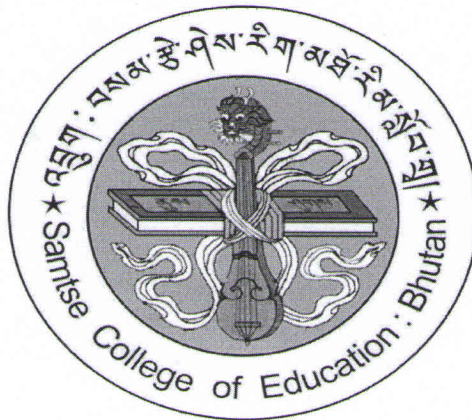


# Tender Document for

## Stationery Items

**Samtse College of Education, Royal University of Bhutan**  
2019-2020

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*Samtse College of Education*



|   |                         |                                     |
|---|-------------------------|-------------------------------------|
| 1 | Package                 | 1                                   |
| 2 | Quotation               | Stationery items                    |
| 3 | Last date of submission | 5 <sup>th</sup> July,2019 at 12pm   |
| 4 | Place of submission     | Office of Asst. Procurement Officer |
| 5 | Date of opening         | 5 <sup>th</sup> July,2019 at 2.30pm |
| 6 | Place of opening        | Conference Hall                     |
| 7 | EMD money               | Nu. 12,000.00                       |





འབྲུག་རྒྱལ་ཁཛིན་གཙུག་ལག་སློབ་མཉམས་སྤྱི་ལེ་  
བསམ་ཆེ་ཤེས་རིག་མཁོ་རིམ་སློབ་མཉམས་སྤྱི་ལེ།

Royal University of Bhutan  
Samtse College of Education



*"You cannot give what you do not have."* **Druk Gyalpo**

Ref: Ref: 37/SCE-Quot/2019-2020/ 004

Date: 31.05.2019

The General Manager  
Advertisement Division  
Kuensel Corporation  
Thimphu

Sir

I would appreciate if you could kindly publish the following notice inviting tender in your newspaper of 5<sup>th</sup> June, 2019 and the bill may be sent to us for payment.

**SAMTSE COLLEGE OF EDUCATION  
NOTICE INVITING TENDER**

Samtse College of Education under Royal University of Bhutan is pleased to invite sealed tender from eligible license holders for the supply and services of following items for fiscal year 2019-2020.

| Sl.No | Particulars                                     |
|-------|---|
| 1     | Supply of Stationary items                      |
| 2     | Supply of Hardware, Electrical & Plumbing items |
| 3     | Supply of Games & Sport items                   |
| 4     | Supply of IT equipments & Accessories           |
| 5     | Science Laboratory equipments and chemical      |
| 6     | Running College Canteen                         |
| 7     | Supply of Vegetables and Grocery items          |
| 8     | Supply of Library Books                         |
| 9     | Peling Bookshop                                 |

The bidding documents can be downloaded from College website ([www.sce.edu.bt](http://www.sce.edu.bt)). The last date for submission of tender is 5<sup>th</sup> July, 2019 at 12 pm and it will be opened on the same day at 2:30PM.

Yours sincerely,

**PRESIDENT**

*(Signature)*

(Rinchen Dorji, PhD)

**PRESIDENT**

Copy to:

1. Office copy
2. Finance Officer



05 365391 (Director General) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329  
Visit us at [www.sce.edu.bt](http://www.sce.edu.bt)





## TERMS AND CONDITIONS

1. The rates quoted shall be CIF Samtse College of Education for supply of Stationary items. Generally the rates quoted shall be inclusive of all charges/levies/taxes which shall be borne by the suppliers.
2. The quotation should be accompanied by the valid trade license issued by the Ministry of Economic Affairs and Tax Clearance Certificate issued by the Department of Revenue and Customs, Royal Government of Bhutan, as enclosure. Quotation without valid trade license and tax certificate as enclosure shall be rejected.
3. The tender shall be accompanied by an application to the **PRESIDENT, Samtse College of Education**.
4. Sealed envelope containing the quotation shall be marked **Original** and **Duplicate** in separate envelopes. The quotation will be opened in the Conference Hall, Samtse College of Education on 5<sup>th</sup> July, 2019 at 2.30 PM.
5. The rates quoted shall be valid for a period of 12 months from the date of quotation.
6. Goods should be supplied within 30 days from the date of issue of purchase order.
7. Earnest money of Nu.12000.00 (Twelve thousand) only should be furnished in the form of Cash Warrant/Bank Draft/Unconditional bank guarantee in favor of the **PRESIDENT, Samtse College of Education**. Quotation without earnest money shall be rejected.
8. The College reserves the right to vary the quantity up to 10% on the same terms and conditions.
9. All equipment supplied must be as per the specification and any fake item noticed shall be rejected, returned at the supplier cost and shall be dealt as per the Clause 18 of the terms and condition.
10. The College reserves the right to reject all or any tender without assigning any reason.
11. If the supplier fails to supply the required quality and quantity of goods, the College Administration will forfeit the earnest money and terminate the contract without any explanation and supply order will be given to the next evaluated lowest bidder.
12. Failing to submit the quotation within the submission date line shall be declared as 'late' and rejected. The same would be returned unopened to the supplier.



13. The rules and regulation for establishment and operation of Industrial and Commercial ventures must be adhered to with regard to establishment of license venture.
14. The rates should be quoted against the specification provided and failing to quote in conformity with the specification shall be disqualified for evaluation.
15. The purchaser shall not be responsible for any damage, loss or any undue incident occurred during the transportation. Supplier will be fully responsible for making them good at his own cost.
16. The supplier should have a warranty of one Year from the date of delivery.
17. The supplier should be able to supply the material immediately during the time of emergency and if the bidder fails to supply the required material the bidder shall bear the expenses to purchase from other supplier for the College, Samtse.
18. The committee will directly reject the tender if the supplier supplies duplicate/fake or compromised material and the College Administration will forfeit the earnest money and terminate the contract without any explanation and supply order will be given to the next evaluated lowest bidder.
19. If the selected bidder fails to supply the goods within the stipulated time, the liquidated damages of Nu.0.1% per day of bill amount will be imposed.
20. Pursuant to condition above, the second lowest bidder at his quoted rate shall be asked to supply the goods after submitting performance security to the College Administration.
21. The performance security retained with the College shall be refunded to the concerned supplier after the completion of supply of goods.
22. The College will process the bills for payment only upon complete delivery of the goods to the College.
23. Decision taken by the College Tender Committee will be final and binding.
24. In addition to the terms and conditions mentioned above, all other relevant regulations of the Procurement Manual 2009, shall apply where specific mention is not made.







༣། འབྲུག་རྒྱལ་ཁོངས་སྤྱི་ཐོན་ལས་སྐྱོལ་ལྷན་ཁག་གི་  
བསམ་ཆེ་ཤེས་རིག་མཛེས་མ་སྤྲོད་བྱ།



Royal University of Bhutan  
Samtse College of Education  
Stationery Items for Fiscal Year-2019-2020

| SL.NO | Description of Goods                | Unit.     | Rate | Brand Name (Please Specify) |
|-------|-------------------------------------|-----------|------|-----------------------------|
| 1     | Cello tape 2" (Transparent)         | Per Pcs   |      |                             |
| 2     | Marking cloth, ordinary             | Per Mtr.  |      |                             |
| 3     | Heavy duty stapler machine 24/6     | Per Pcs   |      |                             |
| 4     | Heavy duty staples pin 24/6         | Per Pcs   |      |                             |
| 5     | Thumb pin                           | Per Pkt.  |      |                             |
| 6     | Arch file supreme                   | Per Pcs   |      |                             |
| 7     | Ring file                           | Per Pcs   |      |                             |
| 8     | Highlighter pen                     | Per Pkt.  |      |                             |
| 9     | Board marker: Assorted colour       | Per Pcs   |      |                             |
| 10    | Permanent Marker, Assorted colour   | Per Pcs   |      |                             |
| 11    | Attendance Register                 | Per No.   |      |                             |
| 12    | Chart paper (All colours)           | per Sheet |      |                             |
| 13    | News print paper                    | Per Ream  |      |                             |
| 14    | Photo copy paper, A4 size           | Per Ream  |      |                             |
| 15    | HP Toner Cartridge (12 A)           | Per Pcs   |      |                             |
| 16    | HP Toner Cartridge (CE 505 A)       | Per Pcs   |      |                             |
| 17    | HP Toner Cartridge (80A)            | Per Pcs   |      |                             |
| 18    | HP Toner Cartridge 5646 (006R01046) | Per Pcs   |      |                             |
| 19    | Hp laser jet Cartridge-CE255A       | Per Pcs   |      |                             |
| 20    | Cannon Cartridge -324               | Per Pcs   |      |                             |
| 21    | Hp toner Cartridge 88 A             | Per Pcs   |      |                             |
| 22    | Hp laser jet Cartridge-CF226A       | Per Pcs   |      |                             |
| 23    | Cannon Cartridge -ir-2525w-(Npg-51) | Per Pcs   |      |                             |
| 24    | Envelope brown 9x4                  | Per Pkt.  |      |                             |
| 25    | Envelope cloth coated (A4 size)     | Per Pcs   |      |                             |
| 26    | Envelope cloth coated (A3 size)     | Per Pcs   |      |                             |
| 27    | Post it pad big                     | Per Pcs   |      |                             |

