



# STANDARD BIDDING DOCUMENT

## Supply of Stationary Items

2026-2027

(Samtse College of Education)



Royal Government of Bhutan

Ministry of Finance

2023



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**SAMTSE COLLEGE OF EDUCATION**



1	Package	1
2	Quotation	Supply of Stationery Items for 2026-2027
3	Last date of submission	1 <sup>st</sup> July,2026 at 12.00pm
4	Place of submission	Office of Store In-Charge
5	Date of opening	1 <sup>st</sup> July, 2026 at 2.00pm
6	Place of opening	Rigpa Hall
7	EMD	Nu. 12000 (Twelve Thousand only) to be submit with documents on 1 <sup>st</sup> July



## TERMS AND CONDITIONS

1. The rates quoted shall be CIF Samtse College of Education for the **Supply of Stationery items for 2026-2027**. 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 Rigpa Hall, Samtse College of Education on **1<sup>st</sup> July 2026 at 2.00 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 (or) supplier should corporate with (PA) if it required before 30 days.
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 PRR 2025 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 performance security 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.



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14. The rates should be only quoted against the specification provided by PA and failing to quote in conformity with the specification shall be disqualified for evaluation or reject.
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 performance security 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 or completion of contract for one financial year.
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 Rules and Regulation 2025**, shall apply where specific mention is not made.



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**Please ensure to quote for only specifications provided by PA**

SL.NO	Description	Specification	Unit	Qty	Remarks	Rate
	AAA Battery	Eveready/Duracell LR03/MN2400	Nos	1	Sample	
2	AA Battery	Eveready AA 1015/Duracell	Nos	1	Sample	
3	Ambassador (Executive) Flat File	Ambassador	Nos	1	Sample	
4	Arch File Ambassador	Supreme Lever Arch file (original)	Nos	1	Sample	
5	Battery 9V	Duracell	Nos	1		
6	Bhutanese Paper (Desho)	Chart paper size and thick	Sheets	1	Sample	
7	Binder Clip Black 19 mm	Aerotix	Nos	1	Sample	
8	Binder Clip Black 32mm	Aerotix	Nos	1	Sample	
9	Binder Clip Black 25mm	Aerotix	Nos	1	Sample	
11	Cello Tape -1" (Transparent)	Thick Quality	Rolls	1	Sample	
12	Cello Tape - 2" (Brown)	Thick Quality	Rolls	1	Sample	
13	Cello Tape - 2" (Transparent)	Thick Quality	Rolls	1	Sample	
14	Chart Paper	Best Quality (All Color)	Sheets	1		
15	Desho Paper	Desho good quality	Sheets	1		
16	Cotton Thread 100g	Best quality	Nos	1	Sample	
17	Calculator (Simple)	Casio/Equivalent	Nos	1	Sample	
18	Map Trak Pin 13 mm Premium	Best Quality	Nos	1	Sample	
19	Drawing Pin 13mm	Youngman/best quality	Pkts	1	sample	
20	Magnetic White Board Duster	Best Quality with Marker Holder	Nos	1	Sample	
21	White Board Markers	Snowman /DOMS/ Luxor	Nos	1		
22	Permenant Markers	Snowman /DOMS/ Luxor	Nos	1		
23	White Board Markers Inks 100ml Associate Colors	Camlin	Nos	1		
24	Envelope 9 x 4 inch (Plain White)	Best quality	Nos	1	Sample	
25	Envelope 9 x 4 inch (Desho)	Best quality	Nos	1		
26	Envelope cloth coated (A4 size)(Plain White)	Best quality	Nos	1	Sample	
27	Envelope cloth coated (A3 size) (Plain White)	Best quality	Nos	1	Sample	
28	Marking cloth, ordinary	Cloths	Mtr	1		



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29	Stabler HD-45	Kangaro	Nos	1		
30	Heavy-duty staples pin 24/6	Kangaro	Pkts	1		
31	Certificate Paper Associated Colors A4	Oddy	Reams	1	Sample	
32	Ring Binder	Megha	Pcs	1	Sample	
33	Arch file Supreme	Best Quality	Pcs	1	Sample	
34	Attendance Register 10"	Best Quality	Pcs	1	Sample	
35	News print paper	Best Quality	Ream	1		
36	Photo copy paper, A4 size	JK Copier 75 GSM- Red Cover	Ream	1		
37	Photocopy paper A4 color	JK Copier 75 GSM	Ream	1		
38	Register Book 10'	Best Quality	Pcs	1	Sample	
39	Register book 20'	Best Quality	Pcs	1	Sample	
40	Lock & Key 40mm (7 levers)		Pcs	1		
41	Lock & Key 50mm (7 levers)		Pcs	1		
42	Lock & Key 60mm (7 levers)		Pcs	1		
43	Lock & Key 80mm (7 levers)		Pcs	1		
44	Signature Pen	Pilot	Pcs	1		
45	Harpic	500 ml	Bott	1	Sample	
46	Lizol	500 ml	Bott	1	Sample	
47	<b>Compatible Cartridge</b>					
48	88A, HP Laserjet Cartridge	Competible	No.			
49	88A, HP Laserjet Cartridge	Original	No.			
50	Xerox B235,	Original	No.			
51	HP CF226X, Laser Jet Pro M402dne	Original	No.			
52	HP 80A (CF280A), Laser Jet Pro 400 M401dn	Original	No.			
53	113R00711 Xerox	Original	No.			
54	TN-222,	Original	No.			
55	HP 83A, HP LaserJet Pro MFP M126a	Original	No.			
56	HP 89A (CF289A), LaserJet Enterprise M507	Original	No.			
57	HP CF289A	Original	No.			
58	HP Toner Cartridge (80A),	Original	No.			



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59	Canon Toner Cartridge NPG-59	Original	No.			
60	Epson 664 Toner Set,	Original	No.			
61	HP 05A (CE505A), The HP LaserJet P2055dn	Original	No.			
62	Xerox Toner for Versa link B7125(006R01819)	Original	No.			

**NOTE: Please Provide the proper Specification and samples**