

**Bid Document**  
**for**  
**Office Supplies**  
**Bhutan Livestock Development Corporation Limited**



**Requested by:**

**Bhutan Livestock Development Corporation Limited**

Box: 2078, Namtog Lam, Khangkhulu, Thimphu, Bhutan

Telephone No: +975 02 -365520

Website: <https://www.bhutanlivestock.bt/>





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**Bhutan Livestock Development Corporation Limited**  
**Corporate Head Office**  
**Thimphu: Bhutan**

*"Inspiring the growth of livestock entrepreneurs"*



BLDCL/GEN-13/2025/ 016

January 10, 2025

**Bhutan Livestock Development Corporation Limited**

Bhutan Livestock Development Corporation Limited is pleased to invite National bidders for the **Supply of Office Supplies for the Year 2025**. Interested bidders may purchase a complete set of bidding documents in English from the **Procurement Unit**, located at **Namtog Lam, Khangkhulu, Thimphu**, during office working hours (Monday to Friday, 9.00 AM-1:00 PM and 02:00 PM to 5:00 PM) starting from **January 13, 2025**. The cost of the document is Nu.500.00 (Ngultrum Five hundred only), which is non-refundable. Alternatively, the tender documents can also be downloaded from the official website: <https://www.bhutanlivestock.bt/>. Tender documents downloaded from the website must be accompanied by the payment of the tender fee and registered on the submission date. The Bid must be submitted or delivered to the address **"The Chief Executive Officer, Bhutan Livestock Development Corporation Limited, Namtog Lam, Khangkhulu, Thimphu"** at or before **11:00 am (BST) on January 31, 2025**. Electronic bidding "shall not" be permitted. Late Bids will be rejected. Bids will be opened physically on the same day, **January 31, 2025, at 02:30 PM (BST)** in the presence of the bidder's representatives who chose to attend.

For any queries, please contact the Procurement Officer at 02-365520 during office hours (9.00 AM to 1:00 PM and 2:00 PM to 5:00 PM)

**Management**

**Post Box No. 2078, Namtog Lam, Khangkhulu, Thimphu: Bhutan, Tel: (+975) 2-365520**  
**Email: bldcl17@gmail.com**  
**Website: <http://www.bhutanlivestock.bt>**



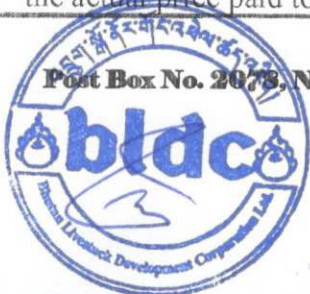


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**A. General Terms and Conditions:**

1. The Bid must be submitted at or before **January 31, 2025, at 11:00 am (BST)** to the Bhutan Livestock Development Corporation Limited and the bids shall be opened on the same day at **2:30 pm (BST)**
2. Any bid received after the deadline for submission of bids prescribed by the BLDCL, shall be declared as "late" and shall be returned unopened to the bidder.
3. The bidders shall submit a copy of
  - valid licenses
  - Tax clearance
  - other necessary documents along with the bids.
4. The Bidders shall submit the duly filled and completed Integrity Pact along with the bidding document. The bid shall be considered incomplete if the Integrity Pact is not submitted with the bidding documents.
5. The Bidder's rate must be quoted for delivery at Bhutan Livestock Development Corporation Limited, Namtog Lam, Khangkhulu, Thimphu, Bhutan. The rate quoted should be valid for a period of one (1) year from the date of award of work and must be inclusive of freight, insurance, charges, levies, and taxes.
6. The BLDCL reserves the right to increase or decrease the quantity of items tendered at the time of placing the supply order, without any change in the price or other terms and conditions.
7. The BLDCL reserves the right to call quotations and receive the same in the form of email or fax, directly from the manufacturers in India and other countries and compare the rates with those offered by the local suppliers. If need be, BLDCL reserves the right to purchase the items directly from the manufacturer without assigning any reason thereof.
8. If the successful bidder fails to supply the materials as specified in the supply order, BLDCL shall cancel the order for the quantity not supplied and source it from other firms for immediate requirement. However, the BLDCL shall recover the difference between the contract rate and the actual price paid to the other firms as liquidated damages from the supplied bill amount.



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9. The bid shall be accompanied by a bid security of Nu. 5,000.00 in the form of a Demand Draft, Cash Warrant, or unconditional Bank Guarantee valid not less than 90 days from the date of bid submission drawn in favor of Bhutan Livestock Development Corporation, Thimphu, and the same shall be returned on finalization of the Bids. Any bid not accompanied by bid security shall be treated as non-responsive.

