



“Tender for Supply and Delivery of T-shirt and Umbrella with Logo for the Golden Jubilee 2025”

TRN: RICB/CO/ GAD-STORE (01)/2024/15159

16th of October 2024

Disclaimer: The information provided in response to this Request for Proposal (RFP) will become the property of the RICB and will not be returned. The RICB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding on them. The RICB also reserves the right to accept or reject any or all the responses to this RFP without assigning any reasons whatsoever

CHECKLIST

The following items must be checked before the bid is submitted:

1. Cash/cheque deposit of Nu.500.00 (Five Hundred Only) inclusive of taxes, in Envelope – 'A' towards the cost of tender.
2. The original Earnest Money Deposit (EMD), in the form of a Demand Draft, Banker's Cheque, or Bank Guarantee for Nu. 7,000.00 each for the umbrella and for the T-shirt, should be placed in an envelope marked 'Copy.'
3. The bids should be prepared in two, Original and Copy and place in outer envelope marked "Supply and Delivery of T-Shirt and Umbrella with Logo"
4. The bid document must be duly sealed and signed by the authorized signatory on every page.
5. Prices to be quoted in Ngultrum.



Table of Contents

Section 2 - Introduction 6

 2.1. Background 6

 2.2. Invitation for the Tender 6

Section 3 - Scope of Work 6

Section 4 – Instruction to Bidders 6

 4.1. Cost of Bidding 7

 4.2. Content of Bidding Document 7

 4.3. Clarifications of Bidding Documents 7

 4.4. Amendment of Bidding Documents 7

 4.5. Due Diligence..... 7

 B. Preparation of Bid..... 7

 5. Bid Price 7

 5.1. Earnest Money Deposit (EMD) / Bid Security 7

 5.2. Return of EMD 8

 5.3. Forfeiture of EMD 8

 5.4. Period of Validity of Bids..... 9

 5.5. Extension of Period of Validity 9

 5.6. Signing of Bid 9

 5.7. Envelope Bidding process 9

 5.8. Contents of the Envelope..... 9

 5.9. Bid Currency 10

 5.10. Bid Language 10

 5.11. Rejection of Bid 10

 5.12. Deadline for Submission..... 10

 5.13. Extension of Deadline for submission of Bid 10

 5.14. Late Bid 10

 5.15. Modifications and Withdrawal of Bids 11

 5.16. Right to Reject, Accept/Cancel the bid 11

 5.17. Bid Evaluation Process..... 11

Section 6 – Bid Opening 11

 6.1. Opening of Envelope..... 11

Section 7 – Bid Evaluation..... 11



7.1. Preliminary Examination of Bids.....	11
Section 8 – Terms and Conditions.....	12
8.1. Notification of Award or Purchase Order.....	12
8.3. Taxes and Duties	12
8.4. TimeLine and Schedule:.....	12
5.5. Payment Terms	12
5.6. Price	13
5.7. Extension of Purchase Order & Repeat order.	13
5.8. Intellectual Property Rights:	13
5.9. No Damage to RICB Property.....	13
5.11. Indemnity	13
5.12. Bidder’s Liability	13
5.13. Liquidated Damages	13
5.14. Fraudulent and Corrupt Practice	14
5.15. Force Majeure	14
5.16. Work Order cancellation.....	14
5.17. Termination of Contract	15
5.18. Resolution of Disputes.....	15
5.19. Governing Law	15
2. Annexure B – Power of Attorney.....	17



Section-1. Address and Bid schedule

Sl.No	Description	Detailed Information
1	Name of Project	Supply and Delivery of T-shirt and Umbrella with Logo as per the provided design for the Golden Jubilee 2025
2	Tender Reference Number	RICB/CO/ GAD-STORE (01)/2024.....
3	Date of release of Bidding Document	16/10/2024
4	Last date and time of receiving vendor Pre-bid clarifications in writing	28/10/2024, 11.30 AM
6	Address Bid submission	The Chairperson, Tender Committee, Royal insurance Corporation of Bhutan Limited, P.O. Box-315, Norzin Lam, Thimphu: Bhutan
7	Last date and time for Bid Submission	30/10/2024, 11.30 AM
8	Date and Time of Opening of the Tender.	30/10/2024, 2.30 PM
10	Name and Address for communication	Sonam Wangchuk sonam_wangchuk1@ricb.bt
11	Bid Related Queries	Pema Tshering pema_tshering@ricb.bt)
12	Bid Cost	Nu.500.00
13	Bid Security	Umbrella Nu.7,000.00 T-Shirt Nu.7,000.00



