



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།

Royal Government of Bhutan  
Directorate of Services  
Ministry of Education  
Thimphu: Bhutan

ཤེས་རིག

**Director**

MoE/PRO-1/2020-2021 (FY)-Textbooks-2021 (AY)/5768

24<sup>th</sup> June 2020

The Chief Dzongkhag Education Officers/Chief Thromdey Education Officers  
Twenty Dzongkhags /Four Thromdeys

Sub: **School Textbooks & Teaching Learning Materials 2021 Academic Year**

Sir (s)/Madam (s):

This is to inform you that the Annual Tendering for the “**Printing, Purchase & Supply of School Textbooks and Teaching Learning Materials**” for the Academic Year 2021, was successfully carried out by the Procurement Section, Directorate of Services, Ministry of Education in collaboration with Royal Education Council, Paro as per the Annual Work Plan. Therefore, as practiced earlier, you are required to perform the following functions for the purchase of School Textbooks and Teaching Learning Materials for schools under your Dzongkhags/Thromdeys for 2021 Academic Year.

1. Compile and prepare distribution lists (**school wise**) and send to the identified Suppliers within **20<sup>th</sup> July 2020**, along with the Supply Orders. The supply order placed thereafter shall not be entertained by the suppliers.
2. Please be reminded to place the supply orders strictly as per the issue policy. The supply orders placed directly from the individual school shall not be accepted and it has to be placed from respective CDEOs/CTEOs’ office for the whole Dzongkhag/Thromdey.
3. The final requisition from the schools should be thoroughly examined and verified by the concerned CDEOs/CTEOs before the compilation and the issue of supply orders. The supply order cannot be replaced time and again, since lot of complications occurred in the past years pertaining to the similar activities. Thereby, please, take note that you are required to **place the supply orders only once**.
4. The lists of the books and the TLMS sent from the Ministry of Education should be made available to all the concerned schools with proper instructions and information.
5. The suppliers shall strictly follow the list of its supplies as per the supply orders in terms of the quality and quantity. The inferior quality and the excess numbers should not be received.
6. The suppliers will have to pack the books/teaching learning materials as per distribution list and deliver to every school.
7. The last date of delivery of goods to schools is scheduled on or before **30<sup>th</sup> November 2020**. However, if the delivery happens earlier than that, the suppliers can process for the payments soon after they have done with their supplies in the respective Dzongkhags/Thromdeys and the concerned Schools.
8. **Inspection, monitoring and verification of the items shall be done at school level by the concerned school Principal and the Store In-charge/Teacher In-charge upon delivery of the books/teaching learning materials.**



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## Director

9. The schools shall held full responsible and accountable in receiving the right number of books as per the supply order placed from the concerned Dzongkhag/Thromdey. **If the goods/items are not delivered as per the supply order, then Dzongkhags/Thromdeys will have to inform DoS, MoE in writing and no verbal correspondence shall be entertained.**
10. The concerned school should ensure that they do not receive any damaged books. Moreover, loss/damage of items/goods in transit, the supplier will be held responsible.
11. If the delivered goods/items do not meet the required print specifications of REC, then the beneficiary Schools, Dzongkhags/Thromdeys have the right to reject and ask the supplier to replace at the earliest within the Delivery Schedule.
12. The Principal of the concerned school should verify all the bills/challans and make proper stock entry with full diligence before submitting to the CDEOs/CTEOs, who will then forward it to the Accounts Section for necessary payment.
13. The supplier can process for payment only upon fully completion of the delivery of goods/items to the respective schools as per the supply order with proper verification and stock entry being made by the Principal/Dealing officials of the concerned school.
14. **The Suppliers shall pay Liquidated Damages @ 0.1% per day for each day of delay to the maximum of 10%, as per the Procurement Rules and Regulation 2019 (Revised). The same was also specified in the GCC Clause (28.1), under Section VIII-Special Conditions of Contract (SCC).**
15. The CDEOs/CTEOs shall hold responsible to submit the completion report to the undersigned soon after the completion period **(30<sup>th</sup> November 2020)**. The Ministry of Education does not want any delay in receiving the reports from some Dzongkhags like in the past years. Please take it as serious matter.
16. The CDEOs/CTEOs should follow up with the concerned Dzongkhag/Thromdey's Finance Sections in order to make the payments to the suppliers within 30 days after the submission of all the required documents.
17. Many issues were raised from the suppliers with regard to the delay in payments from some Dzongkhags. We hope similar problems will not happen in the coming years and timely payments are made to the suppliers.
18. Supply order with few terms and conditions may require while issuing orders (broad terms and conditions will based with the Ministry's Quotations and will be referring in future if required).

