

# STANDARD BIDDING DOCUMENT

## Supply of Stationery Items for 2024- 2025

(Samtse College of Education)



Royal Government of Bhutan  
Ministry of Finance  
2023





འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མེ  
SAMTSE COLLEGE OF EDUCATION



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

Samtse College of Education



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

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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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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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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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