



Building for the Future



***Bidding Documents
for
Office Stationaries, Lubricants & Computer and IT Peripherals.***

SBD Consist of:

1. General Terms and Conditions.
2. Integrity Pact.
3. BOQ
 - a) Stationaries.
 - b) Lubricants.
 - c) ITU consumable items.

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN
EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79
Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;
Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791
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General Terms and Conditions

CLAUSE: 1 (General Note)

- a) Valid business trade license copy (Applicable for both Bhutanese and Indian).
- b) PAN Card (NA Bhutanese Nationals)
- c) Copy of Votter Identity Card/Adhar Card (Applicable for both Bhutanese and Indian).
- d) A copy of GST registration certificate (for Indian) & Tax clearance Certificate for Bhutanese.
- e) Earnest Money deposit slip (Applicable for both Bhutanese and Indian).
- f) Offer to be submitted in your own letter head.
- g) The bids can be submitted in hardcopy addressed to "The Chief Executive Officer" PCAL, Gomtu Bhutan, with proper sealed envelope and marked "Confidential" tender number and name of the work, "Do not open before the specified date, month and time" OR it can be submitted through email at tc@pendencement.bt. Any other bids received after the stipulated time and date shall not qualify for the opening.
- h) ***Your bid should reach our office latest by 08th May 2026 on OR before 1.00 PM (BST). Any bid received after the due date and time shall not be accepted at all.***
- i) Tender filled and signed by other than the owner are not permitted. However, if the signatory is authorized then the tender document should be accompanied by an authorization letter from the owner.
- j) Bids without the furnished documents shall be rejected out rightly
- k) Tender document to be completed in all respects, incomplete tender may lead to rejection of tender.
- l) Bidders or their authorized representatives are allowed to sit for the bid opening and should sign the attendance sheet provided in the record of the bid opening.

CLAUSE: 2 (Bid Security or EMD)

- a) An amount of **Nu/Rs: 50,000.00** (fifty thousand) only, to be submitted as a Bid Security/Earnest Money Deposit (EMD) along with the bids in the form of Demand Draft/Cash warrant/Unconditional Bank guarantee (Original Copy), in favour of "**Penden Cement Authority Limited**" Gomtu. OR EMD may transfer directly in the PCAL's BOB accounts number **101731083** or BNB account number **0009760238012** and submit the deposit slip.
- b) The bid security shall remain valid for a period of **60 (Sixty)** days beyond the validity period for the bids, in order to provide reasonable time if the security is to be called.
- c) The bid security shall be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity specified by the bidder;
 - b) If a bidder does not accept the arithmetical corrections of its bid price;
 - c) In the case of a successful bidder, if the bidder fails to sign the contract within the prescribed time or furnish the performance security within the prescribed time.
- d) After the award of contract, the bid security of all the unsuccessful bidders shall be returned within fifteen working days of the award of contract. In case of single stage – two-envelope mode of tendering, bid security of non-responsive bids shall be returned immediately after the technical evaluation.
- e) The bid security of the successful bidder shall be returned on submission of the performance security by the successful bidder to whom the contract is awarded.
- f) The banking charges of the refund of the bid security/earnest money deposit (EMD) shall be borne by the company (PCAL)

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CLAUSE: 3 (Modes of Tendering)

The mode of tendering for this particular works shall follow a ***“single stage single envelope”***, all the commercial documents and bid price shall be submitted in one single envelope.

CLAUSE: 4 (Bid Validity)

a) The bid validity period shall be kept for **60 (Sixty) days** from the date of opening of the bids. During this period the bidders shall be required to submit their bids valid for a period specified in the bidding documents which shall be sufficient for the employer to complete the comparison and evaluation of bids, and to obtain all necessary approvals for the award of contract within the period. In case, it is not possible to complete the bid evaluation and award of contract within a given period of validity due to reasons beyond its reasonable control, bidders consent for an extension of bid validity period shall be sought. Under such circumstances:

b) The request and the responses thereto shall be made in writing, by fax, or by email to all participating bidders;

- i. A bidder agreeing to the extension request shall also agree to an extension of the validity of the bid security. The period of the validity of the bid securities shall be suitably extended accordingly. Such a bidder shall not be required to or permitted to modify its bid;
- ii. A bidder may refuse the request to extend the bid validity that would lead to his disqualification without forfeiting his bid security. In such a case the bid shall not be further considered for evaluation and award.
- iii. The bid security of the successful bidder shall be returned on submission of the performance security by the successful bidder to whom the contract is awarded.

CLAUSE: 5 (Security Deposit- SD) or (Performance Security).

a) The company shall ask the contractor/supplier to submit a Security Deposit prior to the signing of the contract. The Security deposit should be an amount of **Nu/Rs: 100,000.00** (One hundred thousand) only, to be submitted instead of 10% of the total contractual value of work.

b) The Security Deposit shall be valid until the completion of the contract. It shall serve as a guarantee that the contractor will perform his contractual obligations under the contract till the end. In the event the contractor fails to perform contractual obligations under the contract the contract shall be terminated and the Security Deposit shall be forfeited.

c) The Security Deposit shall be in the form of Unconditional bank Guarantee (Original Copy), Cash warrant or Demand Draft and not acceptable in any other forms other than above.

d) In the exceptional cases, the bidders shall be allowed to deposit in the form of cash deposit through bank transfers. The banking charges of the refund of the performance security/security deposit shall be borne by the company (PCAL).

e) The Security Deposit shall be discharged and returned to the contractor within thirty days after the successful completion of the contract. Failure of the successful bidder to submit the above-mentioned Security Deposit or Sign the contract within the bid validity date shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the company may decide to award the contract to the next lowest evaluated bidder whose offer is substantially responsive and is determined to be qualified to perform the contract satisfactorily or call for fresh bids.

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f) The Security Deposit or part thereof shall be returned to the contractor on successful completion of the assignment under the contract within 30 (Thirty) days.

CLAUSE: 6 (Price/Rate)

The quoted price shall be in Ngultrum (Nu.) OR INR and shall remain fixed and valid for the entire contractual period. Price revisions shall not be allowed under any circumstances.

CLAUSE: 7 (Execution of work)

Execution of work should be as per the time line as given above (Duration and Timeline).

CLAUSE: 8 (Execution of the Contract)

- a) The supply shall be performed to quantity and frequency as decided by the purchaser based on the requirement of the purchaser.
- b) The Purchaser shall issue work order/supply order as and when required, wherein the quantity and delivery schedule will be specified. The supplier shall ensure that the materials supplied meet the quantity requirement specified in the supply order. If the specifications are not provided then makes/brands approved by Bhutan Standard Bureau (BSB), Royal Government of Bhutan.
- c) The supplier shall ensure that the items supplied are free of damages and acceptable to the purchaser.
- d) The supplier must deliver the materials within the delivery schedules specified by the purchaser in the supply order.

CLAUSE: 9 (Liquidated Damages)

If the supplier fails to deliver any or all the goods by the date(S) of the delivery of fails to perform the related services within the period specified in the contract/supply order, the purchaser shall deduct Liquidated Damages (LD) penalty at the rate of 0.50% per day for the delay on the total contractual amount shall be applicable. However, the penalty shall not exceed the limitation of 10% of the total cost of the contractual amount. The order shall be considered cancelled automatically once the penalty deduction exceeds the limitations. Such LD penalty can be relaxed if any extension for the due date is extended by the top management on your written appeal.

CLAUSE: 10 (Force Majeure)

In the event, any delay by the contractor in performing his obligations under the contract is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the contractor/bidder shall notify the company in writing of such conditions and the cause thereof along with documentary or pictorial evidence acceptable to the company. Unless otherwise directed by the company in writing, the contractor/ bidder shall continue to perform its obligation.

