



**Standard Bidding Document (SBD)
for**

Printing and Binding of Surface Hydrological Data Book of Bhutan

March 2018

Hydrology and Water Resources Services Division

National Center for Hydrology and Meteorology

Thimphu: Bhutan



ཚུདཔུད་རིག་པ་དང་ཚུའི་ཐོན་སྐྱེད་ཞབས་ཏོག་སྡེ་ཚོན།
རྒྱལ་ཡོངས་ཚུདཔུད་དང་གནམ་གཤིས་རིག་པའི་ལྷེ་བ།

HYDROLOGY & WATER RESOURCES SERVICES DIVISION
NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN



NCHM/HWRSD/Tender/2017-2018/ 305

14th March, 2018

Invitation for Quotation (IFQ)

Sealed tenders are invited from the eligible national printing firms (holding valid trade license) for “*Printing and Binding of Surface Hydrological Data Book of Bhutan*” for the FY 2017-2018.

Bidding Documents can be downloaded free of cost from website (www.hydromet.gov.bt) from 15th March, 2018. The last date of submission of tender is on 30th March, 2018 till 12:00Pm. The Tender will be opened at 2:30PM on the same day. For further information, please contact at 323632/322794 during office hours.

Offtg. Chief, HWRSD, NCHM



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NCHM/HWRSD/Publication/2017-2018/ 305

14th March, 2108

Invitation for Quotation (IFQ)

Dear Sir/Madam,

1. You are requested to submit your priced bid for the *Printing and Binding of Surface Hydrological Data Book of Bhutan* as per the Specifications under the Technical Specifications of the document.
2. The bidder(s) must quote for all items under this invitation. Price quotation will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all items.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR-2009 clause 5.1.7.2 and addressed to and delivered to the following address:

Chief
Hydrology and Water Resources Services Division
National Center for Hydrology and Meteorology
Post Box: 207
Thimphu: Bhutan

4. Your quotation in the required format should be addressed and submitted to:

Chief
Hydrology and Water Resources Services Division
National Center for Hydrology and Meteorology
Post Box: 207
Thimphu: Bhutan

5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 25th March 2018 The tender will be opened at **2:30 PM** on the same day in the **Mini Conference Hall, MoEA, Thimphu.**
6. The bid shall be accompanied by a bid security of **Nu. 3000 (Three Thousand only)** in the favor of **Finance Officer, Administration and Finance Division, National Center for Hydrology and Meteorology** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till **60 days**. Any bid not accompanied by bid security shall be treated as non-responsive.
7. Quotation by fax or by electronic means (are not) acceptable.
8. The quotation should be submitted as per the following instruction and in accordance with the attached contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - a) **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related cost including taxes, duties and other levies to the final place of delivery. The final place of delivery is **Hydrology and Water Resources Services Division, National Center for Hydrology and Meteorology, Thimphu.**
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specification will be evaluated by comparison of the quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the quotation by making any correction for any arithmetical errors as follow:
 - i) Where there is discrepancy between amounts in figures and in words, the amount in words will govern;
 - ii) Where there is discrepancy between unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected;
 - iii) If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest evaluated price that meets the specification. The successful bidder will sign a contract as per the attached form and terms and condition of supply.
- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for the period of 60 days from the deadline of receipt of quotation(s)
- e) Further information can be obtained from: **Mr. Tandin Wangchuk, Engineer, Hydrology and Water Resources Services Division, National Center for Hydrology and Meteorology** or **Mr. Ajay Pradhan, Data Manager of the above mentioned office, Tel No. 02-322794 or email: tandinw@nchm.gov.bt**

9. **The Hydrology and Water Resources Services Division, National Center for Hydrology and Meteorology** has a budget allocation for the purchase Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
10. Depending on the final requirement, the purchaser may increase or decrease the quantities by twenty percent (**20%**) of the purchase order of each component.
11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
12. The purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
13. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offers shall be incorporated in the supply order (sample attached).
14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
15. The Hydrology and Water Resources Services Division, National Center for Hydrology and Meteorology, Thimphu, Bhutan shall provide text and initial design of the printing and binding of book.