**In case if a Bidder withdraws the bid during the period of bid validity the bid shall be forfeited or if the successful Bidder, to whom the notification of award for the supply is presented, refuses or neglects or fails to furnish the required performances Security, the bid security shall be forfeited.**

10. The Successful bidder must furnish 10% of the total quoted price as a Performance Security Deposit only in the form of a Demand Draft, Cash Warrant, or Unconditional Bank Guarantee in favor of the Bhutan Livestock Development Corporation Limited, Thimphu before signing a contract with the Bhutan Livestock Development Corporation Limited. This Performance Security Deposit shall be retained for One (1) year and it shall not accrue any interest during the performance of the contract. In case of failure to supply the materials as per the specification/sample, the contract shall be terminated by forfeiting the Performance Security Deposit and second lowest bidder will be asked to supply the goods at his quoted rate. Withdrawal/ suspension from supplying after winning the Bid will also result in forfeiture of the Performance Security deposit.

11. The Supply of material must be completed within 30 days from the date of issue of the Supply order; **failing to supply the goods within the stipulated time, a penalty of 0.1% per day shall be deducted from the bill amount to the maximum of 10% of the total bill value.**

12. No extension of the supply date shall be entertained without written consent from BLDCL to that effect.

13. At the given point in time, the BLDCL reserves the right to reject the inferior quality of the material and require replacing the defective/inferior quality materials at the Supplier's cost. The rejected materials should be lifted by the supplier within a week. After the expiry of the above time period, the BLDCL shall not be responsible for any damage or loss of the material



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from the premises of BLDCL.

14. The BLDCL shall communicate the damages/shortages, if any. The Supplier shall be responsible for replacing/rectifying the damages/shortages within a reasonable period of time to the satisfaction of the BLDCL.
15. The Payment shall be made within one month by the BLDCL from the date of receipt of the material if no damages/shortages occur.
16. The Bank charges for the preparation of the TT/RTGS transfer shall be borne by the supplier.
17. The BLDCL and the Supplier shall make every effort to resolve mutually any disagreement or disputes in connection with the contract/supply.
18. BLDCL will order as and when required or some items may not be ordered due to changes in circumstances of the company.

**19. Sealing and Marking of Bids**

The bidders shall seal the original and copy of the bidders in separate envelopes, duly marked as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

The outer envelopes shall:

- a. Sealed tenders containing the bids shall be marked as Tender for  
**"SUPPLY OF OFFICE SUPPLIES FOR THE YEAR 2025"** and submit to the following address:  
**CHIEF EXECUTIVE OFFICER,**  
**BHUTAN LIVESTOCK DEVELOPMENT CORPORATION LIMITED,**  
**P.O.BOX. NO. 2078,**  
**NAMTOG LAM, KHANGKHULU, THIMPHU, BHUTAN.**
- b. The inner envelopes shall also indicate the name and address of the bidder.
- c. If the outer envelope is not sealed and marked as required, the procuring entity will assume no responsibility for the misplacement of the bidders.

**20. Evaluation and Award of the Bid**

Evaluation will be carried out by the Committee and will be awarded to the bidder offering

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as per the Specification and not limit to Lowest bid price.

- b. The successful bidder will execute an agreement with BLDCL.

## 21. Dispute and Complaints

- a. Bhutan Livestock Development Corporation Limited shall not entertain any disputes with regard to the item once the tender process is completed and the award is made.
- b. In the event of any disputes arising during the tender process with regard to procedures on the day of tender, the decision of BLDCL Limited Tender Committee shall be final and binding.
- c. Any disputes during the supply contract period, shall dealt as per the Procurement Manual of BLDCL and in accordance with the laws of the Kingdom of Bhutan.

## 22. Right to Accept, Reject, and Withdraw

- a. BLDCL shall reserve the right to re-tender if the specification is not as per the BLDCL requirement.
- b. BLDCL reserves the right to accept or reject any and/or all bids in the best interest of BLDCL.
- c. This bid expressly limits acceptance to the terms and conditions stated herein. Any additional and/or different terms proposed by the bidder are objected to and hereby rejected.
- d. In case of any dispute or problem with regard to the tender, the decision of the committee will be final and binding.

## 23. Authority to Debar or Suspend

Reasons for debarment or suspension from participation in future sealed bids include, but are not limited to the following reasons:

- a. Failure to deliver for the item or all items awarded.
- b. Deliberate failure without good cause to perform in accordance with specifications or within the time limit provided.