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CLAUSE: 11 (Settlement of Disputes)

The mechanisms for dispute resolution, intended to regulate events following the breach of a contract by one of the parties in case of more than one language shall:

- a) Preferences for interpretation of the contract shall be considered in English language if more than one language.
- b) For contracts to be performed in Bhutan, the governing law shall be the law of Bhutan and the forum for mediation/ arbitration shall be as specified in the bidding documents or as per the procurement manual of the works of PCAL.
- c) A clause requiring the parties to attempt to reach an amicable settlement before turning to the courts or other tribunals.

CLAUSE: 12 (Bid form and Bill of Quantities)

- a) The bid form shall be a letter addressed to the company with the bidder's commitment to Accept and comply with the provisions of bidding documents, which are binding on them, and abide by the bid validity date and provide performance guarantees, if required, on award of contract. The bidder shall fill the bid form and sign. Non-compliance would be treated as the bidder not accepting the terms and conditions of the bid documents and addenda issued thereafter, the bid shall be rejected.
- b) BOQ, indicating the description and quantity of the works to be done and the corresponding unit shall be provided with the bid documents. The priced BOQ shall have the provisions for rates to be filled in by the bidders both in figures and words.
- c) The prospective bidders may include or mention in the BOQ about any discount that may be offered on the quoted prices. The presence of alternate bids, if any, shall also be mentioned.

CLAUSE: 13 (Clarification on Bidding Documents)

- a) If the bidder requires further bid clarification, the same shall be submitted in writing before the last date of bid clarification submission. The company shall respond to all the bidders who have acquired the bidding documents, including a description of the enquiry without identifying the source, as an amendment to the bidding document. Any bid clarification inquiry received after the last date of bid clarification will not be responded to.
- b) Conduct pre-bid meetings to clarify doubts and concerns of the bidders prior to submission of bids if required. Minutes of the pre-bid meeting shall be circulated to all bidders who have purchased bidding documents. Non-attendance in the pre-bid meeting, if conducted, shall not be a reason for disqualification of bidders.

CLAUSE: 14 (Amendment of Bidding Documents)

- a) The company reserves the right to amend or modify bidding documents for any reason by issue of addendum either on its own initiative or in response to a clarification request from bidders who have purchased the bid documents prior to a predetermined date or deadline for submission of bids. All bidders who have purchased the document shall be notified of the amendment in writing which shall be the part of bidding documents and shall be binding on them.

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b) For the information of those prospective bidders who may have downloaded the bidding documents from the web site, the corrigendum to the bidding documents will also be published on the web site. It will be the responsibility of such bidders to regularly visit the website for any amendment to the bidding documents until the last date of bid submission. A suitable clause in the Invitation to Bids originally published on the website may be included to this effect making it very clear that the company shall in no way be responsible for any ignorance of the bidder about the amendment to the bidding documents.

c) Depending on the nature of amendment issued, the company can also extend the deadline for submission of bid to allow the bidders reasonable time for taking the addendum into account in preparations of their bids.

CLAUSE: 15 (Language of Bid)

The Bid, and all correspondence and documents related to the bid shall be in English and should be translated in English if the language is foreign, the translation shall prevail on the interpretation.

CLAUSE: 16 (Modification and Withdrawal of Bid)

a) The bidder, on submission of written application, may modify or withdraw its bid after the bid's submission prior to the deadline for submission of bid as prescribed in the bid documents. The bidder on re-submission shall write on the inner and outer envelope additionally marked as "Modification" or "Withdrawal", as appropriate. The company shall accept the bid (modified bid) as per the bid submission schedule as indicated in the bid documents and not thereafter. Bids once withdrawn shall not be accepted.

b) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document, neither any modification will be accepted.

CLAUSE: 17 (Treatment of abnormally low or high bid)

a) Treatment of abnormally low or high bid when the prices in a particular bid appear abnormally low, the company shall revisit its own estimated value. Based on the revised value, a decision shall be taken to reject/accept the abnormally low bids.

b) If the company decides to accept the abnormally low bid after considering the above, the bidder shall be required to provide additional differential security equivalent to the difference between the estimated amount and the quoted price in addition to the performance security.

c) If the prices of all the received bids are abnormally high then the company may negotiate with the lowest evaluated bidder after approval of the competent authority. In case the negotiation fails, all bids may be rejected and re-tendering or Limited Bidding procedure may be adopted as considered appropriate after revisiting the estimated value determined by the company.

CLAUSE: 18 (Penalty which will lead to direct termination of the contract and forfeiture of SD).

a) If the Contractor leaves the contract half way without successfully completing the contract during the actual contractual period.

b) The successful bidder at any cost should not accept or recruit any of the PCAL employee's properties on hire directly or indirectly, if proven the contractor shall face the above consequences.

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CLAUSE: 19 (Payment to contractor)

Payment shall be made within 30 days (thirty) from the date of submission of original bills duly verified by Lead-(CSU) before submitting to the FID. In case of any dispute the submitted bills may be released after the finalization of the dispute only.

CLAUSE: 20 (Contractor's Tax)

Any taxes applicable will be deducted as per the rule of the Royal Government of Bhutan and TDS certificate shall be furnished from the Finance Investment Department if required.

CLAUSE: 21 (Tender Prices)

- a) The Tendered prices should be typed or written in hand in English in the Price Schedules of the tender documents in ink both in words and in figures. In case of any discrepancy in the rates between words and figures, the rates in words shall govern and in case of discrepancy in rates and amount, the rates shall govern and the tender document to be properly sealed by wax.
- b) It shall be presumed that the Bidder has carefully examined the terms and conditions, as contained in the Tender document/Specifications thoroughly and carefully, and fully acquainted himself/herself with all the details of the site conditions, location, weather characteristics and all other information and data pertaining to the work. In fact, the offer may be prepared by the Bidder only after taking into account all the obligations as stated in the Tender documents for the proper and timely execution of the work, compliance with all the statutory rules and regulations, as applicable, and payment of all royalties, insurance fees etc. in connection with the work, all at his own cost.
- c) PCAL shall not entertain any claim, after the award of the work, on the plea of incomplete information on site conditions and/or on incorrect understanding of the stipulations in the Tender documents.
- d) It shall be the responsibility of the Bidder to request for any missing document. In absence of any such request the Bidder shall be deemed to have received and read all documents.
- e) All pages of the Tender documents including addenda/corrigenda, if any, should be initiated at the lower left-hand corner. The tender should be signed by the Bidder. In the event of the tender being submitted by a firm, it must be signed by each partner thereof, and in the event of the absence of any partner, it shall be signed on his behalf by a person holding a Power of Attorney authorizing him to do so, certified copy of which shall be enclosed.
- f) No alterations or modifications should be made in the contents of Tender documents. If corrections are needed while filling in the tender, the same shall be made by the Bidder with his dated signature. Any tender that is not accompanied with the complete set of 'Tender documents' and/or which does not include prices of all the items in the Price Schedule shall be considered incomplete and shall be rejected.
- g) PCAL reserves the right to extend the date of submission of tenders. PCAL also reserves the right to revise and / or amend the Tender documents, prior to the date notified for the receipt of price bids or the extended date for the same. Such revisions, amendments or extensions, if any, shall be communicated to bidders/suppliers through letter or by a Fax/e-mail/telephone as may be considered suitable.

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CLAUSE: 22 (Employer rights)

Purchaser reserve the right to reject/accept any or all tenders without assigning any reasons whatsoever.

CLAUSE: 23 (Award of Contract)

The acceptance of a tender and award of contract to one or more than a bidder, if considered necessary, rest with the employer if shall not obligatory on the part of the Employer to accept the lowest tender the employer would be at liberty to accept any tender, lowest or otherwise is whole or impart and to reject any or all the tender received, without assigning any reason, and no explanation can be demanded by any tender in respect there to.

