STANDARD BIDDING DOCUMENTS

FOR
THE SUPPLY OF STATIONERY, PRINT STATIONERY, OFFICE EQUIPMENT & REPAIR ITEMS AND CONSUMABLE ITEMS

FOOD CORPORATION OF BHUTAN LIMITED

Corporate Head Office, Phuentsholing
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Website: www.fcbl.bt

FCBL/HRAD/CS-13/ **Date: 23/11/2026**

Invitation for Bids (IFB)

- The ***Food Corporation of Bhutan Ltd. (FCBL)*** is pleased to invite sealed Bids from eligible and qualified bidders for the supply of ***stationery, print stationery, office equipment & repair items and consumable item***. The duration of the assignment shall cover the 2027 financial year.

- Bidding will be conducted through ***Open*** Competitive Bidding, a procedure specified in the RGoB Procurement Rules and Regulations, and is open to all Bhutanese bidders.

- Interested and eligible bidders may obtain further information from the ***Corporate Headquarter, FCBL Phuentsholing]*** *during office hours through the* ***Administrative Unit (HRAD), Phuentsholing***.

- Qualification requirements include holding a ***valid trade license and tax clearance certificate***.

- A complete set of Bidding Documents in ***English*** *may be* downloaded free of cost from the FCBL website www.fcbl.bt starting from ***23rd November, 2026.***

- Bids must be delivered to the address below on or before ***7th December, 2026***. Electronic bidding ***shall not*** be permitted. Late bids will be rejected. Bids will be opened physically in the presence of the Bidders' representatives who choose to attend in person at the ***Conference Hall, Corporate Headquarter, Phuentsholing***.

FOOD CORPORATION OF BHUTAN LTD.

FCBL Management

SECTION II- BID DATA SHEET

ITB Clause	Amendment of, and Supplements to, Clauses in the Instructions to Bidders
	A. INTRODUCTION
ITB 1.1	The Procuring Agency is: *[**Food Corporation of Bhutan Ltd**]*.
ITB 1.1	The name, identification number and number of lots within this procurement are:_____*[insert name, identification number and number of lots]*
ITB 3.1	Category of trade License eligible for this bidding process is: *[……]*
ITB 3.1	*The following countries are excluded from this bidding [list name of countries prohibited under the law or official regulations of Bhutan* and *barred under UN Security Council Chapter VII]]**NA**
ITB 4.1(c)	Any additional predetermined circumstances [*Insert additional circumstances or if none, state "none"*] ***NA***
ITB 5.1	All goods and related services to be supplied under the contract shall comply with.....*[If any specify requirements to comply with laws related to environment and others as case may be. For e.g. ozone depleting substances prohibition]**NA***
	B. BIDDING DOCUMENTS
ITB 7.1	For **clarification of Bid purposes** only, the Procuring agency's address is: *[**Administrative Unit, HRAD, Food Corporation of Bhutan Ltd, Phuentsholing.***
ITB 7.1	Pre-Bid Meeting shall be held on .....*[Insert date& time, if applicable]*……. At the address given below ..... *[insert address]**NA***
	C. QUALIFICATION CRITERIA
ITB 9.1(a)	The minimum number of years of experience in the supply of goods and related services is: [*specify the number of years of experience if required and the evidence to be submitted by the bidder]**NA***
ITB 9.1(b)	The specific experience in the supply of similar goods and related services is: *[specific experience requirement in terms of value and number of similar supplies if required and the evidence to be submitted by the bidder]**NA***
ITB 9.1(c)	The minimum amount of financial resources is Nu. *[specify minimum amount of financial resources if required and evidence to be submitted by the bidder]**NA***