Section 2 - Introduction

2.1. Background

The Royal Insurance Corporation of Bhutan Limited (RICB) was incorporated on 7th January 1975 under the Charter of His Majesty the Fourth Druk Gyalpo Jigme Singye Wangchuk, primarily to meet the Insurance needs of its citizens as well as to actively participate in the economic development of the nation. It has grown from strength to strength over the years in keeping with the nation's march towards the goal of economic growth, self-reliance, and Gross National Happiness. Royal insurance Corporation of Bhutan Limited (RICB), is a company that provides multiple financial products/services.

2.2. Invitation for the Tender

The RIBC seeks an eligible Bhutanese firm having valid license to supply and delivery of Customized Umbrella and T-Shirt with logo to commemorate the RIBC's 50 years of service to the nation as it marks its Golden Jubilee in 2025. The invitation to bid is open to all the eligible Bhutanese firms having valid license. The eligible firm is responsible for manufacturing/supply/delivery as per the sample/design provided by RIBC.

Section 3 - Scope of Work

3.1. The successful firm will be responsible for delivery and supply of items as per the sample/design provided by the RIBC:

- 3.1.1. Supply and delivery 4,000 nos. of T-Shirt with Logo
- 3.1.2. Supply and delivery 4,000 nos. of Umbrella with Logo.

3.2. Deliverables

The successful firm shall be required to supply and deliver the following as per the provided design:

- 3.2.1. 4,000 T-shirts with logo within the time frame.
- 3.2.2. 4,000 Umbrellas with logo within time frame.

**Kindly note that the number of Umbrellas and T-shirts is subject to change.*

Section 4 – Instruction to Bidders

- a. The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.
- b. RIBC reserves the right to take any decision regarding the RFP process for addressing any situation which is not explicitly covered in the RFP document.
- c. The Bidder must disclose any actual or potential conflict of interest with RIBC.



4.1. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and RICB shall, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.2. Content of Bidding Document

The Bid for Umbrella and T-Shirt shall be in one envelope containing two (2) separate envelopes, marked as ORIGINAL and one COPY. These two envelopes should be placed in the outer envelope marked as "Supply and delivery of T-Shirt and Umbrella with Logo"

The contents of the Envelopes are given in clause 5.7-5.8

4.3. Clarifications of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify RICB in writing at RICB's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1.

Any modification to the Bidding Documents which may become necessary as a result of such queries shall be made by RICB by issuing an Addendum, which will be hosted on RICB's website.

4.4. Amendment of Bidding Documents

RICB reserves the right to amend Bidding Documents before bid submission, either at its own discretion or in response to bidder inquiries. Amendments, provided as Addenda/corrigenda on RICB's website, are binding on bidders, with the assumption that bidders have considered them in their bids. RICB may extend bid submission deadlines to allow bidders time to consider amendments, with the new deadline posted on its website. The Addendum to the tender is considered integral to the Request for Proposal (RFP) from their issue date.

4.5. Due Diligence

Bidders must carefully review and understand the RFP document. The bid must be accurate, comprehensive, and follow the specified format. Failure to provide all required information or meet criteria may lead to rejection. Once the successful bidder is declared, rejected bids cannot be contested.

B. Preparation of Bid

5. Bid Price

Prices quoted in the Bid should include all costs including all applicable taxes, duties levies, fees etc. whatsoever.

5.1. Earnest Money Deposit (EMD) / Bid Security

The bidder shall furnish Earnest Money Deposit as follows:



SI.No	Description	Earnest Money Deposit (Nu.)
1	Supply and Delivery of T-Shirt with Logo	7,000.00
2	Supply and Delivery of Umbrella with Logo	7,000.00

The Bidder shall submit Earnest Money Deposit in the form of a Demand Draft / Bank Guarantee/Pay order from a scheduled bank in Bhutan other than RICB in favor of "Royal Insurance Corporation of Bhutan Limited" valid for 60 days issued by a scheduled bank.

The original EMD should be placed inside the envelope marked as "COPY". In case if original EMD is not placed as instructed, the Bid shall be considered as non-responsive. EMD is non-interest bearing and no interest will be paid on the EMD.

5.2. Return of EMD

- a) EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity / finalization of successful Bidder, whichever is earlier.
- b) The EMD of successful Bidder shall be returned / refunded after furnishing Performance Bank Guarantee as required in this RFP.

