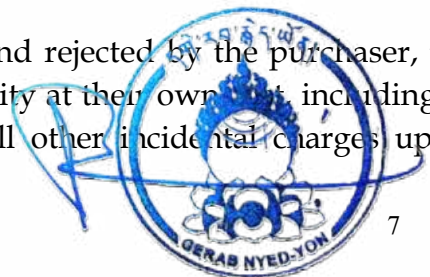
- 23.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

24. Dispute Resolution

- 24.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier.

25. Rejection of Materials:

In the event of materials being considered inferior and rejected by the purchaser, the supplier shall replace the same with appropriate quality at their own cost including to and for freight and transit insurance charges and all other incidental charges up to



Consignee destination within ten (10) days from the date of intimation of rejection of materials.

26. Inspection & Test:

At its own expense and at no cost to the purchaser, the supplier shall carry out delivery of materials within Thimphu. The purchaser may reject any materials or any part thereof that fail to confirm to the required specifications. The supplier shall either rectify or replace such rejected materials or part thereof or make alternatives necessary to meet the specifications at no cost to the purchaser.

27. Packing & Forwarding:

The firm shall provide suitable packing for the materials to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation and open storage.

28. Replacement/Repair:

If any damages were found in the course of the shipment/transportation, GNY shall intimate the supplier for replacement. The supplier shall replace the damaged item within **5 days** from the date of intimation.



Annexure- I: Bid Submission Form

Date: _____

Chief Executive Officer
Gerab Nyed-Yon Limited
Thimphu

Subject: **Bid Submission**

I/We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding Documents.
- b. If our Bid is accepted, we commit to provide a Performance Security in accordance with the bidding document for the due performance of the Contract;
- c. We have no conflict of interest;
- d. We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- e. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- f. We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- g. We accept the Vendor Performance Management System.

Yours Faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized
Representative)



Annexure – II: Price Quotation Form

| SL | Description | Unit | Rate in Figure | Rate in Words | Remarks |
|----|--|------|----------------|---------------|-----------------|
| 1 | Ambassador red flat file | no | | | Sample required |
| 2 | Battery (AA) | no | | | |
| 3 | Battery (AAA) | no | | | |
| 4 | Binder clip (15mm) | pkt | | | |
| 5 | Binder clip (19mm) | pkt | | | |
| 6 | Binder clip (25mm) | pkt | | | |
| 7 | Binder Clip (32mm) | pkt | | | |
| 8 | Binder Clip (41mm) | pkt | | | |
| 9 | Binding cover sheets (A3) | no | | | |
| 10 | Binding cover sheets (A4) | no | | | |
| 11 | Binding Machine (Spiral coil binding) | no. | | | |
| 12 | Binding plastic spiral coil (black) 10mm | pkt | | | |
| 13 | Binding plastic spiral coil (black) 12mm | pkt | | | |
| 14 | Binding plastic spiral coil (black) 16mm | pkt | | | |
| 15 | Binding plastic spiral coil (black) 20mm | pkt | | | |
| 16 | Binding plastic spiral coil (black) 22mm | pkt | | | |
| 17 | Binding plastic spiral coil (black) 6mm | pkt | | | |
| 18 | Binding plastic spiral coil (black) 8mm | pkt | | | |
| 19 | Binding transparent sheet (A3) | pkt | | | |
| 20 | Binding transparent sheet (A4) | pkt | | | |
| 21 | Board marker pens | no | | | |
| 22 | Calculator 100fx | no | | | |
| 23 | Calculator standard | no | | | |
| 24 | Carbon Paper Blue | pkt | | | |
| 25 | Cello tape transparent 3/4 " | no | | | |
| 26 | Computer Paper (Multi Colour) A4 - 75gsm | ream | | | |
| 27 | Computer Paper A3 size 75gsm | ream | | | Sample required |
| 28 | Computer Paper A4 size 100gsm | ream | | | Sample required |



