



བཟོ་རིག་བརྒྱ་གསུམ་མཐོ་རིམ་སློབ་ཁྲུང་།

བཀྲ་ཤིས་གཡང་ཕྱེ།

(ལྷང་སློལ་གྱི་རྩམ་རིག་དང་ལག་བཟོ།)

COLLEGE OF ZORIG CHUSUM  
TRASHIYANGTSE

(Traditional Arts & Crafts)



**BIDDING DOCUMENTS  
FOR  
“SUPPLY OF TEACHING MATERIALS,  
FURNITURE, STATIONARY AND TOOLS”  
FOR THE FISCAL YEAR 2018-2019**

**SUPPLIER’S NAME :**

**TELEPHONE / MOBILE NO :**

**(SEALED SIGNATURE OF SUPPLIER)**



བཟོ་རིག་བརྒྱ་གསུམ་མཐོ་རིམ་སློབ་ཤྲ།  
བཀྲ་ཤིས་གཡང་རྩེ།  
(སྤར་སློབ་གྱི་རྩམ་རིག་དང་ལག་བཟོ།)

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## INSTRUCTION TO BIDDERS

1. Quotation document will be available from **12<sup>th</sup> June to 11<sup>th</sup> July 2018** during the office hours.
2. All the quotation must be submitted in sealed envelope marking as “**Quotation for Teaching Materials, Furniture, Stationary and Tools**” items on **11<sup>th</sup> July 2017** before **10:00AM** to the Principal’s office CZC and will be opened at **10:30AM** on the same day at Conference Hall.
3. The rate quoted for the all items should be delivery of goods to the Trashiyangtse College of Zorig Chusum office. Generally, the rates quoted shall be inclusive of all charges, levies/taxes, wherever the charges/levies/taxes shall be charged separately; the same shall be indicated clearly and separately.
4. The rates quoted shall be valid for twelve months (**one year**) from the date of opening the tender documents.
5. A copy of the valid Trade License must be enclosed with the tender documents.
6. Any request by the bidder(s) for the correction of a rates (if any) at the time and after opening would result in the cancellation of the bid in total.
7. Tender documents should be accompanied with **EMD** of **Nu.20,000.00** (Twenty thousand) only in form of demand draft or cash warrant to be drawn in favor of Principal, College of Zorig Chusum, Trashiyangtse.
8. The **EMD** of the successful bidder will be refunded after receiving the **10% of Performance Security Deposit** of contract amount within two weeks.
9. The supply of the materials shall be completed within **30 to 45 days** strictly from the issuance date of the supply order subject to goods.
10. If the supplier fails to supply within the prescribed time, the client will be charged **penalty 0.1%** of total value of supply order (subject to delay items) maximum up to **10% as Liquidate Damages**.
11. Any materials supplied shall be conform to specification/catalogue and subject to testing of quality and sample produced.
12. Purchaser reserves right to vary the quantity on the same terms and conditions.
13. The purchaser will not be responsible for any damage, loss, breakage or shortage, etc of any items/quantity in transit.



བཟོ་རིག་བརྒྱ་གསུམ་མཐོ་རིམ་སློབ་གྲྭ།  
 བཀྲ་ཤིས་གཡང་རྩེ།  
 (ལྷང་སྤོལ་གྱི་རྩམ་རིག་དང་ལག་བཟོ།)

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14. The purchaser reserves the right to reject the bids without seeking any explanation from the bidder.
15. Prospective bidder requiring any further information or clarification of the bidding documents may notify the purchaser in writing at the purchasers' address indicated in bidding invitation bid. The purchaser will respond in writing to any one request for clarification, which it receives earlier than one week prior to the deadline for the submission of the bid. The purchaser's shall respond (including an explanation of the query) will be sent in writing or by fax to all prospective bidders.
16. The tender committee reserves right to reject all or in part, the items supplied by the successful bidders during physical verification/technical testing if it was believe and found that the materials supplied are non standard/non specific and unreliable in terms of quality.
17. If the selected bidder fails to supply the full quantity of the bid within **90days**, the committee shall cancel the order for the quantity not supplied and place the order to the next bidder in succession. However, the committee shall recover as liquidated damages, the difference between the contracted rates and the actual price paid to the next bidder for the quantity not supplied from his/her **Performance Security Deposit**.
18. The bill for the supplied materials/goods shall be passed only after testing, function and satisfaction of the goods.
19. The selection of the bid shall be based on lowest evaluated rate.
20. The decision of the tender committee members shall be final and binding.

**UNDERTAKING**

1. I have read the terms and conditions given above.
2. I accept and agree to all points mentioned above.

Name and signature .....  
 (Affix Legal Stamp)

Seal of Supplier.....

Date.....



བཟོ་རིག་བརྒྱ་གསུམ་མཐོ་རིམ་སློབ་གྲྭ།  
 བཀྲ་ཤིས་གཡང་རྩེ།  
 (ལྷང་ལྷོ་ལྷ་གྲྭ་རིག་དང་ལག་བཟོ།)

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Section V

**Bid Form and Price Schedules**

Date: .....

To,

.....  
 .....  
 .....

Sir,

Having examined the Bidding documents for the above contract, including the specifications, the receipt of which is hereby duly acknowledge, we the undersigned, offer to supply the **Teaching materials, Furniture, Stationary and Tools** in conformity with the said Bidding Documents.

We undertake, if our Bid is accepted, to commence delivery and to complete delivery of all the items specified within 30-45 days, calculated from the date of receipt of your supply order.

If our bid is accepted, we will provide the **Performance Security Deposit 10%** of contract amount for the due performance of the contract.

We agree to abide by this bid for the period of one financial year, pursuant to clause 10 and 17 of the instructions to bidders, and shall remain binding upon us and may be accepted at any time before the expiration of this period.

Date.....Day of.....2018

**Signature of Manager**

**Signature of Witness**

Witness .....

Address.....

Contact Nos.....