5.3. Forfeiture of EMD

The EMD made by the Bidder will be forfeited if:

- a) The Bidder withdraws his Bid before opening of the bids.
- b) The Bidder withdraws his Bid after opening of the bids but before Notification of Award.
- c) The selected Bidder withdraws his/her bid / proposal before furnishing Performance Guarantee.
- d) The Bidder violates any of the provisions of the RFP up to submission of Performance Bank Guarantee.
- e) If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.
- f) Failure to submit the Performance Bank Guarantee within the stipulated period makes the EMD liable for forfeiture. In such an instance, RICB at its discretion may cancel the Order placed with the selected bidder without giving any notice.



5.4. Period of Validity of Bids

Bids shall remain valid for a period of 60 days after the date of Bid opening or as may be extended from time to time. RICB holds the right to reject a bid valid for a period shorter than 60 days as non-responsive, without any correspondence.

5.5. Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid validity period, RICB may request the Bidder's consent to an extension of the validity period. The request and response shall be made in writing. The extension of validity period by the Bidder should be unconditional and irrevocable. The EMD / Bank Guarantee provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid Security.

5.6. Signing of Bid

The bid must be sealed and signed by authorized personnel. Any corrections must also be signed or initialed. Authorization can be demonstrated through a Power of Attorney or a certified Board Resolution accompanying the bid(annexure-B).

5.7. Envelope Bidding process

The Bid shall be prepared in two (2) different envelopes, Envelope marked as 'Original' and 'Copy'.

Each of the two (2) Envelopes shall then be sealed and put into an outer envelope marked as 'Supply and delivery of T-shirt and Umbrella with Logo'.

The envelope shall be addressed as follows:

- a) The outer envelope shall be addressed to RICB at the address mentioned in Section 1-Bid schedule and Address.
- b) The inner envelope shall indicate the name and address of the Bidder.
- c) If the outer envelope is not sealed and marked as indicated, RICB will assume no responsibility for the Bid's misplacement or premature opening.

5.8. Contents of the Envelope

The following documents should be duly placed in the respective envelope.

- a) Cost of Bid document (Nu.500.00).
- b) The Original EMD should be enclosed with the envelope marked "Copy".
- c) Bidder Information – Annexure A
- d) Power of Attorney or Board Resolution for Signing of Bid – Annexure B
- e) Declaration Regarding Clean Track by Bidder on bidder's letter head.
- f) A valid Trade License/Registration certificate of firm under any Companies Act or any relevant agency.
- g) The bidder should provide satisfactory performance certificates from the customers where the bidder has provided same/similar services and references.



- h) A valid Tax Clearance Certificate.
- i) Supplier's undertaking form.
- j) Supplier's offer form.
- k) Tender documents signed and sealed on every page.

5.9. Bid Currency

All prices shall be expressed in Ngultrum.

5.10. Bid Language

All the correspondences and bid submission should be in English Language.

5.11. Rejection of Bid

The Bid is liable to be rejected if:

- a) The document doesn't bear the signature of the authorized person.
- b) It is received through Telegram/Fax/e-mail.
- c) It is received after expiry of the due date and time stipulated for Bid submission.
- d) Incomplete/incorrect Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this RFP.
- e) If the original EMD bid is not attached in the copy envelope.

No Bid shall be rejected at bid opening, except for late bids and without EMD.

5.12. Deadline for Submission

The last date of submission of bids is given in Section-1, unless amended by RICB through public announcement or through its website.

5.13. Extension of Deadline for submission of Bid

RICB reserves the right to extend the bid submission deadline by amending the Bidding Documents, which will be communicated through the RICB website. In such cases, all rights and obligations of RICB and bidders will be governed by the extended deadline.

5.14. Late Bid

RICB will not accept bids that arrive after the scheduled time under any circumstances. RICB is not liable for any delays caused by postal services or other means.



5.15. Modifications and Withdrawal of Bids

Bids once submitted will be treated as final and no further correspondence will be entertained on this. No Bid will be modified after the deadline for submission of bids.

5.16. Right to Reject, Accept/Cancel the bid

RICB retains the authority to accept or decline any or all offers, either wholly or partially, without providing any specific reasons. RICB is not obligated to accept the lowest or any tender and holds the right to reject any bid or terminate the tender process at any stage without explanation. Additionally, RICB may reissue the tender without consultants having the option to object.

