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**Royal Society for Protection of Nature**

Under the Patronage of His Majesty Jigme Khesar Namgyel Wangchuck

*Inspiring personal responsibility and actively involving the people of Bhutan in  
the Conservation of the Kingdom's Environment*

## **ANNEXURE - I**

### **GENERAL TERMS & CONDITIONS OF CONTRACT**

In the General Terms & Conditions for supply of stationeries and electrical items to this Society, separate annexure annexed will be strictly adhered to along-with general terms & conditions, interpreted as below:

1. The rates quoted should be C.I.F. Thimphu.
2. The rates quoted shall be valid for a period of 365 days from the date of contract award.
3. The supplier shall submit the quotation with the samples, quotation without samples will be treated as invalid.
4. The Supplier shall submit a copy of valid trade license
5. The Supplier shall submit a copy of valid Tax Clearance Certificate
6. The Supplier shall enclose Earnest Money Deposit of Nu. 5,000.00 that shall be returned after opening of Sealed Bid. The Earnest Money Deposit shall in the form of cash warrant, Bank Guarantee and Cheque in favor of Executive Director, RSPN.
7. The successful bidder's is required to furnish Security Deposit of Nu. 20,000.00 that shall be deposited in the form of demand draft/Bank grantee which shall be returned upon successful completion of the Contract Period.
8. The Successful bidder should deliver the stationeries and electrical items as per samples and any deviation in the quality and specification will be returned at the suppliers your cost.
9. The successful bidder shall supply the stationeries and electrical items for this fiscal year 2025.
10. The contract, as being awarded shall in all respects be deemed to be construed and shall operate as a contract in conformity with Royal Government of Bhutan Laws and shall fall in the jurisdiction of Thimphu Court.



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## **ANNEXURE - II**

### **SCOPE OF SUPPLY**

1. Supply of materials shall be on the basis of as and when required by the Society.
2. Materials to be supplied shall be as per the specifications attached with your quotation, failing of the same shall be returned at your own cost.
3. Materials shall be delivered at our RSPN Head Office, Kawangjangsa, Thimphu.
4. Broken/damaged materials shall be returned at your own cost.
5. The purchaser shall not accept any request what so ever, if the supply is not made within the specified period in full quantity as per the specifications/samples provided by the Society.
6. The Supplier shall not sub-contract the supplies to any other supplier.
7. Variation from both the parties shall be 10-20% in quantity and the order shall be on the actual requirement for the particular period.
8. The price of the items should be same as per the quoted rates till the end of contract period. No extra cost shall be entertained.

## **ANNEXURE III**

### **PAYMENT TO SUPPLIER**

1. No advance payment shall be entertained.
2. Payment shall be made within 15-30 days on receipt of bill.
3. No advance payment shall be made before 15 days from the bill date.



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## ANNEXURE - V

### OTHER TERMS & CONDITIONS

1. A fine of 2 % of the contract shall be charged for every week of delay for the delivery after the agreed period.
2. The successful bidder shall supply the office supplies as per the specifications/samples provided in your quotations and if the successful bidder fails to supply as per the specification/samples shall be returned at your cost till the delivery of the specified materials.

**Expression of Interest/Application Procedure:** Eligible firms interested in commissioning this assignment are invited to submit a formal application addressed to the Executive Director of RSPN. The sealed envelope containing the application should be clearly labeled: "**Annual Supply of Office Stationery.**" Applications, along with any supporting documents, must be submitted in hard copy to the Administration and Finance Division (AFD) of RSPN.

For further clarification, please contact: [sdorji@rspnbhutan.org](mailto:sdorji@rspnbhutan.org) /17746914.

**The last date for submission of the tender is 20<sup>th</sup> December, 2024**