CLAUSE: 24 (Contract award)

- a) The contract shall be awarded to the bidder whose bid has been determined to be the lowest evaluated bid based on the bid evaluation and who meets the standards of capability and financial resources specified in the bid documents.
- b) The award of a contract shall be notified to the successful bidder by a Letter of Acceptance (LoA) in writing by registered letter, or by fax or any electronic means of communications, that its bid has been accepted indicating the award price. When the company has been notified that it has been awarded the contract by such notification, the LoA will constitute the formation of a contract until the contract has been affected.
- c) The company shall ensure that award of contract is completed within the period of the validity of the bid. Failure of the successful bidder to accept the award/ sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- d) The LoA shall include, among others, the following information:
 - a) The date of the award decision,
 - b) The contract price to be paid for the works,
 - c) Requirement of performance security,
 - d) A copy of the contract form provided in the bidding document incorporating all agreements.
- e) Where it is not possible for both the parties to sign the contract simultaneously;
 - a) The company shall send to the successful bidder two original copies of the full contract together with the LoA signed by its duly authorized representative together with the dated signature;
 - b) The LoA shall indicate the deadline which shall normally be not more than fifteen days by which the successful bidder must accept the award and sign the contract;
 - c) The successful bidder, if he agrees to conclude the contract, shall sign and date all original copies of the contract and the letter of acceptance and return one copy of each to the company before the expiry of the deadline indicated in the LoA;
- f) Following documents from the contract are to be taken as mutually explanatory of one another.
 - a) The Contract Agreement;
 - b) Letter of Acceptance;
 - c) Special Conditions of Contract;
 - d) General Conditions of Contract;
 - e) Prices Bill of quantities;
 - f) Any other document forming part of the Contract.

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OR the whole tender document which is sealed and signed is considered equally of having all the complete documents as required and qualifies clause 25.6 for award of work.

CLAUSE: 25 (Fraud & Corruption)

The Anti-Corruption Commission (ACC) of Bhutan requires that the company, and the Bidders/ Contractors/ Contractors observe the highest standard of ethics during the procurement and execution of contracts. In conformance with ACC guidelines an Integrity Pact shall be signed by the company and the Bidders/ Contractors/ Contractors.

CLAUSE: 26 (Contract Management)

Contract supervision and administration will be undertaken by the Supply Chain Division. The contractor should keep in constant touch with the Head of the Supply Chain Division or any assigned Officer by the Authority himself, for day-to-day business.

CLAUSE: 27 (Contract Duration)

The contract shall be signed for a period of one (01) year effective from the date of contract signing and the same shall be subject to extension with or without changes in the terms and conditions.

CLAUSE: 28 (Sub-Contracting)

The supplier shall not sublet whole or any part of the supply order without prior approval from the purchaser.

CLAUSE: 29 (Currency of Bid)

Bidding Documents shall be Ngultrum (NU) OR INR currency/currencies of bid applicable in which Bidders are to state their prices and in which the Contract price will be paid. Bid price is the sum of all payments in various currencies required by the Bidder. For the purpose of comparing prices, all bid prices shall be converted to a single currency selected. The rates of exchange to be used for conversion shall be the reference rates on the date of bid opening or next preceding date if rate of exchange for the date of bid opening is not available. The reference exchange rate prevailing at that date as posted by the Royal Monetary Authority of Bhutan shall be used for the conversion of prices.

CLAUSE: 30 (Price Adjustment)

In the event changes occur in major cost components of the Contract such as labour, equipment, and works, over which the Bidder has no control. For the ARC price adjustment are allowed for the Contracts which contain a large commodity component whose price may vary sharply in the short term shall contain a price adjustment clause that protects the Company/Bidder from losses in case of any abrupt changes in price.

a) The amount of price adjustments shall be based on changes in the cost of the major components of the Contract. If used, the method of adjustment indicated in the Bidding Documents shall provide for adjustments

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calculated using a price adjustments formula or formulae. The comparison of bid prices shall be carried out on the basis of base price only. The price adjustment formula shall also provide for a maximum ceiling of twenty percent (20%) over the Contract price up to which the price adjustment can be paid.

b) Where the prices are subject to adjustments, provisions relating to the possibility and method of price adjustments may be prescribed and included in the Bidding Documents.

c) Price adjustment shall be based on a base index available on the reference date. Base index shall be from the date starting 30 days prior to the bid opening date till actual scheduled completion date. Price variation shall be payable not later than scheduled completion date. In case scheduled completion is delayed for reasons attributable to the Company, price variation shall be allowed after approval of Competent Authority for the extended period of completion.

CLAUSE: 31 (CLARIFICATION ON BIDDING DOCUMENTS)

a) The Invitation for Bid shall mention that if Bidder requires further bid clarification, the same shall be submitted in writing before the last date of bid clarification submission. The Company shall respond to all the Bidders who have acquired the Bidding Documents, including a description of the enquiry without identifying the source, as an amendment to the Bidding Document. Any bid clarification inquiry received after the last date of bid clarification will not be responded to.

b) The Company shall conduct pre-bid meetings only if necessary to clarify doubts and concerns of the Bidders prior to submission of bids. Minutes of the pre-bid meeting shall be circulated to all Bidders who have acquired the Bidding Documents. Non-attendance in the pre-bid meeting, if conducted, shall not be a reason for disqualification of Bidders.

CLAUSE: 32 (CANCELLATION OF BID)

a) To the extent possible, the Company shall avoid cancellation of bid, unless the bid is unnecessary or will not give satisfactory results. Cancellation would be justified, only if the requested Works are no longer needed, the requirements have substantially changed, funding is no longer available, or the continuation of the bidding process is no longer in the best interest of the Company.

b) If it becomes necessary to cancel the bid prior to the closing date for submissions, the Procuring Agency shall promptly notify all invited Bidders in writing that the bid has been cancelled.

c) The notification shall be transmitted in such a manner that it reaches the Bidders as quickly as possible by use of e-mail, Kuensel, Newspapers or other means of expedited delivery.

CLAUSE:33 (BID OPENING)

a) Bidders or their authorized representatives shall be allowed to attend the bid opening. Bidders who choose

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to attend shall sign the attendance sheet provided in the record of bid opening with their name, firm name and phone number. Bidders who chose to attend the opening shall not be allowed to speak on matters related to the bid until and unless approached by the Committee members or by seeking permission from the Chairperson by raising hand. Bidders who have any complaint with regard to the bid opening shall describe the nature of their complaints in the section provided in the Record of Bid Opening Form and sign.

b) All members of the Tender Opening Committee shall examine the conditions of the envelope and announce the observation and minute accordingly in the Bid opening report. All members shall sign on the envelopes as an evidence to state that the envelope was received sealed and on time. In the event that an envelope of the original Bid Document is found to have been tampered with or opened, the Tender Committee shall examine and investigate the nature of tampering or opening of the envelope and such bids shall be either rejected or considered for evaluation as per the discretion of the Tender Committee based on the merits of each case. In case where the Bid is rejected the prices of such Bid may however be used for the purpose of comparison.

c) All bids are to be opened in full public view of all representatives attending the Bid opening in sequence order as per the Bid submission register.

d) The Chairperson of the Tender Opening Committee or the representative of the Tender Committee shall publicly announce the following in the Bid opening for the Bidders to note:

- i) The Name of the Bidder;
- ii) The total price offered;
- iii) The presence or absence of Bid Security and its amount;
- iv) Alternative bids, if any;
- v) Discounts offered, if any; and
- vi) Any other requirements as per the Bid Documents.

e) The Bidder's representatives will be required to inform the Tender Opening Committee during the announcement itself if any information is missed or not declared.

f) The members of the Tender Opening Committee for opening the Bid shall sign on all important pages of the Bid submitted by the Bidder, viz. forwarding letter, bill of quantities/price schedule, any discount offered, price bid form, bid form, schedules of supplementary information, etc. Any overwriting, correction or any irregularities shall also be initiated by all members on the above pages.

g) Record of Bid opening shall be prepared before the closing of Bid opening session and is to be signed by all members of the Tender Opening Committee and/or Bidders' representative attending the Bid opening meeting.

h) All original copies of the bids, which are recorded in the Bid opening, shall be properly handled and kept in a secure place for future reference in case of any disputes.