5.17. Bid Evaluation Process

The bid will be evaluated by the evaluators where the quoted amount of the bidders will be compared. The lowest bidder shall be recommended for the award but not necessarily the lowest. The RICB may in its absolute discretion engage in discussion or negotiation with H1 bidder. The decision of the RICB shall be final and binding on all the Bidders to this document. The RICB reserves the right to accept or reject an offer without assigning any reason whatsoever.

Section 6 – Bid Opening

6.1. Opening of Envelope

RICB will open the envelope "COPY" in the presence of bidders' representatives who choose to attend at the specified time or as revised by RICB. If representatives are absent, bids will still be opened at the scheduled time at RICB's discretion. The attendance of present representatives will be recorded. If the bid opening date is a holiday for RICB, bids will be opened on the next working day at the designated time and location.

Section 7 – Bid Evaluation

7.1. Preliminary Examination of Bids

The evaluator will assess whether all the necessary documents are submitted by the bidder. RICB may overlook minor irregularities in the bid that do not significantly deviate, if it doesn't affect the ranking of bidders.

If a Bid is not substantially responsive, it will be rejected by RICB and may not subsequently be made responsive by the Bidder by correction of the nonconformity. RICB's determination of bid responsiveness will be based on the content of the bid itself.

7.2.2 Arithmetic errors in the Bids submitted shall be treated as follows:



- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- b) Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of the RICB, there is obviously a gross error such as a misplacement of a decimal point, in which case the line-item total will govern.
- c) Where there is a discrepancy between the amount mentioned in the bid and the line-item total present in the Commercial Bid, the amount obtained on totaling the line items in the Commercial Bid will govern.

Section 8 – Terms and Conditions

8.1. Notification of Award or Purchase Order

Once the L1 Bidder is selected and internal approvals are obtained before the Bid validity period expires, RICB will issue a Notification of Award or Purchase Order. Upon acceptance of the Purchase Order and signing of the contract and NDA by the successful Bidder, RICB will promptly notify each unsuccessful Bidder and return any remaining EMDs.

8.2. Performance Bank Guarantee

Performance Bank Guarantee, amounting to 10% of the quoted amount, is required for the contract period. The Successful Bidder must provide it within 15 days of receiving the Notification of Award, before signing the contract. Upon receiving the Performance Bank Guarantee, RICB will release the EMD of the Successful Bidder. The Performance Security deposit may be forfeited if terms and conditions are violated, or supply is unsatisfactory.

8.3. Taxes and Duties

Applicable taxes will be deducted from payments at prevailing rates during release.

8.4. TimeLine and Schedule:

The RICB will do all that is feasible within foreseeable limits to ensure strict adherence to this timeline. The firm/vendor shall supply and deliver within a period of (45) days from the issuance of work order and failing to will result penalty charges of 0.1% of the contract value daily.

8.5. Payment Terms

No advance payment will be made, the full amount after deducting TDS will be paid only after successful supply and delivery. If the delivered items are defective or do not meet the specifications, the vendor shall bear all costs incurred during the replacement process.



8.6. Price

The price remains fixed throughout the contract period with no possibility of increase or escalation requests.

8.7. Extension of Purchase Order & Repeat order.

RICB holds the authority to extend the contract and may place repeat orders for any services outlined in the RFP.

8.8. Intellectual Property Rights:

RICB retains exclusive ownership of all trade names, trademarks, copyrights, and other intellectual property rights. The bidder cannot use them without RICB's written consent. Any discoveries or inventions made during the contract do not grant proprietary rights to the bidder. This clause remains valid indefinitely, even after the RFP termination

8.9. No Damage to RICB Property

Bidder shall ensure that there is no loss or damage to the property of RICB while executing the Contract. In case it is found that there is any such loss/damage due to direct negligence/nonperformance of duty by any personnel of the Bidder, the amount of loss/damage so fixed by RICB shall be recovered from the Bidder.

8.10. Indemnity

The Bidder shall indemnify, protect and save RICB and hold RICB harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly.

8.11. Bidder's Liability

The selected Bidder will be liable for all the deliverables.

The Bidder's aggregate liability in connection with obligations undertaken as part of the Project regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract.

Indemnity would be limited to the court awarded damages and shall exclude indirect, consequential, and incidental damages. However, indemnity would cover damages, loss or liabilities, compensation suffered by RICB arising out of claims made by its customers and/or regulatory authorities.

8.12. Liquidated Damages

In case the deliveries are not completed within the mentioned benchmarked period or any extended period (in writing) by RICB then the penalty would be imposed at the rate of 0.1% of the total cost for every day of delay.