ITB 9.1(d)	The minimum production capacity or availability of equipment is: *[specify the minimum production capacity or equipment availability if required and the evidence to be submitted by the bidder]**NA**
ITB 9.1(e)	any other criteria relevant criteria *[specify any other relevant criteria]*
D. PREPARATION OF BIDS	
ITB 11.1	The language of the Bid is: *[**English**]*
ITB 12.1 (j)	The Bidder shall submit with its Bid the following additional documents: *[insert list of documents, if any; if there are none, insert "none"]**NA**
ITB 13.3	The Incoterms edition is: *[insert year of current edition]*
ITB 15.5	The final destination (Project Site) is: *[**location as per the price schedule**]*
ITB 14.5	The Bidder *["**is**"]* required to quote in Ngultrum (BTN) the portion of the Bid Price that corresponds to expenditures incurred in Ngultrum (BTN) in Bhutan.
ITB 15.3	The period of time for which the Goods are expected to be functioning (for the purpose of spare parts, special tools, etc) is *[insert period]*.**NA**
ITB 16.1 (a)	Manufacturer's authorization *[insert "is" or "is not"]* required **NA**
ITB 16.1 (b)	After sales maintenance, repair, spare parts stocking and related services *[insert "are" or "are not"]* required, and the Bidder therefore *[insert "is" or "is not"]* required to be represented by a suitably equipped and able agent in Bhutan. **NA**
ITB 17.1	A margin of twenty percent (20%) Domestic Preference [shall or **shall not**] apply.
ITB 18.1	The Bid validity period shall be *[**normally 30 days**]* days.
ITB 19.1	The amount and currency of the Bid Security is *[**Nu. 10,000**]*
E. SUBMISSION AND OPENING OF BIDS	



ITB 22.1	The deadline for the submission of Bids is: Date: *[**07/12/2026** Time: *[**10:00 A.M**]* Bhutan time. For Bid submission purposes, the Procuring agency's address is: Attention: *[**Administrative Officer**]* Address: *[**Administrative Unit, HRAD**]*
ITB 24.1	The time and date for Bid Opening is *[**10:30**]* Bhutan time on *[**07/12/2026**]* The Bid Opening shall take place at: Address: *[**Conference Hall, CHQ, FCBL, Phuentsholing**]*
E. EVALUATION AND COMPARISON OF BIDS	
29.1	Bid prices expressed in different currencies shall be converted into Ngultrum (BTN). The source of exchange rates shall be the Royal Monetary Authority of Bhutan. The date for the exchange rates shall be the date of Bid Opening.
30.3 (a)	Evaluation will be done for *[insert Items or Lots]* *[Select one of the two sample clauses below as appropriate:* *Bids will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Bidder.* *Or* *Bids will be evaluated lot by lot. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid and, provided that the Bid is substantially responsive, the average* *price of the missing item(s) quoted by substantially responsive Bidders shall be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.]*
33.3 (e)	The adjustments shall be determined using the following criteria from amongst those set out in Section III, Evaluation and Qualification Criteria: *[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary]* (a) The cost of major replacement components, mandatory spare parts, and service: *[insert Yes or No. If Yes, insert the methodology and criteria]* (b) The availability in Bhutan of spare parts and after-sales services for the equipment offered in the Bid *[insert Yes or No. If Yes, insert the methodology and criteria]* (c) The projected operating and maintenance costs during the life of the equipment *[insert Yes or No. If Yes, insert the methodology and criteria]* (d) The performance and productivity of the equipment offered: *[Insert Yes or No. If Yes, insert the methodology and criteria]*

	(e) *[Insert any other specific criteria]*
35.1	In the event of a tie in bid prices among two or more bidders, the Procuring Agency may adopt the following measures to determine the award: *[Assessment of Past Performance or Relevant Experience: Preference may be given to the bidder demonstrating superior past performance or relevant experience in similar assignments, as evidenced through prior evaluations or contract records; OR* *Use of a Random Selection Method: Where the tied bidders are equally qualified and agreeable, the Procuring Agency may resort to a transparent and documented method such as a coin toss or drawing of lots to determine the successful bidder, OR* *any other criteria]*



SECTION V: BIDDING FORMS

1. Bidder Information Form

1. Bidder's Legal Name……
2. In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each *[insert legal name of each party in JV/C/A]**NA***
3. Bidder's actual or intended Country of Registration……
4. Bidder's Year of Registration……..
5. Bidder's Legal Address in Country of Registration……
6. Bidder's Authorized Representative Information Name……..*Representative's name]* Address……*(if applicable)*
7. Telephone number: *[insert Authorized Representative's telephone]* E-mail Address: *[insert Authorized Representative's e-mail address]**NA***
8. Attached are copies of the following original documents: • Articles of Incorporation or Trade license named in 1 above, in accordance with ITB Sub-Clause 3.1. • In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3. • Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder.

Authorized Signature: .....