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CLAUSE: 34 (MINIMUM NUMBER OF BIDS)

- a) In general, for all Open and Limited Biddings, the requirement of minimum number of bids shall be three.
- b) If the number of bids received in response to any invitation of tender is less than three, the Tender Opening Committee shall have the discretion to open the Bids or to extend the bid submission dateline. Such discretion to open the bid may be justified by recording the circumstances and situations for having exercised the discretion.
- c) Even when only one bid is submitted, the bidding process may be considered valid, if:
 - i) The due process on invitation for Bids have been exhausted; or
 - ii) The project is on high priority and time is critical.

CLAUSE: 35 (MODIFICATION AND WITHDRAWAL OF BID)

- a) The Bidder, on submission of written application, may modify or withdraw its bid after the bid's submission prior to the deadline for submission of bid as prescribed in the bid documents. The Bidder on re-submission shall write on the inner and outer envelope additionally marked as "MODIFICATION" as appropriate. The Company shall accept the bid (modified bid) as per the bid submission schedule as indicated in the bid documents and not thereafter. Bids once withdrawn shall not be accepted.
- b) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document, neither any modification will be accepted.

CLAUSE: 36 (EVALUATION AND COMPARISON OF BIDS)

- a) The purpose of bid evaluation is to determine whether the Bidders are eligible as per the eligibility criteria prescribed and their bids are responsive or not. Thereafter compare the responsive bids against each other to select the lowest evaluated bid.
- b) The evaluation criteria shall be exhaustive, fair, measurable and clear to ensure that the best value method used during the evaluation process i.e., technical, financial, etc. is thorough, complete and robust. It is of paramount importance that the criteria defined in the Bidding Documents remain consistent during the whole process to prevent changing the rule in the middle of the process.
- c) Bid evaluation shall be consistent with the terms and conditions set forth in the Bidding Documents. The Bidding Documents shall specify provisions for adjustments of a bid price to correct any errors in computation. The bid price read out at the bid opening shall be adjusted to correct any arithmetical errors. If there is a discrepancy between the unit price and the total price per work that is obtained by multiplying the unit price and quantity, the unit price shall prevail. If there is a discrepancy between the total bid price and the sum of the total price per work, the sum of the total price per work shall prevail. If the Bidder does not accept the corrected amount of bid, its bid will be rejected, and the Bid Security shall be forfeited.

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d) In addition to the price, the evaluation process shall consider one or more factors from the following non-exclusive list, as appropriate and if laid down in the Bidding Documents. Such criteria shall be expressed where applicable.

- i) Preferential Treatment: Preferential treatment for domestic Bidders shall be 10% or as may be amended from time to time;
- ii) Date of completion of delivery of Works;
- iii) Running cost and cost effectiveness and
- iv) Quality and technical merit of works.

e) The authenticity of all financial guarantees submitted by the Bidders shall be verified with the respective financial institutions for their validity by our Finance and Investment Division (FID).

f) If none of the received bids are found responsive, then the Tender Opening Committee/Tender Evaluation Committee may reject all bids and submit to the management for re-tender.

CLAUSE: 37 (POST TENDER NEGOTIATIONS)

a) The following guidelines for post-tender negotiations are, hereby, prescribed:

b) In case of Open Bidding, no negotiations are permitted, except for single responsive bids. However, negotiations may be held as an exception before award, upon the direction of Competent Authority.

c) In case of Limited Bidding, negotiations may be held with the qualified and acceptable lowest Bidder (L1) by the Tender Evaluation Committee or any other Committee constituted by the Tender Committee. However, such negotiations may be held not as a routine but as an exception only, in any of the following cases or combination thereof:

- i) In case of works with Limited Source of Supply: Limited Source here would mean those cases where only one (1) bid has been received against the Limited Bidding;
- ii) In case where the evaluated price of the recommended, qualified and acceptable lowest evaluated Bidder (L1) is substantially higher than the approved Cost Estimate, irrespective of number of bids received;
- iii) In case of any other justifiable grounds recommended by the Evaluation Committee and approved by the Tender Committee; or
- iv) In case of Single Tender (Procurement on account of urgency or for any other reasons), the negotiations are permitted, wherever considered necessary.

d) A counter offer by the Company to any Bidder will also tantamount to negotiations and should be treated at par with negotiations.

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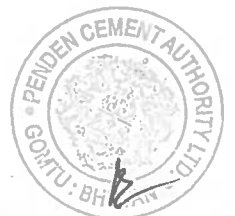
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- e) Discussions with the Bidders after opening of Technical Bid but before opening of Price Bid in Single Stage Two Envelope Bidding and Two Stage Bidding shall not be treated as negotiations.
- f) In case the negotiation fails, all bids may be rejected and re-tendering procedure may be adopted as considered appropriate after revisiting the estimated value determined by the Company.

CLAUSE: 38 (AWARD OF CONTRACT)

- a) The Company shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid based on the bid evaluation and who meets the standards of capability and financial resources specified in the bid documents. A Bidder shall not be required, as a condition of award, to undertake responsibilities for supply of Works or incur any other liability or responsibility not stipulated in the Bidding Documents/Contract.
- b) The award of a Contract shall be notified to the successful Bidder by a Notification of Award and/or signing of a Contract/Work Order in writing that its bid has been accepted indicating the award price. Regardless of the form/method of communication employed, when a company is notified that it has been awarded the Contract by such notification, such a notification will constitute the formation of a Contract until the Contract has been effected.
- c) The Company shall ensure that award of Contract is completed within the period of the validity of the bid. Failure of the successful Bidder to accept the award/sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- d) The Notification of Award of Contract shall include, among others, the following information:
 - i. The date of the award decision.
 - ii. The Contract price to be paid for the Works.
 - iii. Requirement of performance security.
- e) Where it is not possible for both the parties to sign the Contract simultaneously;
 - 1. The Company shall send to the successful bidder a duly signed copy consisting of (1) complete Contract Documents and (2) Notification of Award (NoA). These documents shall be signed by the successful bidder or its duly authorized representative, together with the date of signature, in order for the Contract to be effective;
 - 2. The NoA shall indicate the deadline within which the successful bidder shall sign these documents with the date of signature and return copy to the Purchaser, in accordance with mode of delivery including electronic mode (e.g. scanned copy with electronic signature, etc.) as may be specified by the Purchaser in the NoA;
 - 3. The Contract shall become effective from the date of signing these documents.

When a Contract is awarded to a joint venture, it is "jointly and severally" responsible for execution of the whole Contract. Therefore, it is not acceptable to divide the scope of work and to allow each member of the JV to separately make Contracts for their respective portions of the supply. In case of bids submitted by Joint Venture, where permitted, one of the members of the JV shall be designated as lead partner and the Company

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shall correspond with such lead partner only in respect of all matters relating to the bid and award of Contract but must in no way exempt the joint and several responsibility of the members of the Joint Venture. In such cases, the Bidders shall be required to submit a Joint Venture agreement along with the bid.

**Contractor Seal
(Signature)**


Director- (BCSD)

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INTEGRITY PACT

1 General

Whereas (Name of person) representing the (name of Agency), 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 part 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.

2 Objectives

Now, therefore, the Employer and 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.

3. Commitments of the Employer:

3.1 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.

3.2 The Employer further confirms that its officials have 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.

3.3 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

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and such a person shall be debarred from further dealings related to the contract process such a case while an enquiry is being conducted by the Employer the proceedings under the contract would not be stalled.

4 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 following: -

4.1 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.