The total amount of liquidated damages under this engagement shall not exceed 10% of the total value of the contract/PO.

5.13. Fraudulent and Corrupt Practice

- a) "Fraudulent Practice" means a misrepresentation of facts to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to or after bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the RICB of the benefits of free and open competition.
- b) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressuring to influence the action of a public official in the process of project execution.
- c) RICB will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for or in executing the project.

8.14. Force Majeure

Neither the successful bidder nor RICB will be penalized or have the contract terminated for default if delays or failures in performance result from a Force Majeure event. Force Majeure refers to events beyond the bidder's control, not due to RICB or the bidder's fault or negligence, and unforeseeable, such as wars, revolutions, epidemics, or natural disasters

In the event of Force Majeure, the bidder must promptly inform RICB in writing, explaining the condition and its cause. Unless instructed otherwise by RICB in writing, the bidder must continue fulfilling its contractual obligations to the best of its ability.

5.15. Work Order cancellation

RICB reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to RICB alone.

- a. Serious discrepancy observed during performance as per the scope of project.
- b. If the Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder/Bidder turns out to be incorrect and/or conceals or suppresses material information.

In case of work order cancellation, any payments made by RICB to the Bidder would necessarily have to be returned to RICB with interest @15% per annum from the date of each such payment. Further the Bidder would also be required to compensate RICB for any direct loss incurred by RICB due to the cancellation of the contract and any additional expenditure to be incurred by RICB to appoint any other Bidder. This is after repaying the original amount paid.



8.16. Termination of Contract

- a. For Convenience: RICB by written notice sent to Bidder may terminate the contract in whole or in part at any time for its convenience giving 10 days prior notice. The notice of termination shall specify that the termination is for convenience the extent to which Bidder's performance under the contract is terminated and the date upon which such termination becomes effective.
- b. For Insolvency: RICB may at any time terminate the contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to RICB.
- c. For Non-Performance: RICB reserves the right to terminate the contract in the event of the Bidder's repeated failures (say more than 3 occasions in a contract term to maintain the service level prescribed by RICB).

8.17. Resolution of Disputes

All disputes or differences between RICB and the Bidder shall be settled through mutual consultation/negotiation. If a dispute arising out of or in connection with this contract cannot be resolved through mutual negotiation/mediation, the Royal Court of Justice, Thimphu, Bhutan shall have exclusive jurisdiction to hear, adjudicate and decide the matter.

The Royal Court of Justice, Thimphu, Bhutan shall have an exclusive jurisdiction to hear, adjudicate and decide the matter in the event the dispute cannot be resolved through arbitration, or the parties are not satisfied with the arbitral award.

5.19. Governing Law

This Agreement, and any non-contractual obligations arising out of this Agreement, shall be governed by, and construed in accordance with the laws of the Kingdom of Bhutan.



1. Annexure A - Bidder's Information

Details of the Bidder	
Name of the firm (Prime)	
Address of the Bidder	
Status of the Company (Public Ltd/ Pvt. Ltd)	
Details of Incorporation of the Company.	Date:
	Ref#
Taxpayer Number (TPN)	
Name & Designation of the contact person to whom all references shall be made regarding this tender	
Contact number	
email of the contact person	

Signature : _____

Name : _____

Designation : _____

Date: _____, Place: _____



2. Annexure B – Power of Attorney

(On Stamp paper of relevant value or with legal stamp)

We _____ (name of the company and address of the registered office) do hereby appoint and authorize _____ (full name and residential address) who is presently employed with us holding the position of _____ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal for “ _____ ” in response to the RFP No. _____ by RICB, including signing and submission of all the documents and providing information/responses to RICB in all the matter in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 2024.

For _____.

(Signature of the principal)

Name:

Designation:

Address

Accepted

(Signature of the attorney)

Name

Designation

Date:

Business Address:



Suppliers Declarations/Undertaking Form

1. I,..... [Name of Firm], hereby undertake to supply the items to the Royal Insurance Corporation of Bhutan Limited, Corporate Office, Thimphu. The list of items is enclosed, along with the final rates offered by the firm mentioned above.
2. I/We hereby certify and reconfirm that I have understood all the terms and conditions for the supply of the items mentioned above. I undertake to abide by all the required provisions of RICB therein.
3. I would like to certify, reconfirm, and validate that all items will be supplied to the RICB under the trade license approved by the Government of _____, which is _____.
4. I reconfirm that the Validity of above-mentioned trade license is till _____.
5. I would like to certify and reconfirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate and other required documents is attached (verified copy).
6. I would like to certify and reconfirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate and other required documents is attached (verified copy).
7. I hereby declare that my company/firm is not currently debarred/blacklisted by any Government / Semi Government organizations/ Institutions in Bhutan or abroad. I further certify that I am competent officer in my company/firm to make this declaration.
8. we confirm that our firm has the capacity to Supply and deliver outlined in the specifications provided by the RICB above. Our Firm has thoroughly reviewed the requirements and specifications, and we are confident in our ability to meet the standards required by the RICB within the specified time frame.
9. We confirm that it will be delivered within the time frame of the date of issuance of the work order. Our team is committed to adhering to this schedule to ensure timely supply and delivery of the above items with best quality.

- i. Signature of Supplier : _____
- ii. Name : _____
- iii. Address : _____
- iv. Mobile No : _____
- v. Email Address : _____



General Terms and Conditions

1. The sealed tender must be submitted to the Procurement Unit, GA/HRD reach the Corporate Office, RICB, Thimphu on or before 28th of October 2024 at 11.30 AM. It will be opened on the same day at 2.30.00 PM.
2. The bid validity period is for 2 months.
3. The supplier must submit the sample item along with the sealed tender to be eligible to participate in the quotation.
4. The management shall select the firm based on the sample quality, appropriate size, and financial quotes provided by the supplier.
5. The quoted rate per piece shall not be the sole criteria for final selection of supplier, in addition to the above, quality of the sample shall also be considered during the final selection of supplier.
6. Any tender documents without EMD shall not qualify for final bidding.
7. The tender document can be purchased from the Procurement/Store Unit Corporate Office, Thimphu during office hours on payment Nu.500.00 (Ngultrum Five Hundred) only as non-refundable tender document fees. It can be also downloaded from the website. www.ricb.bt
8. Successful bidder should submit the final proof copy of the items (sample) to the Management for approval within 15 days from the date of the supply order
9. If the Proof copy is not submitted by the time, the supply order may stand cancelled, and the bid security will be forfeited. The 2nd bidder may be given an opportunity.
10. The supplier shall be responsible for arranging delivery of items to the client's premises.
11. The firm shall strictly adhere to Delivery schedule without fail.
12. Any tender documents without payment of the tender fees, which is Nu. 500.00 shall not qualify for the final bidding under any circumstances.
13. The sealed tender document must be sealed and signed on all the pages of the tender documents and the seal and signature must be the same in all pages.
14. Any tender documents received by email, fax or photocopied shall not be accepted under any circumstances.
15. TDS shall be deducted at source as per Taxation Rules and Regulation (TRR) of the Royal Government of Bhutan at the prevailing rates at the time of payment, on the invoiced amount.
16. The supplier(s) shall take the onus of all forms of taxes, including import duties and sales tax.



17. The RICB will not provide any advance payment for the supply of any items mentioned in the tender document.
18. Successful bidder should supply the items in full quantity within 45 days from the issuance of work order. Any sub-standard item shall be liable to be rejected.
19. The Management of RICB reserves the right to reject any / all quotation without assigning any reasons thereof and its decision shall be final and binding in all respects.
20. The tender which does not comply with the terms and condition outlined above will not be evaluated and will be treated as Null and Void.



Supplier's offer form for T-shirt

Sl. No	Item descriptions	Quantity	Material	Rate per pcs	Total amount
1	T-Shirt	4,000	Cotton (the bidder must specify and submit sample.		

Note: The firm must include the material name and submit sample. The MC will have rights to choose right sample. During the final award for successful bidder, the client will provide sizes for printing.

***Kindly note that the number of T-shirts is subject to change.**



Supplier's offer form for Umbrella.

Sl. No	Item descriptions	Quantity	Size	Rate per pcs	Total amount
1	Umbrella (Foldable)	2000.00	The bidder is required to submit a sample along with its size and quoted price. The RICB reserves the right to choose the size and sample submitted by the bidder, and this decision will be final. Bidders have no right to object to the tender committee's decision		
2	Umbrella	2000.00			

Note: The client will choose either foldable or unfold able umbrellas, or may consider both types, along with the appropriate size, when submitting a sample. *Kindly note that the number of Umbrellas is subject to change.

Signature of Supplier : _____

Name : _____

Mailing Address : _____

Email Address : _____

Mobile No : _____