The following documents which may require for reference while placing Supply Order are attested herewith as follows:

- a. Final and confirmed rates along with the list of selected and identified suppliers approved by the Ministerial Tender Committee are enclosed along with.
- b. Schedule of Supply
- c. There are broadly three different Categories of School Textbooks and Teaching Learning Materials:

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1. Printing and Supply of School Textbooks (REC Publication) for 2021 Academic Year.
2. Purchase and Supply of School Textbooks and Teaching Learning Materials (Outside Publication) for 2021 Academic Year.
3. Supply of School Textbooks (Local Publication) for 2021 Academic Year.

For any clarification, please contact the Procurement Section, DoS, Ministry of Education, Thimphu, at 02-325420/331825 during office hours or email us at [tandinwangyel@moe.gov.bt](mailto:tandinwangyel@moe.gov.bt)/[pdondup@moe.gov.bt](mailto:pdondup@moe.gov.bt)/[pemawangdi@moe.gov.bt](mailto:pemawangdi@moe.gov.bt)

(KINLEY GYELTSHEN)

Cc to:

1. The Hon'ble Officiating Secretary, Ministry of Education for kind information.
2. All Dasho Dzongdags/Dasho Thrompons for information and necessary action.
3. The Director General, DSE, MoE, for monitoring the quality of books and necessary action.
4. The Director General, REC, Paro, for information and necessary action.
5. The CPO, IMD, REC, Paro for information & necessary action
6. The Chief Finance Officer, FD, DoS, MoE for information.
7. The Chief SPCD, DSE for information.
8. The Chief Internal Auditor, Ministry of Education for information.
9. The Procurement Officers, DoS for information and necessary follow up action.
10. The Dzongkhag/Thromdey Finance Sections for necessary action and timely payments.
11. The concerned suppliers for necessary action and timely delivery of goods.

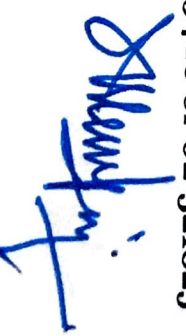
**SCHEDULE FOR THE SUPPLY OF BOOKS & TEACHING LEARNING MATERIALS FOR THE ACADEMIC YEAR 2021**

Sl.	Key Dates	Activities	Person concerned.	Remarks
1	1 <sup>st</sup> July 2020-5 <sup>th</sup> July 2020	Inform DEOs/TEOs, regarding the award of the tenders, forwarding the rates, contact information of identified suppliers.	Procurement Section, DoS	Confirm through telephone, MOE website, and emails.
2	6 <sup>th</sup> July 2020-20 <sup>th</sup> July 2020	Place supply order with distribution lists to the identified suppliers with a copy to DoS, Ministry of Education.	DEOs/TEOs	Through the most reliable communication available. <i>(Supply order should not be later than 20<sup>th</sup> July 2020)</i>
3	21 <sup>st</sup> July 2020 to 30 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>Supply period for suppliers for printing and Delivery of books to respective school across the Country</li> <li>Suppliers can obtain CRCs from REC Paro till the end of August 2020 on every Friday Afternoon.</li> </ul>	REC, Principals, DEOs/TEOs, Suppliers	3 nos. of sample copies for every title of REC Publication only to be handed over to REC, Paro. (Only the samples of the new titles for the Local and Outside Publication should be submitted).
4	30 <sup>th</sup> November 2020	Last date for the supplies to reach schools for all publications (REC, Outside & Local)	Principals, DEOs/TEO, Suppliers	School Principals, DEOs/TEOs to follow up so that books are delivered on or before the deadline (30 <sup>th</sup> November 2020)
5	1 <sup>st</sup> December 2020 onwards	Suppliers process for payment with original Challans & bills with proper verification and stock entry done at respective schools.	All suppliers, Principals, DEOs/TEOs.	DEOs/TEOs report on the completion of supplies for the Academic Year 2019, to Hon'ble Secretary, MOE, through Procurement Section, latest by 15 <sup>th</sup> December 2020.
6	15 <sup>th</sup> December 2020	Payments to be made within 30 days upon the submission of complete documents by the Schools to DEOs/TEOs. Necessary penalty to be imposed if failed to deliver within the specified deadline fixed on or before 30 <sup>th</sup> November 2020.	DEOs/TEOs, Finance Section and suppliers.	