4.2 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 or for bearing 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

4.3 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.

4.4 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 of their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

5. Sanctions for Violation

The breach of any aforesaid provisions or providing false information by Employers, including manipulation of information by evaluations, 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 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: -

5.1 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.

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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 Department Rule.

6. Conflict of Interest

6.1 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 tender committee member must be declared in the prescribed form (attached).

6.2 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.

6.3 The successful bidder at any cost should not accept or recruit any of the PCAL employee's properties on hire.

7. Examination of Books of Accounts

7.1 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.

8 Monitoring and Arbitration

The respective procuring agency shall be responsible for monitoring and arbitration of IP as per the procurement Rules.

9 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.

10 Validity

10.1 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.

10.2 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

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

The parties hereby sign this integrity pact at.....on.....

BIDDER:

EMPLOYER:

Signature:

Signature:

Name: Name:

Seal

Seal

Note: RTGS/INR Remittance inward remittance (only for Indian Suppliers)

SN	From Bank	Beneficiary Name and other details.
1	From State Bank of India to Bank of Bhutan Ltd; Beneficiary Bank's account no: 11128915571 IFSC – SBIN0001447	Penden Cement Authority Limited Account No: 101731083 Bank of Bhutan Ltd Bank of Bhutan Branch Name: Gomtu: Bhutan.

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b. Lubricant

Item Code	Item Description	Unit	Rate in figure	Rate in word	Amount
	<u>OIL & LUBRICANTS - OGX</u>				
OGX0001	BRAKE OIL 0.5 ltr cap.	LTR			
OGX0004	L.D.OIL	LTR			
OGX0005	SERVO GEM 2 GREASE	KG			
OGX0006	GREASE EPL-2	KG			
OGX0007	GREASE GEM -3	KG			
OGX0008	HT SERVO GREASE	KG			
OGX0009	GREASE (MP)	KG			
OGX0010	W.B GREASE.	KG			
OGX0011	GEAR OIL HP90	LTR			
OGX0012	ROCK OIL(9718411767(ROCK DILL M/C)	LTR			
OGX0013	SERVO PRIDE -30.	LTR			
OGX0015	VEEDOL 901 -S - 3	LTR			
OGX0016	RIMULA 15W/40	LTR			
OGX0018	SERVOCOAT 140	KG			
OGX0020	MOC SUPER DIESEL 15N/40 CE/SF	LTR			
OGX0021	SERVOCUT -S	LTR			
OGX0023	MAHINDRA MAXIMILE 6K ENGINE OIL.	LTR			
OGX0024	SERVOMESH SP/150	LTR			
OGX0025	SERVOMESH SP-257	LTR			
OGX0026	SERVOMESH SP 460	LTR			
OGX0029	SERVO SYSTEM -68	LTR			
OGX0030	SERVO SYSTEM 121	LTR			
OGX0031	SERVOSYSTEM 176/533 OR KLUBER OIL-G1 150	LTR			
OGX0032	SERVO SYSTEM 320	LTR			
OGX0034	DEO FLUID 3E 9840 (FOR CATERPILLER)	LTR			
OGX0035	ANTIFREEZE COOLENT 1012845 (FOR CATERPILLER)	LTR			
OGX0036	SERVO PREMIUM 15W40	LTR			

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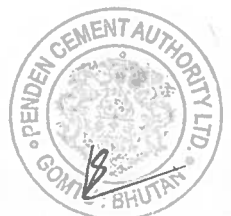
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OGX0037	SR-LINE -100	LTR		
OGX0038	SR-LINE -150/140	LTR		
OGX0039	SERVONEUM-100.	LTR		
OGX0041	CARTRIDGE IP 0808 (FOR C-9 ENGINE CLUTCH GREASE)	KG		
OGX0042	PNENUMATIC HAMMER OIL	LTR		
OGX0045	SERVO PREMIUM 20W40 / MAK MG CF 20W40	LTR		
OGX0046	THREE IN ONE OIL(SINGER OIL)	Nos		
OGX0047	TRANSFORMER OIL	LTR		
OGX0049	SERVO TRANS FLUID A	LTR		
OGX0053	TRANSMISSION FLUID "F"	LTR		
OGX0059	PERFECTO T-46	LTR		
OGX0062	FLUSHING OIL	LTR		
OGX0064	SERVOMESH SP 320	LTR		
OGX0065	RIMULA X- 10W. BHARAT SHELL.	LTR		
OGX0067	MAK AMOCOM 320 'BHARAT'	LTR		
OGX0068	BHARAT HYDOL 220 COMPRESSOR OIL	LTR		
OGX0069	BHARAT" GREASE MP 2	KG		
OGX0070	BHARAT" GREASE MP 3	KG		
OGX0071	SERVO PRESS-100 / COMPRESSOR OIL MAK 100/ TURGONA 30 / CABOL- 100/ESTER 3-/ENKLA-150	LTR		
OGX0072	SERVO PRESS-220 / ENKLO- 220 / CASTROL HYSPIN AWS 220	LTR		
OGX0073	SERVO PRESS 68	LTR		
OGX0074	MAK 220 COMPR. OIL / BHARAT HYDROL 220	LTR		
OGX0078	VEEDOL MG-801X210LTR	LTR		
OGX0079	MAK DAIMOND CF 4 15W/40	LTR		
OGX0080	SHELL GEAR VITREA - 320	Nos		
OGX0081	VOLVILINE SAE 15W 40 OIL.	LTR		
OGX0082	C.P. SUPER OIL.	LTR		

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OGX0085	COOLANT (FOR DOZER AND LOADER)	LTR		
OGX0086	HIGH RESISTANCE GREASE 3315195600	KG		
OGX0087	CAT HYDRAULIC 9 X 6468	LTR		
OGX0088	CAT TRANSMISSION OIL 7X 7858 (TDTO 50)	LTR		
OGX0089	OMALA 680 GEAR OIL .	LTR		
OGX0090	MAK HYDROL 68 OIL	LTR		
OGX0091	GREASE G80 902046	KG		
OGX0101	BRAKE FLUID DOT-3	LTR		
OGX0103	CASTROL HYPO B	LTR		
OGX0105	SERVO SYSTEM 46	LTR		
OGX0106	OMALA F320	LTR		
OGX0107	SYNTHETIC OIL 320	LTR		
OGX0109	GREASE SKF FOR MOTOR	KG		
OGX0110	ENGINE OIL MAX SAE 15W40	LTR		
OGX0111	TRANSMISION OIL API-GL-5	LTR		
OGX0112	GEAR OIL HP PLUS (WITH LSD) API-GL-4	LTR		
OGX0113	HYDRAULIC OIL HVI-46	LTR		
OGX0114	AXLE OIL REAR API GL 4	LTR		
OGX0115	SCREWLUB/ ROTO-INJECT FLUID OIL FOR ATLAS COPCO COMPRESSOR	LTR		
OGX0116	CAMEX COMPOUND F'	KG		
OGX0117	SCREEN BEARING OIL SHELL VG-150	LTR		
OGX0118	GEAR OIL 150 GRADE	LTR		
OGX0119	MOTOR BEARING GREASE	KG		
OGX0120	SLWPG AQUATHERM GREASE	KG		
OGX0121	WOLFRACAT C-FLUID (HIGH TEMPERATURE IUBRICATING COMPOUND)	KG		
OGX0122	MAK SPIROL EP 90	LTR		
OGX0123	MAK METAMOL R 100	LTR		
OGX0124	MAK AMOCAM 150	LTR		
OGX0125	MAK AMOCAM 257	LTR		