Name and Title of Signatory:…… ……



2. Bid Submission Sheet

To……..

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and date of issue of each addendum]*……***NA***

(b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Supply the following Goods and Related Services:*[insert a brief description of the Goods and Related Services]*……

(c) The total price of our Bid, is: *[insert the Bid Price in words and figures, indicating the various amounts and their respective currencies]*……..***(if applicable)***.

(d) Our Bid shall be valid for a period specified in BDS from the date fixed for the Bid submission and it shall remain binding upon us and may be accepted at any time before expiry of that period;

(e) If our Bid is accepted, we commit to provide a Performance Security for the due performance of the Contract;

(f) We are not participating as bidders in more than one Bid in this bidding process;

(g) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [*insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C/A, and the nationality each subcontractor and supplier];****NA***

(h) We have no conflict of interest;

(i) We abide by the Integrity Pact terms and conditions;

(j) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract–has not been declared ineligible by the Procuring agency under the laws or official regulations of Bhutan, in accordance with ITB Sub-Clause 3.4;

(k) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(l) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

Authorized Signature: _____

Name and Title of Signatory:_____

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SECTION VI. SPECIAL CONDITIONS OF CONTRACT

	The Project Site(s)/Final Destination(s) is/are; ***Corporate Headquarter, FCBL, Phuentsholing.***
GCC 1.1 (k)	*information on the location(s) of the site(s)]*
GCC 1.1 (l)	The Procuring agency is: *[**Food Corporation of Bhutan Ltd**]*
GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties there under shall not be as prescribed by Incoterms, they shall be as prescribed by: *[exceptional; refer to other internationally accepted trade terms]* ***NA***
GCC 3.2 (b)	The version of Incoterms shall be: *[insert date of current edition]****NA***
GCC 5.1	The language shall be: *[**English**]*
GCC 6.1	For notices, the addresses shall be: For the Procuring agency: Attention: …….. Address: …… Telephone:…… E-mail address:……
GCC 10.1	*Details of Shipping and other Documents to be furnished by the Supplier are [insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Supplier's warranty certificate, inspection certificate issued by nominated inspection agency, Supplier's factory shipping details etc].* The above documents shall be received by the Procuring agency before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. 

GCC 13.1	***Sample provision*** GCC13.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: **Payment for Goods supplied from abroad:** Payment of the foreign currency portion shall be made in (_____) (i) **Advance Payment:** Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon
	submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and, in the form, provided in the Bidding Documents. ***NA*** (ii) **On Shipment:** Eighty percent (80%) of the Contract Price of the Goods shipped shall be paid through an irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of the documents specified in GCC Clause 13. ***NA*** (iii) **On Acceptance:** Ten percent (10%) of the Contract Price of the Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring agency. ***NA*** Payment of the local currency portion shall be made in Bhutanese Ngultrum (BTN) within thirty (30) days of presentation of a claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed. **Payment for Goods and Services supplied from within Bhutan:** Payment for Goods and Services supplied from within Bhutan shall be made in____*[currency]*, as follows: (iv) **Advance Payment:** Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and an advance payment guarantee for the equivalent amount and in the form provided in the Bidding Documents. ***NA*** (v) **On Delivery:** Eighty percent (80%) of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause13. ***NA*** (vi) **On Acceptance:** The remaining ten percent (10%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring agency. ***NA***
GCC 15.4	The successful Bidder shall deliver to the Procuring Agency a Performance Security of **Nu. 20,000**/- in any of the following forms: a) *Unconditional bank guarantee* *b) Cash warrant* c) *Demand Draft*

GCC 20.2	The packing, marking and documentation within and outside the packages shall be:*[insert in detail the type of packing required, the markings on the packing, and all documentation required]* ***NA***
GCC 21.1	Insurance *[any other conditions]* ***NA***
GCC 19.1	Responsibility for transportation of the Goods shall be as specified in the
	Incoterms. If not in accordance with Incoterms, responsibility for transportation shall be as follows: *[insert "The Supplier is required under the Contract to transport the Goods to a specified place of final destination within Bhutan, defined as the Project Site. Transport to such place of destination in Bhutan, including insurance and storage as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price"; or any other agreed upon trade terms (specify the respective responsibilities of the Procuring agency and the Supplier)]* ***NA***
GCC 23.1	Inspections and tests shall be conducted at **any delivery point of FCBL.**
GCC 24.1	The liquidated damages shall be: *[**0.1**]* % per day.
GCC 25.3	The period of validity of the Warranty shall be: **365** days. For the purposes of the Warranty the place(s) of final destination(s) shall be: [*insert name(s) of location(s)]*
GCC 25.5 and 25.6	The period for repair or replacement shall be: *[insert number]* days. FOOD CORPORATION OF BHUTAN LTD.

