

STANDARD BIDDING DOCUMENTS

SUPPLY OF STATIONARIES, CATRIDGES & OTHER CLEANING ITEMS



College of Natural Resources

Punakha, Bhutan

2020



1	Package	6
2	Quotation	Stationaries and cartridges
3	Last date of submission	27 th July,2020 at 12PM
4	Place of submission	Office of Administrative Section
5	Date of opening	27 th July,2020 at 2 PM
6	Place of opening	Conference Hall
7	EMD money	Nu. 20,000/-

TERMS AND CONDITIONS

1. The Bid prepared by the bidder, and all correspondence and documents relating to the Bid exchanged by the bidder and the Purchaser, shall be in the English language.
2. Prices shall be quoted in Bhutanese Currency (Ngultrum). The payment for the supply will be made in the currency of the bid.
3. The bid shall be submitted in hard copy and shall not be accepted if submitted electronically.
4. The rates quoted shall be CIF College of Natural Resources for supply of hardware, electrical and plumbing items. Generally the rates quoted shall be inclusive of all charges/levies/taxes which shall be borne by the suppliers.
5. The quotation shall be accompanied by the valid trade license issued by the Ministry of Economic Affairs and Tax Clearance Certificate issued by the Department of Revenue and Customs, Royal Government of Bhutan as enclosure. Quotation without valid trade license and tax certificate shall be rejected.
6. The Supplier shall submit the full details of the Goods, together with illustrations, brochures, catalogue, brand name, models No, samples if applicable etc. in original form. The reference item number and page number shall be indicated on the Bid form. The availability of spare parts, nearest service facilities and accessories must be clearly stated.
7. The bidder shall seal the original and each copy of the Bid in an inner and outer envelope, duly marking the envelopes as "original" and "copy" put together in one outer envelope and clearly marked as confidential and also the package number. The inner and outer envelopes shall be addressed to the President, College of Natural Resources, Lobesa. The inner envelope shall



indicate the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "late."

8. The quotation will be opened in the conference hall, College of Natural Resources on 27th July, 2020 at 2:00PM.
9. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power-of-attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid. The name and position held by each person signing the bid must be typed or printed below the signature.
10. Pursuant to the above condition the following factors shall be considered during the Evaluation of Bids: (a) Well set up shop, (b) Availability of spare parts, (c) meets specification (d) past related experience
11. The rates quoted shall be valid for the period of 12 months from the date of the opening of the bid.
12. Goods shall be supplied within 30 days from the date of the issuance of supply order.
13. Earnest money of Nu. 20,000/- (Twenty Thousand) only shall be furnished in the form of cash warrant/bank draft/Unconditional bank guarantee in favor of the president, College of Natural Resources. Quotation without earnest money shall be rejected. In case of bank guarantee, the bid security shall be valid for 12 months.
14. The earnest money furnished shall be retained as the performance security of the selected bidder and those earnest money shall be return back to those unselected bidders.
15. The College reserves the right to vary the quantity up to 10% on the same terms and conditions.
16. All goods supplied must be as per the specification and any fake item noticed shall be rejected, returned at the suppliers cost and shall be dealt as per the Clause 25 of the terms and conditions.
17. The College reserves the right to reject all or any tender. The suppliers will be communicated with the written justification of it.
18. If the supplier fails to supply the required quality and quantity of goods, the College Management shall forfeit the earnest money and terminate the contract without any explanation and supply order will be given to the next evaluated lowest bidder.



19. Failing to submit the quotation within the submission dead line shall be declared as “late” and rejected. The same would be returned unopened to the supplier.
20. The rule and regulation for the establishment and operation of Industrial and Commercial ventures must be adhered to with regard to establishment of license venture.
21. The rates shall be quoted against the specification provided and failing to quote in conformity with the specification shall be disqualified for evaluation.
22. The College shall not be responsible for any damage, loss and any undue incident occurred during the transportation. Supplier will be fully responsible for making them good at his own cost.
23. The supplied goods shall have a warranty of one year from the date of delivery.
24. The supplier shall be able to supply the goods on time i.e on or before 30 days from the date of the supply order. If the selected bidder fails to supply the goods within stipulated time, the liquidated damages of Nu.0.1% per day of bill amount will be imposed at the maximum of 10%.
25. At the time of notification of award, the college shall consider this documents as the contract document and the earnest money will be also considered as the performance security.
26. The College will directly reject the tender if the supplier supplies duplicate/fake or compromised material and the College Management will forfeit the earnest money and terminate the contract without any explanation and supply order will be placed to the next evaluated lowest bidder.
27. Pursuant to condition above, the second lowest bidder at his quoted rate shall be asked to supply the goods after submitting the performance security of 10% from the bill to the College Management.
28. The performance security retained with the College shall be refunded to the concerned supplier after the completion of the supply of goods.
29. The College will process the bills for payment only upon completion of delivery of the goods to the College. No advance payments shall be made by the College to the supplier for executing the contract.
30. Decision taken by the College Tender Committee will be final and binding.
31. In addition to the terms and conditions mentioned above, all other relevant regulation of the Procurement Manual 2009 shall apply where the specific mention is not made.



STATIONARIES, CATRIGES AND OTHER CLEANING ITEMS

SI No	Particulars	Specification	Qty	Unit	Brand & Model (Plz specify)	Remarks
1	Envelope A 4 (Yellow)		1	pcs		
2	Arch File	Design Regd.No.166587	1	nos		
3	Photo Copy Paper	Lot No: J2003001, 75 gsm, A4	1	rem		
4	Brown chart paper		1	nos		
5	Register (no.12)		1	nos		
6	white board marker pen		1	nos		
7	Masking tape		1	nos		
8	Punching machine(medium)	DP-520	1	nos		
9	Stapler machine(medium)	HS-45P	1	nos		
10	Transparent cello tape		1	nos		
11	Flat file(yellow)		1	nos		
12	Harpic		1	nos		
13	Moping sticks		1	nos		
14	Mixed chart paper		1	nos		
15	Highlighter		1	nos		
16	Glue stick		1	nos		
17	Marker Pen(Permanent)		1	nos		
18	Toner Cartridge(88A)		1	nos		
19	Tonner cartridge 98 A		1	nos		
20	Toner 4510N		1	nos		
21	Toner cartridge 26 A		1	nos		
22	Lamination Paper		1	nos		
23	Photo Glossy paper	A4 size	1	nos		
24	Phenol		1	nos		
25	Lime cleaner		1	nos		