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OGX0126	MAK DIAMOND PLUS CH4 15W40	LTR			
OGX0127	VALVOLINE GREASE	KG			
OGX0128	MAK AMOCAM 460	LTR			
OGX0129	MAK COMPRESSOR OIL 100	LTR			
OGX0130	MAK GOLD 40	LTR			
OGX0131	VISTA MINERAL GRIND PLUS FOR RAW MILL.	KG			
OGX0132	VISTA CATA SOFT C-88ECN FOR CEMENT MILL	KG			
OGX0133	JBS GMAX 64	KG			
OGX0134	SGHP 2/1 HIGH TEMPERATURE GREASE FOR BEARING	KG			
OGX0135	CP RECIP Oil 1903016195 FOR COMPRESSOR.	LTR			
OGX0136	SERVO SYSTEM HLP 68	LTR			
OGX0137	TATA DIESEL EXHAUST FLUID (DEF)	LTR			
OGX0138	HYD, OIL 300, REPLCD9718004331, PART NO.9718411672...	LTR			
OGX0139	ROCK OIL 210L, REPLC9718004334, PART NO.9718411767.	LTR			
OGX0140	ROTALUBE, 20L, PART NO.9718004338.	LTR			
OGX0141	STARGREASE HEAVY PLUS.	KG			
OGX0142	ADBLUE / AUS 32 FOR HEAVY DIESEL VEHICLE	LTR			

The quoted price shall be inclusive of all costs, including transportation, Insurance, both Indian & Bhutan custom clearing, which is F.O.R PCAL, exclusive of 5% GST applicable in Bhutan.

Bidder's Name of the firm:

Date of Submission:

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Signature:

Official Seal:

Email Address:

License No:

CID Number:

Contact No:

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c. Computer and IT Peripherals.

SN	Item description	Unit	Rate in figure	Rate in Word	Amount
1	Drum cartridge for Xerox Versalink B7025/B7030/B7093/B7125 printer	No			
2	Tonner Versalink B7035 For Xerox/high capacity Toner cartage for Versalink, B7035/B7125 (Black only)	No			
3	HP Laserjet P2055d printer	No			
4	HP Laser Jet 400M401dn Printer	No			
5	HP laser Jet P1108 Printer	No			
6	HP Deskjet Printer P1108	No			
7	HP laser jet PRO 400	No			
8	HP office jet PRO MFP M227	No			
9	HP office jet 7612	No			
10	HP Scan jet G4010	No			
11	EPSON 2190/2180	No			
12	HP desk jet - 1000	No			
13	HP desk jet - 1010	No			
14	HP desk jet 4645	No			
15	HP laser jet - M126	No			
16	Extension Cord, 2 Mtr, 4 pins (Gold Medal brand)	No			
17	Extension Cord, 3 Mtr, 6 pins (Gold medal Brand)	No			
18	HP Laser Jet Pro MFP 3104fdw cartage.				
19	TONNER CATRIDGE FOR XEROX MACHINE - C123				
20	PRINTER CATRIDGE FOR XEROX MACHINE - C123				
21	TONNER CARTRIDGE 006R01160 FOR XEROX				

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	MACHINE(WORK CENTRE 5330)				
22	DRUM UNIT 013R00591 FOR XEROX MACHINE(WORK CENTRE 5330)				
23	DEVELOPER FOR XEROX MACHINE RICOH AFICIO MP 1600LE				
24	TONNER CARTARITGE FOR FAX MACHINES MODEL NO.KX-MB 1530(PANASONIC)				
25	TONER FOR HP LASERJET P1108 (ORIGINAL)				
26	TONER FOR XEROX MACHINE BLACK 006R01573 WORK CENTER 5024.				

The quoted price shall be inclusive of all costs, including transportation, Insurance, both Indian & Bhutan custom clearing, which is F.O.R PCAL, exclusive of 5% GST applicable in Bhutan.

Bidder's Name of the firm:

Date of Submission:

Signature:

Official Seal:

Email Address:

License No:

CID Number:

Contact No:

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Bill Of Quantity

Annexure – A

a. Stationery items

Item Code	Item Description	Unit	Rate in figure	Rate in word	Amount
RS0009	ARCH FILE (AMBASSADOR BRAND) EXPORT QUALITY	Nos			
RS0010	ARCH FILE (SMALL) AMBASSADOR EXPORT QUALITY	Nos			
RS0011	ATTENDANCE REGISTER (EXPORT QUALITY) 100 Pages	Nos			
RS0012	3% TAX DEDUCTION CERTIFICATE (100 PAGES)	Nos			
RS0013	PAYMENT FORWARDING (100 PAGES)	Nos			
RS0015	BINDER CLIP (BIG) OMEGA	PKT			
RS0016	BINDER CLIP (MEDIUM) OMEGA	PKT			
RS0017	BINDER CLIP (SMALL) OMEGA	PKT			
RS0019	BOX FILE (AMBASSADOR) EXPORT QUALITY	Nos			
RS0020	BROWN TAPE 2" 50 MTR. LENGTH	ROLL			
RS0021	DEMAND DRAFT FORM (100 PAGES)	Nos			
RS0022	EXERCISE NOTE BOOK NO.12 (PLAIN)	PKT			
RS0023	CARBON PAPER (PER PACKET)	PKT			
RS0025	PERMANENT MARKER PEN-BLUE	Nos			
RS0026	LOGITECH TABLE TOP WITH BHUTAN FLAG	Nos			
RS0027	GREENWAY TABLE TOP	Nos			
RS0028	PERMANENT MARKER PEN-RED	Nos			
RS0029	PERMANENT MARKER PEN-GREEN	Nos			
RS0030	DUSTER	Nos			
RS0031	ALKOSIGN WRITING BOARD 4 ft x 4 ft	Nos			

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RS0032	PRINTING OF LOG SHEET FOR CEMENT MILL-2 (60 PAGES)	Nos			
RS0033	PRINTING OF LOG SHEET FOR CEMENT MILL-3 (60 PAGES)	Nos			
RS0035	PRINTING OF LOG SHEET FOR COAL MILL-1 (60 PAGES)	Nos			
RS0036	PRINTING OF LOG SHEET FOR COAL MILL-2 (60 PAGES)	Nos			
RS0037	CELLO POINTCHPEN TYPE (PER PIECE)	Nos			
RS0038	CELLO TAPE (GOOD QUALITY)	Nos			
RS0039	CHALK	PKT			
RS0040	CLIP BOARD	Nos			
RS0041	ENVELOPE WITH CLOTH (12.5" X 9")	Nos			
RS0042	ENVELOPE WITH CLOTH (14" X 9")	Nos			
RS0043	COLIN PER BOTTLE (GOOD QUALITY) 1 LTRS	Nos			
RS0044	PRINTING OF LOG SHEET FOR RAW MILL-1 (60 PAGES)	Nos			
RS0045	PRINTING OF LOG SHEET FOR RAW MILL-2 (60 PAGES)	Nos			
RS0046	PRINTING OF LOG SHEET FOR CEMENT MILL-1 (60 PAGES)	Nos			
RS0047	PRINTING OF LAB LOG SHEET -RAW MILLS & KILNS (60 PAGES)	Nos			
RS0048	PRINTING OF LAB LOG SHEET -COOLER (60 PAGES)	Nos			
RS0050	CORRECTION PEN 7 ML	Nos			
RS0051	CUTTING BLADE (BIG) OMEGA	Nos			
RS0052	CUTTING BLADE (MEDIUM) OMEGA	Nos			
RS0053	DAK DESPATCH REGISTER/PER NO.	Nos			
RS0054	PRINTING OF LAB LOG SHEET -K-LINE (60 PAGES)	Nos			