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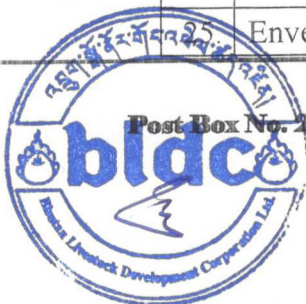
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**Supply of Office Supplies for the Year 2025**

Sl No	Name of items	General Specification	Unit	Rate (Nu)
1.	HP Toner Cartridge CF230A		Nos	
2.	HP Toner Cartridge W1106A		Nos	
3.	HP Toner Cartridge CF226A		Nos	
4.	HP Toner Cartridge CF227A		Nos	
5.	HP Toner Cartridge CE505A		Nos	
6.	HP Toner Cartridge CC388A		Nos	
7.	HP Toner Cartridge W112A		Nos	
8.	HP Toner Cartridge CF255A		Nos	
9.	HP Toner Cartridge CF283		Nos	
10.	Konica Toner TN116		Nos	
11.	A4 Paper	75 GSM	Ream	
12.	A3 Paper	75 GSM	Ream	
13.	Flat File	High Quality	No	
14.	Clamp Clip Board	High Quality	No	
15.	Plastic Folder	A4 Transparent L-Type	Piece	
16.	Binder Clip	19mm	Packet	
17.	Binder Clip	32mm	Packet	
18.	Binder Clip	51mm	Packet	
19.	Gems Clip	25 mm	Packet	
20.	Gems Clip	35mm	Packet	
21.	Thumb Pin	Medium Size	Packet	
22.	Thumb Pin	Big Size	Packet	
23.	Colorful Push Pins	High Quality	Packet	
24.	Envelope	6x9"	Packet	
	Envelope	9x12"	Packet	



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26.	Envelop brown/White	9"x4"	Packet	
27.	Envelop Brown/White	6"x3"	Packet	
28.	Envelop	A/3 Yellow (Polycoated)	Packet	
29.	Envelop file szie	A/4 size Yellow (Polycoated)	Packet	
30.	Drezhu Envelope	Big Size	Packet	
31.	Stapler (Heavy Duty No. 7)	High Quality	No	
32.	Stapler Pin Heavy Duty No.7	High Quality	No	
33.	Stapler Machine 24/6	High Quality	Packet	
34.	Punching Machine, Kangaroo Heavy Duty	High Quality	No	
35.	Punching machine Medium	High Quality	No	
36.	e Stamp Pad Ink	High Quality	No	
37.	Stamp Pad	High Quality	No	
38.	Stainless Steel Metal Scale	30 cm High Quality	Each	
39.	Plastic sclale	30 cm High Quality	Each	
40.	Battery (AAA)	High Quality	Pair	
41.	Battery (AA)	High Quality	Pair	
42.	Battery (C)	High Quality	Pair	
43.	Battery (D)	High Quality	Pair	
44.	Colorful Arrow Pet Index Sticky Pad	High Quality	No	
45.	Post-it Super Sticky Notes Cube	3X3	No	
46.	Adhesive Tape	2"	No	
47.	Masking Tape	2"	No	
48.	Celotape	2" Transparent /Green/ Blue/Red	No	
49.	White Board Marker Pen	Different color	Piece	
50.	Permanent Marker pen	Different color	Piece	
	OHP Marker Pen,	Different color excluding white	Piece	



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52.	Highlighter Pen	Different color	Packet	
53.	OHP Sheet A4	High Quality	Packet	
54.	A4 Size Colorful Paper	High Quality	Packet	
55.	Carbon Paper A4 Size	75 GSM	Packet	
56.	A3 Size Colorful Paper	75 GSM	Ream	
57.	Chart Paper	Different Color	Each	
58.	Tailor scissor	High Quality	Each	
59.	Calculator	Large 8 digit display, Standard Function Desktop Calculator, Two-way Power (Solar and Battery)	No	
60.	Gum	600 ml	No	
61.	Glue stick	Big Size	No	
62.	Register Rulled	No. 50 with high quality	No	
63.	Register Rulled	No. 60 with high quality	No	
64.	Dispatch Register 313 Pages	High Quality	No	
65.	Dak Receipt Register	High Quality	No	
66.	Vehicle Movement Order Book	PMM-7, 200 Pages	No	
67.	Vehicle History Book	High Quality	No	
68.	Vehicle Log Book	High Quality	No	
69.	Attendance Regsiter	High Quality	No	
70.	Good Issue Note	FAM-8.4, 200 Pages	No	
71.	White Board Duster	High Quality	Piece	
72.	White board	4ft x 3ft Without Stand Best Quality	No	
73.	Notice Board	4ftX4ft	No	
74.	Alumunium Foil	30cm X 9m	Roll	
75.	Colin	500 ml	Bottle	
76.	Cotton (absorbant)	High Quality	Roll	
77.	Cotton (Non absorbent)	High Quality	Roll	
78.	Harpic	Bottle	500ml	
79.	Hand sanitizer	Kills 100% of germs with water	500 ml	
80.	Hand Washing Soap	High Quality	Piece	



