

**Bid Document**  
**for**  
**Printing Items**  
**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 Printing Items 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



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**Email: [bdcl17@gmail.com](mailto:bdcl17@gmail.com)**  
**Website: <http://www.bhutanlivestock.bt>**

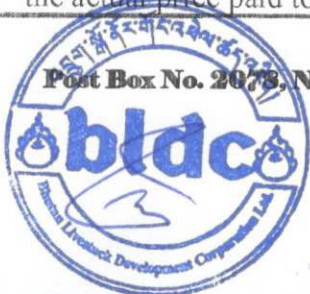


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**A. General Terms and Conditions:**

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 PRINTING ITEMS 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

**Post Box No. 2078, Namtog Lam, Khangkhulu, Thimphu: Bhutan, Tel: (+975) 2-365520**  
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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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**Supply of Printing Items for the Year 2025**

Sl. #	Name of Items	General Specification	Units	Rate(Nu.)
<b>1. Self-Inking Stamp (Flat)</b>				
1.1	Self Inking Stamp	25x70mm	No	
1.2	Self Inking Stamp	40x90mm	No	
1.3	Self Inking Stamp	50x100mm	No	
<b>2. Self-Inking Stamp (Round)</b>				
2.1	Self Inking Stamp (Round)	50mm diameter	No	
2.2	Self Inking Stamp (Round)	60mm diameter	No	
2.3	Self Inking Stamp (Round)	70mm diameter	No	
2.4	Self Inking Stamp (Round)	80mm diameter	No	
2.5	Sign Board (Tin with Wooden Frame)	Square Feet	Square Feet	
2.6	Sign Board with Iron	Square Feet	Square Feet	
2.7	LED Sign Board	Square Feet	Square Feet	
2.8	Board with Frame	Square Feet	Square Feet	
2.9	Dzongkha Letter	Per Letter	Per Letter	
2.10	English Letter	Per Letter	Per Letter	
2.11	Logo color or black and white	Square Feet	Square Feet	
2.12	Back ground painting	Square Feet	Square Feet	
<b>3. Designation Plate (Door Name Plate)</b>				
3.1	Writing per sq inch in gold plated frame	Square Inch	Square Inch	



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**Email: bldell7@gmail.com**

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3.2	Writing on sun board without frame	Square Inch	Square Inch	
3.3	Banner Flex	Square Feet	Square Feet	
3.4	Banner Poplin Cloth	Square Feet	Square Feet	
3.5	Printing(color) A4 Single Side	Pages	Per Page	
3.6	Printing (color) A4 both side	Pages	Per Page	
3.7	Book Cover A4 Size 300 GSM Matt with Lamination	Per Book	Per Book	
3.8	Binding (Perfect)	Per Book	Per Book	
3.9	Binding (Center Stitching)	Per Book	Per Book	
3.10	Printing of Cash Memo	100 pages (50 pages original and 50 pages duplicate) Size: A5	Booklet	
3.11	Printing of Bill Book	100 pages (50 pages original and 50 pages duplicate) Size: 28.5x20.5 CM	Booklet	
3.12	Printing of Challan	100 pages (50 pages original and 50 pages duplicate) Size: 28.5x20.5 CM	Booklet	
3.13	Sticker	Material- PP White Height: 6.7 CM Length: 12 CM	Piece	
3.14	Sticker	Material- PP White Height: 8 CM Length: 13 CM	Piece	
3.15	Sticker	Material- PP White Height: 14 CM Length: 10 CM	Piece	
3.16	Certificate	Size: A4 Color GSM glossy silver paper	Piece	
3.17	Roll up Stand	1 sided printing pack in bag with UV protection & water proof/Vinyl flex superior quality	No	
3.18	Brochure	Number of pages (color plus inside 2 size A4/4 color/170 GSM gloss paper/binding 2 folds	Piece	



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3.19	Brochure	Number of pages (color plus inside 2 size A4/4 color/170 GSM gloss paper/binding 3 folds	Piece	
3.20	Pamphlets	2 folds Number of pages (color plus inside 2 size A4/4 color/170 GSM gloss paper/binding 2 folds	Piece	
3.21	Pamphlets	3 folds Number of pages (color plus inside 2 size A4/4 color/170 GSM gloss paper/binding 3 folds	Piece	
<b>Total Amount</b>				



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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:

