

STANDARD BIDDING DOCUMENTS

SUPPLY OF STATIONARY ITEMS



Samtse College of Education

Samtse, Bhutan

2020



༄ འབྲུག་རྒྱལ་ཁོངས་སྤྱི་ཤེས་སློབ་ཆུང་།
བསམ་ཆེ་ཤེས་རིག་མཐོ་རིམ་སློབ་ཁྱེད།

Royal University of Bhutan
Samtse College of Education



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

Ref: 37/SCE-Quot/2020-2021/004

Date: 22.06.2020

The General Manager
Advertisement Division
Kuensel Cooperation
Thimphu

Sir,

I would appreciate if you could kindly publish the following notice inviting tender in your newspaper of 22nd June and 23rd 2020 and bill may be sent to us for payment:

**SAMTSE COLLEGE OF EDUCATION
NOTICE INVITING TENDER**

Samtse College of Education is pleased to invite sealed tender from the eligible license holders for the supply and services of the following items for the financial year 2020-2021.

Sl. No	Particulars
1	Supply of Stationery items
2	Supply of Hardware, Electrical & Plumbing items
3	Supply of Games & Sports items
4	Supply of IT equipment & Accessories
5	Supply of Science laboratory equipment & chemical
6	Supply of Vegetables and Grocery items
7	Supply of Library Books

The bidding documents can be download from our website <http://www.sce.edu.bt> of Samtse College of Education. The last date for submission of tender is 6th July 2020 at 12:00PM and it will be opened on the same day at 2:30 PM.

For any inquiry, please contact Administrative Officer at 05-365274 during working hours.

President

Yours sincerely,


(Rinchen Dorji, PhD)
PRESIDENT

Copy to:

1. Accounts Section
2. Office Copy



☎: 05 365391(President) 365274 (Adm Section) 365273 (General Section) P.O
Box No. 329, Visit us at www.sce.edu.bt

1	Package	1
2	Quotation	Stationery items
3	Last date of submission	6th July,2020 at 12pm
4	Place of submission	Office `Procurement Officer
5	Date of opening	6th July,2020 at 2.30pm
6	Place of opening	Conference Hall
7	EMD money	Nu. 12,000.00



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 6th July, 2020 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.





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Royal University of Bhutan
Samtse College of Education

Stationery Items for Fiscal Year-2018-2019

SL.NO	Description of Goods	Unit.	Rate	Brand Name (Please Specify)
1	Cello tape 2" (Transparent)	per roll		
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	Duplicating paper	Per Ream.		
14	News print paper	Per Ream		
15	Photo copy paper,A4 size	Per Ream		
16	Photocopy paper A4 color	Per Ream		
17	HP Toner Cartridge (12 A)	Per Pcs		
18	HP Toner Cartridge (CE 505 A)	Per Pcs		
19	HP Toner Cartridge (80A)	Per Pcs		
20	HP Toner Cartridge 5646 (006R01046)	Per Pcs		
21	Hp laser jet Cartridge-CE255A	Per Pcs		
22	Cannon Cartridge -324	Per Pcs		
23	Hp toner Cartridge 88 A	Per Pcs		
24	Xerox phaser Toner cartridge(113R00711)	Per Pcs		
25	Envelope brown 9x4 good quality	Per Pkt.		
26	Envelope cloth coated (A4 size)	Per Pcs		
27	Envelope cloth coated (A3 size)	Per Pcs		
28	Post it pad big	Per Pcs		
29	Fax film, Panasonic KX-FP701	Per Pcs		
30	Rongda Digital Printer Ink R-303 N	Per Box		
31	Rongda Master Roll	Per Roll		
32	Register Book 10'	Per Pcs		
33	Register book 20'	Per Pcs		



	Gems clip plastic coated	Per pkts		
35	Paper cutter knife	Per Pcs		
36	Glue Stick	Per Pcs		
37	Druksho Envelepoe 9x4	Per Pkts		
38	Punching machine DP 480	Per Pcs		
39	Twin thread	Per Roll		
40	Scissor Heavy duty	Per Pcs		
41	Sticky Note pad	Per Pcs		
42	Graph Book	Per Pcs		
43	Plastic File	Per Pkts		
44	Book Binding clothes	Per Roll		
45	Book Binding cloth tape	Per Bundle		
46	Book Binding Rexin	Per Roll		
47	Book Binding Board	Per Pcs		
48	Book Binding Paper	Per Pcs		
49	Piercing	Per Pcs		