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RS0055	PRINTING OF LAB LOG SHEET -C-LINE (60 PAGES)	Nos			
RS0056	PRINTING OF LAB LOG SHEET - STACKER RECLAIMER (60 PAGES)	Nos			
RS0057	PRINTING OF INCOMING RAW MATERIAL INSPECTION(120 PAGES)	Nos			
RS0058	PRINTING OF STACKER RECLAIMER RAW MATERIAL INSPECTION (120 PAGES)	Nos			
RS0059	NOTE PAD (SPIRAL) 16.5CM X 10CM X 2CMM, 100 SHEET	Nos			
RS0060	DUPLICATE BOOK (OXFORD) 100 PAGES	Nos			
RS0062	DUSTBIN WITH PEDAL (PLASTIC STORE NIGERA) 250 LTR	Nos			
RS0063	NILKAMAL 10 LTRS TWIN DUSTBIN	Nos			
RS0064	HIGHLIGHTER PEN	SET			
RS0065	EAGLE FLASK 1 LITRE CAPACITY (SS)	Nos			
RS0066	EAGLE FLASK 3 LITRES CAPACITY	Nos			
RS0067	EAGLE FLASK 5 LITRES CAPACITY	Nos			
RS0070	ENVELOPE WITH WINDOW (10.5" X 4.5")	Nos			
RS0071	ENVELOPE WITHOUT WINDOW (10.5" X 4.5")	Nos			
RS0072	ENVELOPE WITH WINDOW (7" X 4.5")	Nos			
RS0073	ENVELOPE WITHOUT WINDOW (7" X 4.5")	Nos			
RS0074	ERASER	Nos			
RS0076	EXERCISE NOTE BOOK (RULED) NO.08	Nos			
RS0077	EXERCISE NOTE BOOK (RULED) NO.10	Nos			
RS0078	EXERCISE NOTE BOOK (RULED) NO.12	Nos			
RS0079	LOG BOOK (150 PAGES)	Nos			
RS0080	FAX PAPER30MMExportQuality	Nos			

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RS0081	FC PAPER (PLAIN PER REAM/PKT.	PKT			
RS0082	FC PAPER (RULLED PER REAM/PKT.	PKT			
RS0085	FLAT FILE (AMBASSADOR BRAND) EXPORT QUALITY	Nos			
RS0087	FOUR SIDE COVER FILE (AMBASSADOR) EXPORT QUALITY	Nos			
RS0088	GEMS CLIP (EXPORT QUALITY) BIG	PKT			
RS0089	GEMS CLIP (EXPORT QUALITY) SMALL	PKT			
RS0090	GLUE STICK 40g	Nos			
RS0093	HARPIC POWER PLUS TOILET CLEANER ORIGINAL 250ML	Nos			
RS0094	BOARD PERMANANT MARKER GOOD QUALITY	Nos			
RS0095	VISITING CARDS	Nos			
RS0096	PRINTING OF LETTER HEAD PAD(100 PAGES IN A4 SIZE)	PKT			
RS0102	JETTER PEN	Nos			
RS0103	JETTER REFILL	PKT			
RS0104	JOTTER PEN (LINC)	Nos			
RS0105	JOTTER REFILL	Nos			
RS0114	MODI XEROX PAPER A3 SIZE, 80GSM, 500NO/REAM	REAM			
RS0115	MODI XEROX PAPER A4 SIZE, 80GSM, 500NO/REAM	REAM			
RS0122	ODONIL ROOM AIR FRESHENER	Nos			
RS0123	OHP PEN (10 PEN PER SET PERMANENT)	SET			
RS0128	PACKING TAPE (BROWN) 2" ROLL	ROLL			
RS0131	PAPER PIN / KING PIN (BEST QUALITY/PACKET)	PKT			
RS0132	PARKER PEN (BALL PEN TYPE) EXPORT QUALITY (PER SET)	SET			
RS0133	PARKER PEN (INK PEN TYPE) EXPORT QUALITY	SET			

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RS0135	PENCIL HB WITH ERASER (EXPORT QUALITY)	Nos			
RS0136	PENCIL WITH ERASER (EXPORT QUALITY) PER PACKET	PKT			
RS0138	PERMANENT MARKER PEN- BLACK	PKT			
RS0139	PILOT PEN V5 PER PIECE	Nos			
RS0140	PLASTIC ACE 999 ARCH FILE	Nos			
RS0141	PLASTIC CLIP BOARD	Nos			
RS0142	PLASTIC COATED ARCH (EXPORT QUALITY)	Nos			
RS0143	PLASTIC COATED GEMS CLIP (COLOURED)	PKT			
RS0144	PLASTIC FILE A3 SIZE (EXPORT QUALITY)	Nos			
RS0145	PLASTIC FILE A4 SIZE WITH CLIP (EXPORT QUALITY)	Nos			
RS0146	PLASTIC PAPER TRAY(3 STOREY) GOOD QUALITY	Nos			
RS0148	PLASTIC FILE (ALBUM TYPE)	Nos			
RS0149	POCKET SIZE SPIRAL NOTE PAD (EXPORT QUALITY)	Nos			
RS0150	POST IT PAD (BIG)	Nos			
RS0151	POST IT PAD (MEDIUM)	Nos			
RS0152	POST IT PAD (SMALL)	Nos			
RS0156	PAPER WEIGHT	Nos			
RS0157	PENCIL	PC			
RS0158	PRINTING OF LOADING CHALLAN FOR LOADING STATION (400 PAGES)	Nos			
RS0161	PUNCHING MACHINE (KANGARO) DP500	Nos			
RS0162	PUNCHING MACHINE (KANGARO) DP700	Nos			
RS0163	PUNCHING MACHINE (KANGARO) DP800	Nos			
RS0164	PUNCHING MACHINE (KANGARO) TAJ-90	Nos			
RS0165	PRINTING OF STORE INDENT BOOK (400 PAGES)	Nos			
RS0166	BIN BINDER FOR BINNING PURPOSE	Nos			

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RS0167	STICKER	Nos			
RS0176	REGISTER (RULLED) NO. 30 (FORTUNE/ CLASS MATE)	Nos			
RS0177	REGISTER (RULLED) NO. 06 (FORTUNE/ CLASS MATE)	Nos			
RS0178	REGISTER (RULLED) NO. 08 (FORTUNE/ CLASS MATE)	Nos			
RS0179	REGISTER (RULLED) NO. 10 (FORTUNE/ CLASS MATE)	Nos			
RS0180	REGISTER (RULLED) NO. 12 (FORTUNE/ CLASS MATE)	Nos			
RS0181	REGISTER (RULLED) NO. 14 (FORTUNE/ CLASS MATE)	Nos			
RS0182	REGISTER (RULLED) NO. 16 (FORTUNE/ CLASS MATE)	Nos			
RS0183	REGISTER (RULLED) NO. 18 (FORTUNE/ CLASS MATE)	Nos			
RS0184	REGISTER (RULLED) NO. 20 (FORTUNE/ CLASS MATE)	Nos			
RS0185	REGISTER (RULLED) NO. 22 (FORTUNE/ CLASS MATE)	Nos			
RS0186	REGISTER (RULLED) NO. 24 (FORTUNE/ CLASS MATE)	Nos			
RS0187	REGISTER (RULLED) NO. 26 (FORTUNE/ CLASS MATE)	Nos			
RS0188	REGISTER (RULLED) NO. 28 (FORTUNE/ CLASS MATE)	Nos			
RS0189	REGISTER (RULLED) NO. 32 (FORTUNE/ CLASS MATE)	Nos			
RS0194	ODONIL ROOM FRESHNER SPRAY, 240 ML	Nos			
RS0199	SCALE (PLASTIC) 12"	Nos			
RS0200	SCALE (PLASTIC) 24"	Nos			
RS0201	SCALE (STEEL) 12"	Nos			
RS0202	SCALE (STEEL) 24"	Nos			
RS0203	SCISSOR (ORIGINAL)	Nos			
RS0204	SLIP PAD BOX, ASSORTED COLOURS	Nos			
RS0209	FILE SPRING COBRA (SPECIAL) NEELAGAGAN	Nos			
RS0210	STAMP PAD INK 500ML. CAPACITY BOTTLE	BTL			
RS0211	STAMP PAD WITH INK (EXPORT QUALITY)	Nos			