GCC 34.2	The rules of procedure for arbitration proceedings pursuant to GCC Sub-Clause 34.2 shall be as follows: ***(a) Contract with a Bhutanese Supplier:*** In the case of a dispute between the Procuring Agency and a Bhutanese Supplier, the dispute shall be referred to Bhutan Alternative Dispute Resolution Center (BADRC) for arbitration. *OR* ***(b) Contract with a foreign Supplier:*** Contracts entered into with foreign suppliers may have practical advantages in resolving disputes through international commercial arbitration over other dispute settlement methods. The Procuring agency may wish to consider the rules that govern the arbitration proceedings, such as: "*Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with (Select as appropriate):* *i. UNCITRAL Arbitration Rules;*
	ii. Rules of Conciliation and Arbitration of the International Chamber of Commerce; *iii. Rules of the Arbitration Institute of the Stockholm Chamber of Commerce;* *iv. Rules of the London Court of International Arbitration.* *v. Singapore International Arbitration Centre*



Price Schedule Forms

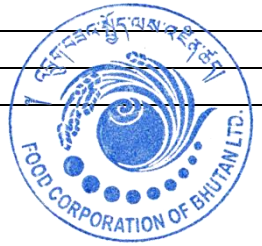
The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated.

Annexure I:

List of Stationery Items

SN	Item Description	Unit	P/Ling (HQ/RO)	G/phu RO	S/Jong RO
			Rate	Rate	Rate
01	Arch File	Nos			
02	Flat File	Nos			
03	Envelop A3 Size	Nos			
04	Envelop A4 Size	Nos			
05	Computer Paper 9.5x11x2 (1st page 80gsm 2nd page 60gsm)	Ream			
06	Computer Paper 9.5x11x1 (80gsm)	Ream			
07	Computer paper A4 (75gsm)	Ream			
08	Computer paper A3 (75gsm)	Ream			
09	Computer paper A5 (75gsm)	Ream			
10	Register Rule No.20	Nos			
11	Stapler Machine 24/6	Nos			
12	Stapler Pin 24/6	Pkts			
13	Stapler Pin 23/17-H	Pkts			
14	Gem Clip 35mm	Pkts			
15	POS Thermal Paper (SLC-POS7950)	Roll			
16	Punching Machine PP-600 (Big)	Nos			
17	Plastic L Folder File	Nos			
18	Calculator	Nos			
19	Computer Paper 10x12x1 (1000 Sheet Ream 80gsm Paper)	Ream			
20	Envelop 11x5	Pcs			
21	Envelop 9x4	Pcs			
22	Board Marker Pen	Pcs			
23	Board Marker Pen (Permanent)	Pcs			

24	Duracell Battery (AAA)	Nos			
25	Duracell Battery (AA)	Nos			
26	Ring Folder Binder	Nos			
27	Personal Folder File (Ambassador)	Nos			
28	Rubber Band	Pkts			



Annexure II:

List of Print Stationery Items

SN	Item Description	Unit	P/Ling (HQ/RO)	G/phu RO	S/Jong RO
			Rate	Rate	Rate
01	Cash Book General (200 folio pages with conquest paper and cloth binding machine numbered)	Nos			
02	Challan/Road Challan (100x4pages with all sirpur (1st page white, 2nd page light blue, 3rd page light green, 4nd yellow page only)	Nos			
03	Procurement Slip Book (100x4 pages with all sirpur (1st page white, 2nd page yellow,3rd light blue, 4nd page sirpur white)	Nos			
04	Loading Slip	Nos			
05	Lot card Potato	Nos			
06	Lot Card Vegetable	Nos			
07	Money Receipt Book	Nos			
08	Weight Check Memo (cc) (100x3 pages with briquette paper with paper binding and machine numbered	Nos			
09	Vehicle log Book	Nos			
10	Auction Register Potato/ Vegetable	Nos			
11	Vehicle Movement Order Book	Nos			



Annexure III:

List of Office Equipment & Repair Items

SN	Item Description	Unit	P/Ling (HQ/RO)	G/phu RO	S/Jong RO
			Rate	Rate	Rate
01	1Box/Roll CAT6 Cable (D-Link)	Nos			
02	1TB Internal SATA Hard Disk (Seagate/WD)	Nos			
03	2TB External Portable Mini Hard Disk (Seagate/Buffalo/WD)	Nos			
04	2TB Internal SATA Hard Disk (Seagate/WD)	Nos			
05	500GB External Portable Mini Hard Disk (Seagate/Buffalo/WD)	Nos			
06	500GB Internal SATA Hard Disk (Seagate/Buffalo/WD)	Nos			
07	Dual I/O Box (CAT6)	Nos			
08	ITB External Portable Mini Hard Disk (Seagate/Buffalo/WD)	Nos			
09	Printer Head Cable for Epson LQ-2190 Printer	Nos			
10	Printer Head for Epson LQ-2190 Printer	Nos			
11	Toner Cartridge 55A	Nos			
12	Toner Cartridge for Cannon Printer 6030 (Toner No. 925)	Nos			
13	Toner Cartridge for HP LaserJet (Toner No. 05A)	Nos			
14	Toner Cartridge for HP LaserJet 1536dnf MFP Printer (Toner No. 78A)	Nos			
15	Toner Cartridge for HP LaserJet M1213nf MFP Printer/Fax (Toner No.88A)	Nos			
16	Toner Cartridge for HP LaserJet P20 Printer (Toner No.53A)	Nos			
17	Toner Cartridge for HP LaserJet Pro 400 (M401) (Toner No.80A)	Nos			
18	Toner Cartridge for HP LaserJet Pro M12w Toner Cartridge (Toner No. 79A)	Nos			
19	Toner Cartridge for Printer 1020 (Toner No. 12A)	Nos			
20	Toner Cartridge for xerox work center 3225	Nos			
21	Drum Cartridge for xerox work center 3225	Nos			
22	Toner cartridge for HP Laser Jet Pro 9720 (black)	Nos			
23	Toner cartridge for HP Laser Jet Pro 9720 (Colour)	Nos			
24	Toner cartridge for AIO Printer MF244 DW	Nos			

25	Epson Printer FX 2190 Cartridge	Nos			
26	Toner Cartridge 30A	Nos			
27	Pantum AIO Printer 7200DW Cartridge	Nos			
28	Epson Printer L3150 Ink(Black)	Nos			
29	Epson Printer L3150 Ink(Colour)	Nos			
30	UPS Batteries (12VX 12AH) -Exide Brand	Nos			
31	Xerox Toner for WC 5020 Machine (106R1277)	Nos			
32	Pantum DO-412k Cartridge	Nos			
33	Toner Cartridge for xerox work centre Image Runner 2006N	Nos			
34	Drum Cartridge for xerox work centre Image Runner 2006N	Nos			
35	Toner Cartridge for Printer HP PRINTER LJ 208DW(Toner No. 137A)	Nos			
36	Toner Cartridge for Printer M329DW (Toner No. 77A)	Nos			
37	Toner Cartridge for HP Laser 1008A (Toner No. 166A)	Nos			
38	Cartridge for Canon Printer MF272DW (Toner No. 071)	Nos			

Annexure IV:

List of Consumable Items

SN	Item Description	Unit	P/Ling (HQ/RO)	G/phu RO	S/Jong RO
			Rate	Rate	Rate
01	Polly Tarpaulin 550gsm 18x24	Nos			
02	Polly Tarpaulin 220gsm 18x24	Nos			
03	Polly Tarpaulin 75gsm 18x24	Nos			
04	Polly Tarpaulin 75gsm 8x15	Nos			
05	Hard Broom (Big in Size)	Nos			
06	Soft Broom (Big in Size)	Nos			
07	Dust Bin	Nos			
08	Paper Tray	Nos			
09	Stitching Thread	Roll			
10	Sutli 3 Ply	Kgs			
11	Cello Tape2"300meter	Roll			
12	Plastic Sutli	Roll			

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