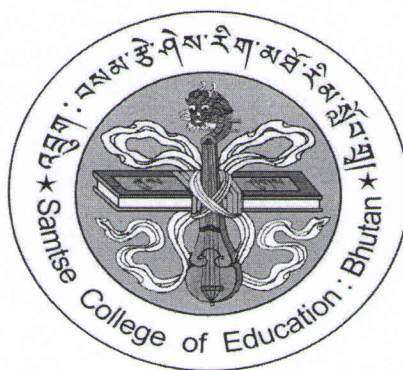


STANDARD BIDDING DOCUMENTS

Running Peling Book



Bidding Document for running Peling Books

Samtse College of Education

Samtse, Bhutan

2019





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བསམ་རྒྱུ་ཤེས་རིག་མཐོ་རིམ་སློབ་ཁྱེད།

Royal University of Bhutan
Samtse College of Education



"You cannot give what you do not have." **Druk Gyalpo**

Ref: Ref: 37/SCE-Quot/2019-2020/ 004

Date: 31.05.2019

The General Manager
Advertisement Division
Kuensel Corporation
Thimphu

Sir

I would appreciate if you could kindly publish the following notice inviting tender in your newspaper of 5th June, 2019 and the bill may be sent to us for payment:

**SAMTSE COLLEGE OF EDUCATION
NOTICE INVITING TENDER**

Samtse College of Education under Royal University of Bhutan is pleased to invite sealed tender from eligible license holders for the supply and services of following items for fiscal year 2019-2020.

Sl.No	Particulars
1	Supply of Stationary items
2	Supply of Hardware, Electrical & Plumbing items
3	Supply of Games & Sport items
4	Supply of IT equipments & Accessories
5	Science Laboratory equipments and chemical
6	Running College Canteen
7	Supply of Vegetables and Grocery items
8	Supply of Library Books
9	Peling Bookshop

The bidding documents can be downloaded from College website (www.sce.edu.bt). The last date for submission of tender is 5th July, 2019 at 12 pm and it will be opened on the same day at 2:30PM

Yours sincerely,

PRESIDENT

Rinchen Dorji

(Rinchen Dorji, PhD)

PRESIDENT

Copy to:

1. Office copy
2. Finance Officer



05 365391 (Director General) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329
Visit us at www.sce.edu.bt

Invitation for Quotation
(IFO)

Contract Ref: Ref: 37/SCE-Quot/2019-2020/04

Date: 05.06.2019

Dear Sir/Madam,

1. You are invited to submit your priced bid for the running the following service

i) Peling Book

2. The bidder(s) may quote for any or all items under this invitation¹. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked **ORIGINAL**. In addition, the bidder(s) should also submit one copy marked as **COPY**. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address:
Your quotation in the required format should be addressed and submitted to:
Director
Royal University of Bhutan
Samtse College of Education
Samtse
4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 5th July, 2019 at 12pm and it will be opened on same day 2.30 pm
5. The bid shall be accompanied by a bid security of **5000 Nu (Five Thousand Only) amount in the form of warrant, demand draft or unconditional Bank Guarantee valid till 60 days, addressed to the Director.** Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotations by fax or by electronic means **are not** acceptable.



7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of running the Peling Bookshop.

- a) PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be made available at the price lower than the market price.
- b) *The Bookshop operator should have a valid bookshop trade license for running the bookshop.*
- c) *The person operating the bookshop must be literate and should have educational qualification of class 12 passed.*
- d) *The Pelingbooks should be operated according to the bookshop polices as approved by the College Management Committee.*
- e) *The bookshop shall treat the entire visitor in a most professional manner that reflects warmth and respect.*
- f) *College will subscribe magazine and news paper and also purchase book of interest from the bookshop*
- g) *At least 70% of the items sold in the bookshop will consist of Books.*
- h) *Bookshop should have at least two national news papers (eg. Kuensel, Bhutan Today) and three Indian leading news paper & magazines (eg. India Today, Times) and*
- i) Bidders not fulfilling the terms prescribed will be considered as not responsive and the Bid quoted will be rejected.

8. Further information can be obtained from: **Procurement Section, SCE.**



Schedule of Items and Priced Quotation (bid form

The Discount I would like to Offer for selling (Books & stationery) for running the Bookshop is:

- 1- Books -Discount offered% (In words).....
2. Stationery Items - Discount Offered..... %(In Words).....
3. Contact Address:
4. Contact No.

Authorized Signature

Signature of Manager	Supplier's Official Stamp
Name of Bookshop	
Date	



Documents required to be submitted as part of the Quotation

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items the Priced Quotation.
- (b) A valid Trade License²;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Any other requirements specified in this document

Terms and Conditions for running Peling Book.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the contractor shall form any part of the Contract.

1. The bidder offering the highest amount of DISCOUNT will be awarded the contract for running the Peling Bookshop.
2. Initial contract shall be made for a period of one year from the day the agreement is signed. The committee will have the right to terminate the contract in case of violation of terms and condition and forfeit the security deposit.
3. The Contractor if intending to terminate the contract before the expiry of the term should notify the College Management in writing, at least one month in advance for necessary action/arrangement, as deemed appropriate by the College.
4. The sale of alcoholic drinks, doma and tobacco items are not allowed.
5. All the items will have to be sold at lower than the Maximum Retail Price (MRP) printed by the company only. Additional sticker is not allowed, if found with the duplicate stickers, 50% of the total cost of that particular item will be charged as a penalty.
6. The rates for books, stationery and other items for which MRP is not given should be displayed on the board.



7. New items to be sold must be approved by the College. If the items are sold without approval a penalty of Nu. 500/- per item will be collected.
8. The successful bidder will be notified and upon receipt of the award letter the bidder must report to college administration within 7 (seven) days from the date of award letter to sign the contract agreement.
9. The College Management Committee and all the Bookshop management committee shall have the authority to inspect Peling Bookshop from time to time.
10. For termination of this agreement, **two months' notice will be required from either side** in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by College Management Committee and shall hand over the same to the authorized officer of the College administration.
11. The College Management Committee will accord preference for working experience in running of Bookshops in various offices of at least 3 years or more.
12. The Contractor will pay monthly rental fee of Nu. **3500 Nu (Three thousand five hundred)** to College administration on every 5th day of the beginning of month.
13. The contractor will not sublet or assign the license or use the space provided for running the Bookshop for purposes other than bookshop and shall not allow anybody or reside in the licensed premises.
14. Failing to deposit rent on specified time shall be levied 24% penal interest per annum.
15. Any complain or misbehaviour in the Bookshop should be immediately brought to the notice of Dean of Student Affair or the College administration Office.
16. The college administration will not be responsible for the credit given to the clients; it must be settled between the individuals who have availed credits and the Bookshop.
17. The electricity and the water energy consumption will be charged as per the meter read and will have to borne by the bidder.
18. Any damage or loss of property in the Bookshop will be borne by the contractor.
19. The College reserves the right to accept or reject any or all the bid and terminate the Contract at any time without thereby incurring any liability to the affected bidder on the grounds of dissatisfaction of Contractor's Performance.



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20. In addition to the terms and conditions mentioned in this bidding document, the entire bidding/contract will abide by the existing rules of Royal Government of Bhutan.
 21. The Shop should remain open for the entire duration of the academic sessions (12 months of the year) from 8am to 8pm on all the days of the week except on public holiday.
 22. In case of any dispute the matter shall be referred to the Office of President and his/her decision will be final and binding on the Contractor.
 23. The decision taken by the College shall be final and binding.

