

STANDARD BIDDING DOCUMENT

Supply of Stationery Items for 2025- 2026

(Samtse College of Education)



Royal Government of Bhutan
Ministry of Finance
2023

1	Package	2
2	Quotation	Supply of Stationery Items for 2025-2026
3	Last date of submission	2nd July, 2025 at 2.00pm
4	Place of submission	Office of Store In-Charge
5	Date of opening	2nd July, 2025 at 2.30pm
6	Place of opening	Conference Hall
7	EMD	Nu. 12000 (Twelve Thousand only)



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SAMTSE COLLEGE OF EDUCATION



Supply of Stationery items for 2025-2026

TERMS AND CONDITIONS

1. The rates quoted shall be CIF Samtse College of Education for the **Supply of Stationery items for 2025-2026**. 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.
4. 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 **2nd July 2025 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 Bank Draft 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

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- 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.

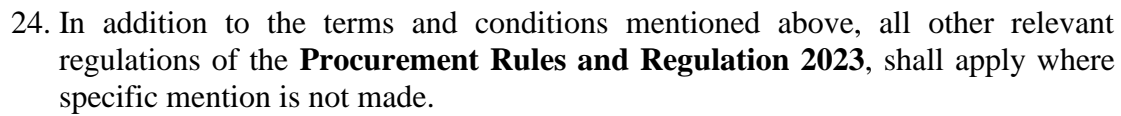
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24	Paper cutter knife	Per pcs		
25	Glue Stick	Per Pcs		
26	Druksho Envelope 9x4	Per Pcs		
27	Punching Machine Heavy duty	Per Pcs		
28	Twin Thread	Per Roll		
29	Scissor Heavy duty	Per Pcs		
30	Sticky Note pad	Per Pcs		
31	Plastic File	Per Pkt		
32	Personal File (White Colour)	Per Pcs		
33	Staples Pin 17mm	Per Pkts		
34	Phenol	Per 5 Ltrs		
35	Harpic	Per Ltrs		
36	Microfiber Flat Mop (Big Size)	Per Pcs		
37	Microfiber Flat Mop (Small Size)	Per Pcs		
38	Floor Wiper (Big Size)	Per Pcs		
39	Toilet Brush	Per Pcs		
40	Hard Broom	Per Pcs		
41	Soft Broom	Per Pcs		
42	Lock & Key 40mm (7 levers)	Per Pcs		
43	Lock & Key 50mm (7 levers)	Per Pcs		
44	Lock & Key 60mm (7 levers)	Per Pcs		
45	Lock & Key 80mm (7 levers)	Per Pcs		
46	Bleaching Powder	Per Pkt		
47	Colin (Glass Cleaner)	Per Pcs		
48	Signature Pen	Per Pcs		
49	A3 Paper	Per Ream		
50	Scissor	Per Pcs		
51	Paper Tray	Per No		
52	Pen	Per Pcs		
53	Pencil	Per Pcs		
54	Scale 15Cm	Per Pcs		
55	Scale 30Cm	Per Pcs		

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56	Scale 100cm	Per Pcs		
57	Punching machine small duty	Per Pcs		
58	Measuring Tape 5mtrs	Per No		
59	Room Fresher	Per pkts		
60	Druksho Paper (1mtrs X 1mtrs)	Per Pcs		
61	Carbon Paper	Per Pkts		
62	Calculator 12digits (office use)	Per No		
63	Sketch Pen	Per Pkts		
64	Color Pencil	Per Pkts		
65	Drawing Book	Per Pcs		
66	Pencil Battery AAA+ 912	Per Pcs		
67	Pencil Battery AAA	Per Pcs		
68	Stable HD-45 kangaro	Per Pcs		
Toner Cartridge				
67	Bizhub 306 toner	Per Pcs		
68	Xerox Phaser 4510	Per Pcs		
69	Toner NPG -59	Per Pcs		
70	HP Toner Cartridge (12 A)	Per Pcs		
71	HP Toner Cartridge (CE 505 A)	Per Pcs		
72	HP Toner Cartridge (80A)	Per Pcs		
73	HP Toner Cartridge 5646 (006R01046)	Per Pcs		
74	Hp laser jet Cartridge-CE255A	Per Pcs		
75	NPG-51 Toner black	Per Pcs		
76	Cannon Cartridge -324	Per Pcs		
77	Hp toner Cartridge 88 A	Per Pcs		
78	Xerox phaser Toner cartridge(113R00711)	Per Pcs		
79	HP Laser jet pro MFP M128fn (CC388A)	Per Set		

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