For clarification, please Contact Procurement Section, Directorate of Services @ 02-325420 or 02-321825

**DIRECTOR**

Directorate of Services  
Ministry of Education



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MoE/PRO-1/2020-2021 (FY)-Textbooks-2021 (AY)/ 5170

24<sup>th</sup> July 2020

To  
The Chief District Education Officer/Chief Thromdey Education Officer  
Twenty Dzongkhags /Four Thromdeys

Sub: **Forwarding the list of identified suppliers, price and book lists for the supply of School Textbooks and Teaching Learning Materials (2021) Academic Year.**

Dear Sir/Madam (s):

The Directorate of Services, Ministry of Education is pleased to inform you that the Annual Tendering for the “**Printing, Purchase & Supply of School Textbooks and Teaching Learning Materials**” for 2021 Academic Year was successfully carried out by the Procurement Section, DoS, Ministry of Education as per the Annual Work Plan. The list of identified suppliers along with the price and book lists are forwarded to your respective email ids. Please find the following attachments:

1. Letter from the Director, DoS, Ministry of Education
2. Approved rates and book lists for REC Publication
3. Approved rates and book lists for Outside Publication
4. Approved rates and book lists for Local Publication
5. Schedule of Supply
6. Printers/Suppliers contact information

For your information, the following are the identified and selected suppliers with their contact information for 2021 Academic Year for the supply of books/teaching learning materials:

**I. REC Publication Books**

SI#	Name of Firms	Contact No	Email ID
1	M/s KMT Printing Press, Thimphu	02-323670 Proprietor - 17110109	<a href="mailto:kmtpress@gmail.com">kmtpress@gmail.com</a>
2	M/s Thinley Pelbar Printers & Publishers, Samtse	05-252409 Proprietor – 17111255 or 77101555	<a href="mailto:tppp2011@gmail.com">tppp2011@gmail.com</a>
3	M/s Kuensel Corporation Limited, Thimphu	02-328285/322227 GM-17601864 Manger-17923370	<a href="mailto:mangdeep07@gmail.com">mangdeep07@gmail.com</a> <a href="mailto:tjamtsho19@gmail.com">tjamtsho19@gmail.com</a>

**II. Outside Publication Books**

SI#	Name of Firms	Contact No	Email ID
1	M/s KMT Printing Press,	02-323670	<a href="mailto:kmtpress@gmail.com">kmtpress@gmail.com</a>





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	Thimphu	Proprietor – 17110109	
2	M/s Thinley Pelbar Printers & Publishers, Samtse	05-252409 Proprietor – 17111255 or 77101555	<a href="mailto:tppp2011@gmail.com">tppp2011@gmail.com</a>
3	M/s DSB Enterprise Pvt. Ltd, Thimphu	02-323123/326275 17747506	<a href="mailto:dsb.bhutan@gmail.com">dsb.bhutan@gmail.com</a>
4	M/s BIEBS Pvt. Ltd., Thimphu	02-350284/85 Proprietor-17660193	<a href="mailto:info@biebs.bt">info@biebs.bt</a> <a href="mailto:chadorw@gmail.com">chadorw@gmail.com</a>
5	M/s KC Publishers, Thimphu	02-328011 17118812 – Proprietor 77679066/17171981	<a href="mailto:kcpublishments2017@gmail.com">kcpublishments2017@gmail.com</a> <a href="mailto:kaaycee05@gmail.com">kaaycee05@gmail.com</a>

