

STANDARD BIDDING DOCUMENTS

SUPPLY OF GROCERIES ITEMS



Samtse College of Education

Samtse, Bhutan

2023



Royal University of Bhutan

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SAMTSE COLLEGE OF EDUCATION



Ref: 37/SCE-Quot /2023-2024/ 29

Date: 6th July 2023

The General Manager
Advertisement Division
Kuensel Corporation
Thimphu.

Sir/Madam,

The undersigned would like to request your office to kindly publish the following notice inviting tender in your newspaper dated 7th July 2023 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 2023-2024.

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, Grocery and Meat items
7	Supply of Library Books

The bidding documents can be downloaded from our website <http://www.sce.edu.bt> of Samtse College of Education. The last date for submission of tender is 27th July 2023 at 12:00 PM and it will be opened on the same day at 2:30 PM.

For any further inquiry, please contact Administrative Section at 05-365273, during working hours.

President

Yours sincerely,

(Rinchen Dorji, PhD)

PRESIDENT



: 05 365391(President) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329

Visit us at www.sce.edu.bt

1	Package	07
2	Quotation	Supply of Grocery Items
4	Last Date of Submission	27th July 2023 at 12.00PM
5	Date of opening	27th July 2023 at 02:30PM
6	Place of Submission	Office of Store In-Charge
7	Place of opening	Conference Hall, SCE
8	EMD	Nu. 30,000 (Thirty Thousand only)

Supply of Grocery Items -2023-2024

TERMS AND CONDITIONS

1. The contract agreement shall be valid initially for a period of one year and No appeal will be entertained till the expiry date of the contract.
2. The quotation should be accompanied by the valid trade license issued by the Ministry of Economic Affairs and the Tax Clearance Certificate issued by the Department of Revenue and Custom, Royal Government of Bhutan, as the enclosure. Quotation without a 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 envelopes containing the quotation shall be marked **Original** and **Duplicate** in separate envelopes. The quotation shall be opened in the conference hall, Samtse College of Education on 27th July 2023 at 2.30 pm.
5. The rate quoted shall be valid for a period of 12 months from the date of quotation and 2% of TDS will be deducted as per the existing rules.
6. The rate quoted shall be inclusive of all taxes and FOR, Samtse.
7. The quotation or price list of the Grocery items will be part of this contract agreement and will be valid for a period of 12 months. The contractor will supply only such items specifically approved by the Mess Management Committee
8. The supplier has to deliver the Grocery Items to the college on the stipulated time and day which is on Sunday, Friday and Wednesday at 12 Noon BST. (Depending on the mess demand) The goods must be handed over in presence of the Mess Secretary and Coordinating councillor.
9. The Purchaser shall not be responsible for any loss or damage or any undue incident that occurred during the transportation. The supplier will be fully responsible for making them good at his own cost.



10. The Contractor shall be responsible for the quality of the vegetable supplied and for the service and the items should meet the quality requirement specified by the mess secretary.
11. Payment will be released on a monthly basis after submission of bill duly certified by mess secretary and coordinating councillor. If the college vehicle is used for lifting the goods, the amount of Nu 100/-per trip shall be deducted from the bill.
12. If the supplier fails to supply the required quality and quantity of the goods, the College Administration will forfeit the earnest money and terminate the contract without any explanation and the supply order will be given to the next evaluated lowest bidder.
13. The Contractor will deposit with the College administration a sum of Nu. **50,000(Fifty Thousand Only) for Grocery** in the form of cash warrant/demand draft and unconditional bank guarantee in favour of The President, Samtse College of Education. Quotation without earnest money shall be rejected.
14. For termination of this agreement **two months' notice will be required from either side** in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by Mess Management Committee and shall hand over the same to the authorised officer of the College administration.
15. The performance security retained with the College shall be refunded to the concerned supplier after the completion of the supply of the goods.
16. The prizes quoted are applicable for all the programmes of the college such as B.Ed, B.A Social Work, PgDE, PgCHE and PgDGC etc.
17. In case of any dispute the matter shall be referred to the Office of the PRESIDENT and his decision will be final and binding on the Contractor.
18. The decisions taken by the College Management Committee shall be final and binding.
19. In addition to the terms and conditions mentioned above, all other relevant regulations of the Procurement Manual 2009, shall be applied, where specific mention is not made.



GROCERY ITEMS 2023-2024

Sl.No	PARTICULARS	SPECIFICATION/ BRAND	UNIT	RATE
1	Red Rice		Per Kg	
2	Krem-top		Per Kg	
3	Dry Motar		Per Kg	
4	Chilli Powder		Per Pkt	
5	Haldi Powder		Per Pkt	
6	Jerra Powder		Per Pkt	
7	Meat Masala		Per Pkt	
8	Vegetable Masala		Per Pkt	
9	Garam Masala		Per Pkt	
10	Taste Maker		Per 250gm	
11	Tomato Sauce		Per 700gm	
12	Papad		Per Pkt	
13	Finge		Per Pkt	
14	Soya Bean Sauce		Per 700 gm	
15	Neutrila		Per Kg	
16	Panner		Per Kg	
17	Chana		Per Kg	
18	Panch Phoron Masala		Per Kg	
19	Dry Fish		Per Kg	
20	Egg		Per Tray	