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RS0212	MANUAL STANDING PENCIL SHARPNER, HEAVY DUTY	Nos			
RS0213	STAPLER MACHINE (KANGARO) NO.10/6	Nos			
RS0214	STAPLER MACHINE (KANGARO) NO.24/6	Nos			
RS0215	STAPLER PIN - 10/6	PKT			
RS0216	STAPLER PIN - 24/6	PKT			
RS0217	SUPER GLUE PER TUBE (GOOD QUALITY) 70 ML	Nos			
RS0220	TEA CUPS AND SAUCERS (LAOPALA/BEST QUALITY)	SET			
RS0221	THREAD SEAL TAPE (3/4")	ROLL			
RS0226	THUMB PIN BIG (PER PACKET)	PKT			
RS0227	THUMB PIN SMALL (PER PACKET)	PKT			
RS0237	TEMPERATURE RECORD REGISTER IN RAW MILL-I & II.	Nos			
RS0238	TEMPERATURE RECORD REGISTER IN CEMENT MILL- I, II & III	Nos			
RS0239	TRANSPARENCY PAPER/SHEET 120 & 125 GSM (MICRON)	PKT			
RS0240	TRANSPARENCY PAPER/SHEET 175 GSM (MICRON)	PKT			
RS0242	TWO-IN-ONE PEN (BEST QUALITY)	Nos			
RS0244	TYPING CARBON (BLACK) KORES/CAMEL	PKT			
RS0245	TYPING RIBBON	Nos			
RS0247	WALL CLOCK (BIG) AJANTA/QUARTZ	Nos			
RS0248	THERMAL WATER BOILER 3 LTRS	Nos			
RS0249	MASKING TAPE 1" (WHITE)	Nos			
RS0250	WHITE BOARD DUSTER	Nos			
RS0251	WHITE BOARD MARKER (SNOWMAN) NON PERMANENT/SET	SET			

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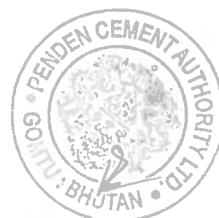
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RS0252	WHITE CELLO TAPE - 1", 50 MTR.LENGTH PER ROLL	ROLL			
RS0253	WHITE CELLO TAPE - 1/2" PER ROLL	ROLL			
RS0254	WHITE CELLO TAPE - 2", 50 MTR.LENGTH PER ROLL	ROLL			
RS0258	DESPATCH REGISTER(OUT GOING)	Nos			
RS0259	REPLACEMENT DRUM UNIT- KX-FAD93	Nos			
RS0270	PRINTING OF WEIGHT BRIDGE REGISTER	Nos			
RS0277	PHOTO GLOSSY PAPER	PKT			
RS0278	CELLO TAPE CUTTER	Nos			
RS0279	SIGNATURE FILE WITH PCAL LOGO	Nos			
RS0280	PAPER CUTTER (SMALL)	Nos			
RS0281	PAPER CUTTER (BIG)	Nos			
RS0286	PIN REMOVER	Nos			
RS0287	INCOMING MATERIAL INSPECTION BOOK	Nos			
RS0290	PANASONIC INK FILM FOR FAX -KX-FA93/FA57E/FA54E	SET			
RS0292	RICOH TONER TYPE 1230D NET WEIGHT 260GM EDP CODE888216 (BLACK)	Nos			
RS0294	SELF INKING STAMP	Nos			
RS0296	MAGNETIC ROUND SYMBOL FOR WHITE BOARD	Nos			
RS0297	PRINTING OF MATERIAL GATEPASS BOOK	Nos			
RS0299	DAILY PRODUCTION REPORT BOOKLET	Nos			
RS0300	DAILY MATERIAL RECEIPT & DESPATCH -WEIGH BRIDGE REPORT BOOKLET(100 pages)	Nos			
RS0302	EXPLOSIVE RECEIPT AND CONSUMPTION RECORD REGISTER	Nos			
RS0303	PRINTING OF DAILY ANALYSIS OF TRUCKS DEPLOYED AT QUARRY/UTTARAY	Nos			

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RS0308	TEMPERATURE & RAINFALL RECORD REGISTER	Nos			
RS0310	PRINTING OF VISITOR REGISTER	Nos			
RS0316	PRINTING OF ANNUAL REPORT & ACCOUNTS	Nos			
RS0326	PRINTING OF RAW MATERIAL TRANSPORT ATION SHEET (BOOKLET)	Nos			
RS0327	PRINTING OF LAB LOG SHEET FOR CEMENT MILL	Nos			
RS0329	PRINTING OF PHYSICAL TEST RESULT REGISTER	Nos			
RS0330	METER READING LOG SHEET FOR H.T - III & L.T - IV(360 PAGES/BOOK).	Nos			
RS0331	DAILY BOOKING REGISTER	Nos			
RS0332	DAILY DESPATCH REGISTER	Nos			
RS0335	PUNCHING CARD	Nos			
RS0337	BHUTANESE PAPER A1 SIZE	PC			
RS0338	DAILY LOG SHEET FOR FLYASH UNIT	Nos			
RS0339	DAILY LOGSHEET FOR COMPRESSOR	Nos			
RS0347	CONVEYOR BELT REGISTER	Nos			
RS0348	STOCK PILE (SITE) REGISTER	Nos			
RS0349	EQUIPMENT CHECK LIST (F/MTC/01/05)	Nos			
RS0350	MACHINE HISTORY SHEET (F/MTC/01/02)	Nos			
RS0357	CEMENT TRANSPORTATION REGISTER (LEDGER BINDING - 300 NOS)	Nos			
RS0358	DAILY LIMESTONES TRANSPORTATION LOG- BOOK (LEATHER BINDING))	Nos			
RS0359	DAILY LIMESTONES TRANSPORTATION SHEET (TRIP SHEET) (100 PAGES)	Nos			
RS0370	PRINTING OF DIABETIC PATIENT REGISTER (200 PAGES)	Nos			

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RS0405	LIMESTONE INCOMING REGISTER FOR WEIGHT BRIDGE, ONE BOOK=400 PAGES(2SHEET IS ONE PAGE).	Nos			
RS0406	ORDINARY REFILL POINTED (LAZOR 1600) (BLACK)	PKT			
RS0407	ORDINARY REFILL POINTED (LAZOR 1600) (RED)	PKT			
RS0408	ORDINARY REFILL POINTED (LAZOR 1600) (BLUE)	PKT			
RS0418	EXPLOSIVE RECEIPT AND ISSUE RECORD REGISTER	Nos			
RS0421	MILLS & PYRO PROCESSING CHECK LIST :F/MTC/01/05 (200 PAGES).	Nos			
RS0422	KILN & PYRO PROCESSING CHECK LIST :F/MTC/01/05 (200 PAGES).	Nos			
RS0425	ENVELOPE WITH CLOTH (10" X 14")	Nos			
RS0426	STAPLE MACHINE HD-23S17 HEAVY DUTY.	Nos			
RS0427	STAPLER PIN 23/13 13MM (1/2")	PKT			
RS0428	PLASTIC CONTAINER FLAT MEDIUM 9" X 5"	Nos			
RS0429	VEHICLE ENTRY REGISTER	Nos			
RS0430	KEYS RECORDS REGISTER	Nos			
RS0431	VEHICLE ENTRY REGISTER 150 PAGES/ BOOKS	Nos			
RS0432	NEW TOLSEN HEAVY DUTY 3 WAY STAPLER STAPLE GUN	Nos			
RS0433	PIN FOR NEW TOLSEN HEAVY DUTY 3 WAY STAPLER STAPLE GUN				

The quoted price shall be inclusive of all costs, including transportation, Insurance, both Indian & Bhutan custom clearing, which is F.O.R PCAL, exclusive of 5% GST applicable in Bhutan.

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