

STANDARD BIDDING DOCUMENTS

SUPPLY OF STATIONERY ITEMS



Samtse College of Education

Samtse, Bhutan

2023



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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

1	Package	1
2	Quotation	Stationery Items
3	Last date of submission	27th July, 2023 at 12pm
4	Place of submission	Office of Store- In charge
5	Date of opening	27th July,2023 at 2.30pm
6	Place of opening	Conference Hall
7	EMD	Nu. 12,000 (Twelve Thousand only)



Supply of Stationary Items 2023-2024

TERMS AND CONDITIONS

1. The rates quoted shall be CIF Samtse College of Education for the supply of Stationery items. Generally, the rates quoted shall be inclusive of all charges/levies/taxes which the suppliers shall bear.
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 Customs, Royal Government of Bhutan, as the enclosure. Quotation without valid a 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 in the envelopes 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 27th July 2023 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 the 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 favour 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's shall be dealt with as per Clause 18 of the terms and conditions.
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 the supply order will be given to the next evaluated lowest bidder.
12. Failing to submit the quotation within the submission dateline shall be declared as 'late' and rejected. The same would be returned unopened to the supplier.



13. The rules and regulations for the establishment and operation of Industrial and Commercial ventures must be adhered to with regard to the establishment of license ventures.
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 incident that occurred during the transportation. The 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 another 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 the 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 the bill amount will be imposed.
20. Pursuant to the condition 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 the 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.



Stationery Items For 2023-2024 Fiscal year

SL. No	Description of Goods	Unit.	Brand Name (Please Specify)	Rate (Nu)
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	Per PKt		
10	Permanent Marker	Per Pkt		
11	Attendance Register	Per No.		
12	Chart paper (Assorted Colour)	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	NPG-51 Toner black	Per Pcs		
23	Cannon Cartridge -324	Per Pcs		



24	Hp toner Cartridge 88 A	Per Pcs		
25	Xerox phaser Toner cartridge(113R00711)	Per Pcs		
26	Envelope brown 9x4 good quality	Per Pkt.		
27	Envelope cloth coated (A4 size)	Per Pcs		
28	Envelope cloth coated (A3 size)	Per Pcs		
29	Post it pad big	Per Pcs		
30	Register Book 10'	Per Pcs		
31	Register book 20'	Per Pcs		
32	Gems clip plastic coated	Per Pkt		
33	Paper cutter knife	Per pcs		
34	Glue Stick	Per Pcs		
35	Druksho Envelope 9x4	Per Pcs		
36	Punching Machine DP 480	Per Pcs		
37	Twin Thread	Per Roll		
38	Scissor Heavy duty	Per Pcs		
39	Sticky Note pad	Per Pcs		
40	Plastic File	Per Pkt		
41	HP Laser jet pro M542dn tonner(set of 4) (CF410A)	Per set		
42	Prima 8 card printer- CX-D80 9YMCK Dye film and Retransfer film set)	Per set		
43	Epson L1300 tonners	Per set		
44	HP Laser jet pro MFP M128fn (CC388A)			
45	Personal File (White Colour)	Per Pcs		
46	Staples Pin 17mm	Per Pkts		
47	Phenol	Per 5 Ltrs		
48	Harpic	Per Ltrs		
49	Microfiber Flat Mop (Big Size)	Per Pcs		



52	Microfiber Flat Mop (Small Size)	Per Pcs		
53	Floor Wiper	Per Pcs		
54	Toilet Brush	Per Pcs		
55	Hard Broom	Per Pcs		
56	Soft Broom	Per Pcs		
57	Lock & Key 40mm (7 levers)	Per Pcs		
58	Lock & Key 50mm (7 levers)	Per Pcs		
	Lock & Key 60mm (7 levers)	Per Pcs		
59	Lock & Key 80mm (7 levers)	Per Pcs		
60	Bleaching Powder	Per Pkt		