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81.	Dettol Liquid	500ml	Bottle	
82.	Dust Pan	High quality (medium)	Piece	
83.	Floor Scrubber	Heavy duty 4" foam, 6 X 6" bar 12 Piece per packet	Packet	
84.	Match Box	Large	Packet	
85.	Cotton Cloth (Than)	Wrapping of old files	Meter	
86.	Muslin Cloth	High Quality	Piece	
87.	Paper towel	Absorbent, White C-Fold Paper Towel, (WxL) 10.100" x 13.200" Case of 10 Roll 240 Towels per Roll	Roll	
88.	Steel Wool	High Quality 12 piece per packet	Packet	
89.	Toilet Brush	High Quality	Piece	
90.	Washing Detergent Liquid	Jerican	5 litres	
91.	Washing Detergent Powder	High Quality	Kg	
92.	Room Fresh Spray	Big	No	
93.	Lemon Grass spray	High Quality	100 ml	
94.	Air Wick	High Quality	Piece	
95.	Phenol	High Quality	1 litre	
96.	Toilet Mat	High Quality	Piece	
97.	Plastic Broom	Long handle	Piece	
98.	Soft Broom, Thick	High Quality	Piece	
99.	Hard Broom, Thick	High Quality	Piece	
100.	Plastic Dustbin	Features: Perforated plastic medium	No	
101.	Floor Moop	Mop with twin bucket ,Steel rod for easy movement, Drain spout , 360 degree stainless steel spinner, 2 microfiber heads, Solution Dispenser, Floor Usage- Marble, Wooden, Tiles, Mosaic, Granite.	Set	
102.	Floor Moop	Twist handle ratchet Super absorber cotton Compact and slender design Easy to refill	Set	



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103	Foot Mat	High Quality	Metre	
104	Toilet Paper	High Quality	Roll	
105	Wall Clock	Big	No	
106	M.R.P Tag Mark Sticker	Labels Tags & Stickers Label Maker Tape Color: White	Roll	
107	Sticker Paper/Multi Purpose Label	Size: A4, Color: White Matte, Printable	Ream	
108	Bleaching Powder	High quality	Kg	
109	Modi Thread	High Quality	Roll	
110	Carton Packing Nylon Rope	High quality	Roll	
111	Plastic Bucket	Type of Plastic Material: HDPE and LDP High quality none breakable		
		Capacity: 5 Liters	No	
		Capacity: 10 Liters	No	
		Capacity: 15 Liters	No	
		Capacity: 20 Liters	No	
112	Plastic Jug	Straight Long Handle Plastic Jug Material: Unbreakable Plastic		
		Capacity: 2 Liters	No	
		Capacity: 5 Liters	No	
113	First Aid	For 30 people usages Sterile adhesive bandages in assorted sizes of safety pins Cleansing agent and latex gloves(Dettol)	Set	
114	Floor squeegee	High quality		
<b>Total Amount</b>				

\*\*\*\*Sample/Brochures/Catalogue containing clear specifications required.



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## INTEGRITY PACT

### 1. General:

Whereas **Mr. Dophu Dukpa, Chief Executive Officer** representing the **Bhutan Livestock Development Corporation Limited**, Royal Government of Bhutan, hereinafter referred to as the “**Procuring agency**” on one part, and *(Name of bidder or his/her authorized representative, with power of attorney) representing M/s. (Name of firm)*, hereinafter referred to as the “**Bidder**” on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document.

### 2. Objectives:

Whereas, the Procuring agency and the Bidder agree to enter into this agreement, hereafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process<sup>1</sup> and contract administration<sup>2</sup> with a view to:

- 2.1 Enabling the Procuring agency to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 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.

### 3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

### 4. Commitments of the Procuring agency:

The Procuring agency Commits itself to the following: -

- 4.1 The Procuring agency hereby undertakes that no officials of the Procuring agency, 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 and contract administration.
- 4.2 The Procuring agency further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.

<sup>1</sup> Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing and bid evaluation.

<sup>2</sup> Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/ taking over.





4.3 Officials of the Procuring agency, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.

4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Procuring agency and such a person shall be debarred from further dealings related to the bidding process and contract administration.

## **5. Commitments of Bidders**

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and administration particular commits himself/ herself to the following:-

5.1 The Bidder shall 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 Procuring agency, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.

5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.

5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

## **6. Sanctions for Violation:**

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/ fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.

6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt as per the rules and laws of the land in vogue

## **7. Monitoring and Administration:**

7.1 The respective procuring agency shall be responsible for the administration and monitoring of the IP as per the relevant laws.

7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.



We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place)\_\_\_\_\_ on (date)\_\_\_\_\_

Affix  
Legal  
Stamp

Affix  
Legal  
Stamp

**PROCURING AGENCY**

**BIDDER/REPRESENTATIVE**

CID

CID:

Witness

Witness:

Name

Name:

CID

CID:

