



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF AGRICULTURE & FORESTS

TENDER DOCUMENT FOR PRINTING & SUPPLY OF
“TECHNICAL REPORT”
TO RNR-RDC, BAJO, WANGDUE PHODRANG

OFFICE OF THE PROGRAM DIRECTOR
RNR-RDC, BAJOTHANG, WANGDUE PHODRANG

FINANCIAL YEAR 2010-2011

Agency : Ministry of Agriculture & Forests
 Unit : RNR Research & Development Centre, Bajo (RNR-RDC), Bajo
 Location : Bajothang, Wangdue Phodrang
 Name of Work : Printing & Supply Technical Report to RNR-RDC, Bajo, Wangdue Phodrang
 Kind of bidding : Spot Bidding
 Sale of tender forms : N/A
 Cost of tender : N/A
 Last date of submission : 5:00 PM, 13/April/2011
 Date of opening tender : 10:30 AM, 14/April/2011
 Financial Year : 2010 – 2011

sl #	Title	1. Cover page			2. Main contents			3. Others					Your rates per copy (Nu.)
		No of pages	Paper quality	Colour	Paper quality	Colour	Print	Binding	Dimension	No. of copies	Time for printing	Delivery to	
1	An Impact Assessment Report of the Sustainable Land Management Program in Salamjee: A village where stones grow	4 pages	Art card gloss 300 GSM	Full colour	Art card 130 GSM	Full colour	40 pages Back to back	Magazine type or saddle stitch	180mm X 245mm (7.09"X 9.65")	100	2 weeks from the issue of work order	Program Director RNR-RDC, Bajo Wangdue Phodrang	

TERMS AND CONDITIONS

1. The tender committee shall not be bound to accept any particular lowest bid. It shall have the right to reject in part or the whole for any tender without assigning any reason.
2. The quoted rate shall include from the place of purchase to the place of delivery.
3. Tenders submitted by the computer vendors/firms/enterprises shall invariably be signed a partner/authorise representative thereof.
4. Within seven days of the acceptance of the tender, winning bidder/s shall be informed of the supply of the materials/equipment/accessories which shall be bound by the clause or the agreement in respect of all aspect of the work covered therein. The acceptance of the tender shall be deemed to have effect from the date of issue of the work order by the agency (employer).
5. A sample copy of each report/booklet should be sent to the RDC Bajo Tender Committee who will after revision give the final instructions with corrections to be incorporated, if any.
6. All the reports/booklets to be supplied shall conform to our specifications (based on the soft copy). During delivery of the reports/booklets by suppliers, the reports/booklets shall be duly checked by the Centre's Editing Committee/RDC Bajo tender committee to cross check and confirm specifications as specified in the tender. Any reports/booklets not conforming to our specifications will be returned to supplier at the suppliers' cost.
7. Nothing shall be paid by the agency on account of any form of taxes for the reports/booklets or whole.
8. The supply and delivery of the materials/equipment/accessories shall be completed within 14 days from the date of issue of the supply order.
9. Any changes/rectification that might be needed within the warranty period must be carried out at the cost of the intending bidders/suppliers.
10. Suppliers' tax and any other form of obligations shall be recovered from the suppliers' bill as per the existing RGoB rules.
11. A penalty of **2% per month** will be adjusted from the suppliers' bill if the bidder/s does not complete the supply within the tender stipulated time. Alternatively the tender committee will place another supply order to the second lowest bidder as deemed appropriate.
12. The bidder must quote the **BIC Code Number** and enclose **valid trade licence** along with the bids.
13. In the event of dispute over the issue not covered by the above terms and conditions, the financial manual of the "goods procurement" shall be referred to and its contents with regard to the situation will considered final and binding.
14. The decision of the tender committee shall be final and binding.