**III. Local Publication Books**

SI#	Name of Firms	Contact No	Email ID
1	M/s KMT Printing Press, Thimphu	02-323670 Proprietor - 17110109	<a href="mailto:kmtpress@gmail.com">kmtpress@gmail.com</a>
2	M/s Thinly Pelbar Printers & Publishers, Samtse	05-252409 Proprietor – 17111255 or 77101555	<a href="mailto:tppp2011@gmail.com">tppp2011@gmail.com</a>
3	M/s Kuensel Corporation Limited, Thimphu	02-328285/322227 GM-17601864 Manger-17923370	<a href="mailto:mangdeep07@gmail.com">mangdeep07@gmail.com</a> <a href="mailto:tjamtsho19@gmail.com">tjamtsho19@gmail.com</a>
4	M/s Phama Printers & Publishers, Thimphu	02-321058/328537 17140565 – Proprietor	<a href="mailto:phamatrading@gmail.com">phamatrading@gmail.com</a> <a href="mailto:mdphama@gmail.com">mdphama@gmail.com</a>
5	M/s Megah Enterprise, Thimphu	02-321063 17118836 - Proprietor	<a href="mailto:tenchhophel2007@yahoo.com">tenchhophel2007@yahoo.com</a>
6	M/s Students Plus Bhutan, Thimphu	02-321525 17601847/77601847	<a href="mailto:studentsplus.bhu@gmail.com">studentsplus.bhu@gmail.com</a>
7	M/s Loter Publication, Thimphu	02-232150 17614983 – Proprietor	<a href="mailto:loterpublication@gmail.com">loterpublication@gmail.com</a>
8	M/s Lorig Publication House, Thimphu	Proprietor – 17614136 or 17374127	<a href="mailto:lorigpublicationhouse@gmail.com">lorigpublicationhouse@gmail.com</a>
9	M/s KC Publishers, Thimphu	02-328011 17118812 - Proprietor	<a href="mailto:kaaycee05@gmail.com">kaaycee05@gmail.com</a>
10	M/s Bhutan Observer Pvt. Ltd., Thimphu	02-334891 17885371 – Proprietor	<a href="mailto:bhutanobserver2016@gmail.com">bhutanobserver2016@gmail.com</a>
11	M/s PT Printing & Publishing House, Thimphu	17607684/17169696 (Proprietor) 17637578 (Manager)	<a href="mailto:ptpress11@gmail.com">ptpress11@gmail.com</a> <a href="mailto:premkumari45@ymail.com">premkumari45@ymail.com</a>
12	M/s Pekhang Enterprise, Thimphu	02-324777/324666	<a href="mailto:pekhang@druknet.bt">pekhang@druknet.bt</a>
13	M/s Miza Books, Thimphu	17366049	<a href="mailto:mizabooks13@gmail.com">mizabooks13@gmail.com</a> <a href="mailto:chador1310@yahoo.com">chador1310@yahoo.com</a>

Please strictly follow the **SCHEDULE OF SUPPLY** while placing supply orders and ensure that the suppliers deliver the goods/items on time.




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Thanking for your kind support and cooperation.

Yours Sincerely;

  
(Tandin Wangyel)  
**Dy. Chief Procurement Officer, DoS**

Cc to:

1. The Hon'ble Officiating Secretary, Ministry of Education for kind information.
2. All Dasho Dzungdags/Dasho Thrompons for kind information.
3. The Director General, DSE, MoE, for kind information.
4. The Director General, REC, Paro, for information and necessary action.
5. The Director, DoS, MoE for kind information.
6. The CPO, IMD, REC, Paro for kind information & necessary action
7. The Chief Internal Auditor, Ministry of Education for kind information.
8. The Chief Finance Officer, FD, DoS, MoE for kind information.
9. The Chief SPCD, DSE for kind information.
10. The Dzongkhag/Thromdey Finance Section for necessary action and timely payments.
11. The concerned suppliers for necessary action and timely delivery of goods.