| | | | | | |
|----|--------------------------------|-------------|--|--|-----------------|
| 29 | Computer Paper A4 size 75gsm | ream | | | Sample required |
| 30 | Correcting pen | no | | | |
| 31 | Desho paper sheet | sheet | | | |
| 32 | Envelope - Desho 9x4 Inches | no | | | |
| 33 | Envelope (A3 size) | pkt (50no.) | | | Sample required |
| 34 | Envelope (A4 size) | pkt (50no.) | | | Sample required |
| 35 | Envelope 11x5 inches | pkt (50no.) | | | Sample required |
| 36 | Envelope 9x4 inches | pkt (50no.) | | | Sample required |
| 37 | Eraser 60*20*10mm | no | | | |
| 38 | File divider muticolour | pkt | | | |
| 39 | Four Fold File | no | | | Sample required |
| 40 | Glue (paper glue) | no | | | |
| 41 | Glue stick | no | | | |
| 42 | High lighter pens (5 colours) | pkt | | | Sample required |
| 43 | Lever Arch File no. 501 | no | | | Sample required |
| 44 | Lever Arch File no. 556 | no | | | Sample required |
| 45 | Marker pen permanent | no | | | |
| 46 | Marker pen White Board | no | | | |
| 47 | Marking cloth | mtr | | | |
| 48 | Masking tape (24mm x 20m roll) | no | | | |
| 49 | MoU File Folder | no | | | Sample required |
| 50 | Multicolour pen 5in 1 | no | | | Sample required |
| 53 | Paper clips (small) | pkt | | | |
| 54 | Paper cutter knife | no | | | |
| 55 | Paper tray 3 Tier | no | | | |
| 56 | Pen (OHP Pen) | no | | | |
| 57 | Pen- pilot (V.7) Signature Pen | no | | | |
| 58 | Pencil HP/ Apsara | no | | | |
| 59 | Pencil sharpener | no | | | |
| 60 | Photo glossy paper A4 | pkt | | | Sample required |
| 61 | Plastic files with strips | no | | | Sample required |



| | | | | | |
|----|---|------|--|--|-----------------|
| 62 | Plastic folder sleeves | pkt | | | Sample required |
| 63 | Power Point Laser Pointer | no | | | |
| 64 | Punching machine DP-280 | no | | | |
| 65 | Punching machine DP-600 | no | | | |
| 66 | Punching machine heavy duty | no | | | |
| 67 | Ring folder file | no | | | Sample required |
| | Ribbon national colour | roll | | | |
| 68 | Ruler 30 cm plastic | no | | | |
| 69 | Scissors (medium) | no | | | |
| 70 | Seal refill ink - blue | no | | | |
| 71 | Signature File Cover | | | | Sample required |
| 72 | Spiral Notepad medium 100 pages | no | | | Sample required |
| 73 | Stamp Pad (medium) | no | | | |
| 74 | Stamp Pad refill ink - blue | no | | | |
| 75 | Stapler Machine - Heavy Duty | no | | | |
| 76 | Stapler machine (10) | no | | | |
| 77 | Stapler machine (24/6) | no | | | |
| 78 | Stapler pins - 24/6 | pkt | | | |
| 79 | Stapler pins - heavy duty | pkt | | | |
| 80 | Stapler pins (10) | pkt | | | |
| 81 | Sticky page marker (multicolour) | pkt | | | Sample required |
| 82 | Sticky note pads multicolour (3x3 inches) | pkt | | | Sample required |
| 83 | Sticky note pads plain (2x2 inches) | pkt | | | Sample required |
| 84 | White board 36x 24 inches | no | | | |
| 85 | White board 48x36 inches | no | | | |
| 86 | White board duster | no | | | |
| 87 | 3 pin top plug | no | | | Sample required |
| 88 | Extension Cord Round | no | | | Sample required |
| 89 | Multi plug | no | | | Sample required |
| 90 | Power Strip (4-way Socket) | no | | | Sample required |



Annexure - III: Contract Forms

Form 1: Letter of Award of Contract

(On GNY letter Head)

Date

To: (name and address of the contractor)

This is to notify that your Bid dated (insert date) for supply of Office Supply has been accepted by GNY.

You are hereby instructed to:

- a) Confirm your acceptance of this Letter of Award by signing and dating both copies of it, and returning one copy to us no later than 5 days from the date hereof;
- b) Proceed with the execution of the supplies in accordance with the contract;
- c) Report to GNY to sign contract within 5 days of the date hereof; and
- d) Forward the performance security pursuant to ITB within 10 days after receipt of this Letter of Award.

Authorized Signature

Name and Title:

Name of Agency:



Form 2: Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,
BETWEEN

- (1) *Gerab Nyed-Yon Limited* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) The Terms and Condition of the Contract;
 - (c) The Supplier’s Bid and original Price Schedules;
 - (d) The Purchaser’s Notification of Award of Contract;
 - (e) The form of Performance Security;
 - (f) The form of Bank Guarantee for Advance Payment;
 - (i) *[insert here any other document(s) forming part of the Contract]*
3. 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.
4. 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 Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]* in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]



Form 3: Performance Security

Successful Bidder upon receiving notification of award should Furnish a lumpsum Performance Security of Nu.10,000 in the form of bank transfer (Mbob, Mpay, TPay...), cash warrant, demand draft or unconditional Bank Guarantee in the name drawn in favour of the Gerab Nyed-Yon Limited issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of contract period and will be returned after the end of contract period.

