





STANDARD BIDDING DOCUMENT

Supply of Stationery Items for 2024-

2025

(Samtse College of Education)



Royal Government of Bhutan Ministry of Finance 2023

Samtse College of Education



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1	Package	2
2	Quotation	Supply of Stationery Items for 2024-2025
3	Last date of submission	22 th July,2024 at 12pm
4	Place of submission	Office of Store In-Charge
5	Date of opening	22 th July, 2024 at 2.30pm
6	Place of opening	Conference Hall
7	EMD	Nu. 12000 (Twelve Thousand only)



Samtse College of Education



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Supply of Stationery items for 2024-2025

TERMS AND CONDITIONS

- 1. The rates quoted shall be CIF Samtse College of Education for the **Supply of Stationery items for 2024-2025**. 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 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.
- Sealed envelopes containing the quotation shall be marked Original and Duplicate in separate envelopes. All pages should be signed by authorized person. The quotation will be opened in the Conference Hall, Samtse College of Education on 22th July 2024 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 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's cost and 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 Samtse College of Education









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 due 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 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 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.



Samtse College of Education

201 (President) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329







24. In addition to the terms and conditions mentioned above, all other relevant regulations of the **Procurement Rules and Regulation 2023**, shall apply where specific mention is not made.



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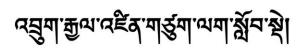
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	Stationery Items For 2023-2024 Fiscal year				
SL. No	Description of Goods	Unit.	(Specification)	Rate (Nu)	
1	Cello tape 2" (Transparent)	Per Roll			
2	Marking cloth, ordinary	Per Mtr.			
3	Heavy-duty stapler machine 24/6	Per Pcs			
4	Heavy-duty staples 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 Color)	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			

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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 Heavy duty	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)	Per set

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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	
61	Colin (Glass Cleaner)	Per Pcs	
62	Signature Pen	Per Pcs	
63	A3 Paper	Per Ream	
64	Scissor	Per Pcs	
65	Paper Tray	Per No	
66	Pen	Per Pcs	
67	Pencil	Per Pcs	
68	Scale 15Cm	Per Pcs	
69	Scale 30Cm	Per Pcs	
70	Scale 100cm	Per Pcs	
71	Punching machine small duty	Per Pcs	
72	Measuring Tape 5mtrs	Per No	
73	Room Fresher	Per pkts	
74	Druksho Paper (1mtrs X 1mtrs)	Per Pcs	
75	Carbon Paper	Per Pkts	
76	Calculator 12digits (office use)	Per No	

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77	Sketch Pen	Per Pkts
78	Color Pencil	Per Pkts
79	Drawing Book	Per Pcs
80	Pencil Battery AAA+ 912	Per Pcs
81	Pencil Battery AAA	Per Pcs

NOTE: Please Provide the proper Specification and samples



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