16. The selected bidder shall “**Redesign the cover and formatting of the Data Book**” and submit a printed copy of fully bonded book before printing all quantity as mentioned in the purchase order for proof reading and approval by the Purchaser.
17. The selected bidder shall not make any extra copies and distribute to other agencies or personals as this will be governed by the copy right act of Kingdom of Bhutan.

Schedule of Items and Price Quotation (Bid Form)

Sl. No	Item	Description and Details (minimum specification of goods to be supplied)	Unit	No. of Pages/book	Unit rate (Nu.)	Total Amount (Nu.)	Remarks
Printing and Binding of Surface Hydrological Data Book of Bhutan							
1	Color cover page (Front and Back page)	--Size of the Report: 200mm x 260mm -Paper Quality: 130 gsm Art Board -Type of Printing: Color as per the sample	No.	2			
2	Main Pages	-Size of the Report: 200mm x 260mm -Paper Quality: 130 gsm Art Board -Type of Printing: Color as per the sample	No.	260			
3	Binding	Section sewing/perfect binding	No.	40			
Total Summary							
Total Supply of Goods and Related Services (Sl.No. 1,2 & 3)		Printing and Binding of 40 (Forty) numbers of Surface Hydrological Data Book of Bhutan	No	40			
Total Amount for Supply of Goods to Purchaser (including all cost)							
Goods to be supplied to [Hydrology and Water Resources Services Division, NCHM, Thimphu]							

Total Amount in Nu. (Words)	<i>[insert the total Amount for Supply of Goods including all related costs]</i>
Delivery Period	<i>15 days after the issue of Purchase Order date</i>
Warranty Provided	<i>One year after receipt of goods</i>

Signature of Supplier	Supplier Official Stamp
Name of Supplier	
Date	

Technical Specification of Goods Required

Sl. No	Item	Specification
1	Printing and Binding of Surface Hydrological Data Book of Bhutan	Size of Book: <i>200mm x 260mm</i> Paper Quality Main pages: <i>130 gsm Art Paper, color</i> Paper Quality Cover pages: <i>130 gsm Art Board, Color</i> Type of Printing: <i>Main page duplex color pages as per sample</i> Type of Binding: <i>Section sewing/perfect binding</i> Format of Book: <i>as per the sample</i>

Supplier is required to submit a copy of fully printed and bonded book before printing all quantity as mentioned in purchase order for proof reading

Signature of Supplier	Supplier Official Stamp
Name of Supplier	
Date	

Documents required to be submitted as part of the Quotation

Only the original copy of quotation shall be submitted by the supplier accompanied by the copies of the following documents:

- a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- b) A Valid Trade License¹;
- c) A valid Tax Clearance Certificate
- d) The required bid security
- e) Technical Specification of the goods to be supplied; and
- f) Any other documents specified in this quotation.

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall require submitting a performance security of 10% of the quoted price in the form of Cash Warrant, Demand Draft or Unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance Security shall be valid till the end of warranty period and will be returned after the end of the warranty period.
2. The supply of the goods shall be completed within **15** days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found defective during the warranty period shall be replaced/repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.

6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.

7. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:

- a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order;
- and

8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.

10. No advance payment shall be admissible.

Contract Agreement

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

BETWEEN

(1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier’s Bid and original Price Schedules;
 - (f) The Purchaser’s Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) The form of Bank Guarantee for Advance Payment;
 - (i) *[insert here any other document(s) forming part of the Contract]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Purchaser

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

In the presence of *[insert signature]*
[insert identification of official witness]

For and on behalf of the Supplier

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

In the presence of *[insert signature]*
[insert identification of official witness]

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)]*³ in figures and words upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,⁴ and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

³ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser. ⁴ Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert number and title of bidding process] [bank's letterhead]*

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months] [one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

_____ *[signature(s) of authorized representative(s) of the bank]*

5 Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee