

ROYAL UNIVERSITY OF BHUTAN  
GYALPOZHING COLLEGE  
ROYAL UNIVERSITY OF BHUTAN  
MONGAR

**Bidding Document for Operation of College Stationary Shop.**

Title of work:

Operation of College Stationary Shop at Gyalpozhing College, Mongar.

**CLIENT:**

**GYALPOZHING COLLEGE, MONGAR**

**Bidder:**

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July 2017



**Terms and conditions for the operation of College Stationary Shop at Gyalpozhing College, Mongar.**

1. Gyalpozhing College intends to operate College Stationary Shop at the Ground Floor of the President's Pantry .
2. The President, Gyalpozhing College, now invites sealed bids from eligible bidders, for the operation of the College Stationary Shop on lease. Interested eligible bidders may obtain further information on the bid from the AFD, Gyalpozhing College, Mongar at +975-04-744277
3. The bid security and the performance security should be furnished in favor of the President, Gyalpozhing College, Mongar.
4. All Bids must be accompanied by a Bid Bond in the form of Demand Draft or bank guarantee for the lump sum amount of Nu.5000.00 (Five Thousand) only in the currency of the bid and must be delivered along with the bid to the President, Gyalpozhing College, Mongar on or before 12.00 PM on 11 August 2017 and will be publicly opened on the same day at 2.00 PM.
5. The Bid Bond/Bid Security amount shall be denominated in the currency of the bid. The bid security shall be valid for a minimum of ninety (90) working days and shall be in one of the following forms (bank guarantee, Demand Draft, Any suitable form acceptable to both the parties). Any bid not secured with the bid bond will be rejected as non-responsive Bids. The unsuccessful bidders bid security will be discharged/returned as promptly as possible upon finalization of the award of bid, but in any event not later than thirty (30) working days after the expiry of the period of bid validity prescribed by the Gyalpozhing College. The successful bidders bid security will be discharged/returned upon the bidders signing of the Agreement and furnishing of the performance security.
6. The agreement shall be made for an initial period of 2 (two) years.
7. The bid security may be forfeited – if a bidder withdraws its bid during the period of bid validity as specified in the tender document or in the case of a successful bidder, if the bidder fails – to sign the agreement as specified in the bid document or to furnish the performance security.
8. Gyalpozhing College shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.



9. **Clarification of Bidding Document** - prospective bidders requiring any further information or clarification on the bidding documents may notify Gyalpozhing College in writing or by telex or fax at the mailing address indicated herein. Gyalpozhing College will respond in writing to any request for information or clarification of the bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of bids as prescribed in the bid document, provided that the clarification sought for is reasonable for the Gyalpozhing College.
10. **Amendments of Bidding Document** – at any time prior to the deadline for submission of bids, the Gyalpozhing College may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment will be notified in writing or by telex or fax to all prospective bidders, which have received/purchased the bidding documents and shall be binding on them. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, the leaser may, at its discretion, extend the deadline for submission of bids. The bidders are required to acknowledge receipt of any such amendment to the bidding documents and all such amendments shall be submitted along with the bid.
11. **Documents comprising the bid-** the bid prepared by the bidder shall comprise the following components. A bid form completed in accordance with bid form and price clause; documentary evidence (License) establishing the bidder is eligible to bid. Bid security furnished in accordance with the requirement of the bidding document.
12. The successful bidder shall submit a copy of the License before starting to operate the stationary shop.
13. **Price adjustment-** No price adjustment on labor, materials, services or any other component pertaining to the performance of the agreement shall be entertained. **The rate of any item shall not exceed the MRP printed on the item. All the necessary stationary items as listed in Annexure II shall be made available all the time. All the services mentioned in Annexure I shall be made available all the time. The Stationary Shop Operator, shall not have the right to revise the rates without the consent/ approval of the College Management.**
14. **Period of Bid Validity** –Bids shall remain valid for a period of sixty (60) days after the date of bid opening prescribed by the Gyalpozhing College, pursuant to the Deadline for Submission of Bids Clause. A bid valid for a shorter period may be rejected as non-responsive.



15. 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. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature. The name and position held by each person signing the bid must be typed or printed below the signature. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections.
16. The bid must be addressed to President, Gyalpozhing College, Mongar and with the words **“DO NOT OPEN BEFORE 11<sup>th</sup> AUGUST 2017”**, 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”. The bid(s) shall be accompanied by a forwarding letter, and the bidder’s terms and conditions if deviated from that prescribed in the bid document.
17. If the outer envelope is not sealed and marked as required by the above Para, the Gyalpozhing College will assume no responsibility for the Bids misplacement or premature opening.
18. The awardee shall operate the Stationary Shop. The bidders need to possess the trade license for the operation of the Stationary Shop.
19. **Opening of the Bid-** Gyalpozhing College will open bids, in the presence of bidder’s representative who chooses to attend, at the Date, Time and Location identified for the bid submission. The bidder’s representatives who are present shall sign a register evidencing their attendance. The leaser shall inform the bidders in writing if the Date or Time or Location of the opening of the Bids is changed.
20. The bidder’s names, Bid price, modifications, Bid withdrawals and the presence or absence of the requisite Bid security and such other details as the leaser, at its discretion, may consider appropriate will be announced at the opening. The leaser shall prepare minutes of the Bid Opening.
21. **Award of contract-** Gyalpozhing College will determine to its satisfaction whether the bidder selected as having submitted the lowest-evaluated, responsive bid is qualified to satisfactorily perform the contract. The determination will take into account the bidder’s financial and technical capabilities. It will be based upon an examination of the documentary evidence of bidder’s qualification submitted by the bidder.



22. **Signing of contract-** At the time of notification of award, the Gyalpozhing College will send the successful bidder the Agreement Form, provided in the bidding documents, incorporating all agreements between the parties. Within ten (10) days of receipt of the Agreement Form /notice of award, the successful bidder shall sign and date the contract / Agreement and return it to the Gyalpozhing College, which shall be kept in the custody of the college.
23. The Stationary Shop should be made operational within 20 days from the date of signing of contract. Any delays in the establishment and operation of the stationary shop will be viewed seriously and this may lead to the cancellation of the award.
24. The operation of Stationary Shop will be awarded for a period of two years (24 months) initially. If the Stationary Shop Operator is not interested to continue to provide the service, may issue a written notice for the termination of the Agreement. Either party wishing to issue a written notice shall give at least two months' notice period.
25. The successful bidder will be required to furnish a security deposit of sum of Nu 10,000.00 as performance security. The proceeds of the performance security shall be payable to the college as compensation for any loss resulting from the Stationary Shop Operator's failure to perform its contract satisfactorily. The performance security shall be valid for a period not less than 24 months from the date of signing the contract.
26. The successful bidder will be required to pay the rent for Stationary Shop at the rate of Nu. 2500.00 (Two Thousand Five thousand only) per month.
27. The rent for the Stationary Shop must be paid before the 5<sup>th</sup> day of the next month failing which a fine of Nu. 50/- per day will be charged.
28. The Stationary Shop Operator shall be responsible for the payment of the electricity bill of the Stationary Shop and will not claim any reimbursement of the expenses on the account.
29. Minor maintenance and replacement of utilities of Stationary Shop and its premises should be borne by operator
30. The Stationary Shop operator will not be authorized to sell intoxicating items such as alcohols, cigarette, tobacco, etc.
31. The Stationary Shop operator shall organize to maintain high decency and peaceful environment within the complex.





32. The Stationary Shop operator shall open the shop from 8:00am up to 8:30 pm throughout the semester.
33. The Stationary Shop operator will have to be in formal dress (Gho/Kira).
34. College Management shall serve three notice if management is not satisfied with the service. The failure to ignore the notice shall lead to termination of the contract.
35. **Licenses and permits**- The Stationary Shop operator shall be a Bhutanese national to operate the Stationary Shop and will be responsible for the renewal of the license.
36. **Furniture/ Equipment's**- The Stationary Shop Operator will have to arrange his/her own furniture and equipment.
37. The decision taken by the college management shall be final and binding at any course of time.
38. The bidder shall clearly mention the rates.
39. The rates shall be inclusive of all charges.

### **Agreement**

**(to be filled upon finalization of the award)**

THIS AGREEMENT made on the.....day .....month of 2017 between Gyalpozhing College, RUB, Mongar (hereinafter " the client") of the one part and..... (hereinafter " the awardee") of the part.

WHEREAS the awarder is desirous that in campus stationary shop be provided by the awardee, for the items identified in the menu list of the bidding Document (hereinafter "the service ") and has accepted a bid by the client with only the rental charge of Nu ..... Only per month.

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The agreement shall consist of this agreement, the terms and conditions stated in the bid documents and any other conditions set forth by the bidder at the time of submission of the bid and the same if accepted by the client.
2. This agreement sets forth the entire contract and agreement between the parties pertaining to the operation of the College Stationary Shop.



3. This agreement shall prevail over all other contract documents.
4. The house rent and electricity bill for the particular month will be paid to the account section, Gyalpozhing College, on monthly basis within 5<sup>th</sup> day of the current month.
5. In the event that “the client” is not satisfied with performance of the awardee, the client will issue notice, giving three-month time, to awardee to terminate the agreement signed between them. The dues, if not cleared by the awardee, will be recovered from the performance security.
6. The client shall not bear any cost for the stock balance or dues not collected, in the event the agreement is terminated. The client shall make necessary arrangements to collect its outstanding dues, sell of the stock balances and make all entitled payments to the awardee and windup the agreement.
7. Any notice under the agreement shall be in the form of letter, telex or fax. Notices to either party shall be given at such address or addresses that either party shall specify from time to time by written notice to the other. In the absence of such notice, notice to the awarder shall be properly addressed to:

Gyalpozhing College  
Mongar  
Tele 00975-04-744277

(Lhato Jamba)  
President

(XYZ)  
Awardee

Witnessed by:

(Witness 1)  
Gyalpozhing College



(XYZ)  
ADM Officer, Gyalpozhing College

**Annexure I**

Sl.No	Item	Rate
1	Printing (per sheet for one sided printing)	
2	Printing (per sheet for both side printing)	
3	Photocopying (per sheet for one sided copying)	
4	Photocopying (per sheet for both side copying)	
5	Colour Printing (per sheet for one sided printing)	
6	Colour Printing (per sheet for two sided printing)	
7	Lamination (per sheet)	
8	Binding (per sheet)	
9	Spiral 6mm	
	Spiral 8mm	
	Spiral 10mm	
	Spiral 12mm	
	Spiral 14mm	
	Spiral 16mm	
	Spiral 18mm	
	Spiral 20mm	
	Spiral 22mm	
	Spiral 30mm	
	Spiral 40mm	
10	OHP Sheet (per sheet)	





## Annexure II

Sl.No	Name of items
1	Brown Tape
2	Chart paper, assorted color
3	Color pencil
4	Color paper
5	Color cello-tape (1")
6	Correcting pen
7	Disco pencil
8	Envelop Brown
9	Eraser
10	Flat file (ordinary)
11	Flat file
12	Flat file
13	Thumb drive(1 GB)
14	Thumb drive(GB)
15	Thumb drive(GB)
16	Thumb drive(GB)
17	CD-RW 700MB
18	CD-R -700MB
19	Geometry box
20	Graph Ex. Book No.4
21	Glue



22	High lighter pen
23	Long Ex. book (plain & rule)
24	Marker pen (permanent)
25	Newsprint paper
26	OHP sheet
27	OHP pen
28	Paper punching machine
29	Pencil
30	Pen
31	Refill
32	Photocopy paper, A4, A3
33	Plastic scale
34	Practical cover
35	Self-adhesive tape
36	Spiral note pad (small)
37	Spiral note pad (medium)
38	Spiral note pad (big)
39	Stapler (big)
40	Stapler pin(big)
41	Stapler (small)
42	Stapler pin (small)
43	Transparent tape 2"
44	Exercise Books

