**Evaluation Criterias:**

* Bids shall be evaluated for item wise and the contract shall be awarded to the firm(s) offering the BEST EVALUATED BID in each item/title upon fulfillment of both technical and financial requirements.
* All Printing firms with valid License issued from BICMA and Tax Clearance certificate shall be qualified for submission of the tender.
* Printing firms with min of 2 colors or 4 colors printing machine will be allowed to participate.
* Should not have any past adverse record with the Ministry during the supply of similar items.
* Should have established an office having capacity to supply as and when required.
* The above must be supported by the submission of the following required documentations. Failure to do so SHALL lead to disqualification of the bid:
* A valid Trade License from BICMA
* A valid Tax Clearance Certificate from RRCO
* Power of Attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process
* Duly executed Integrity Pact Statement
* Evidence of similar past work experience if any
* Fulfillment of requirement as per the ITB Clause 12.1 (k) of the Bid Data Sheet shall take into consideration for evaluation.
* The participating bidder shall have to quote for all the titles under DCPD Publications. Failing to quote even for single title, your bid shall be rejected without seeking further explanation.
* The performance and productivity of the equipment offered: participating bidders should be well-equipped with printing resources (machineries & equipment, binding resources and manpower etc.)
* Bid prices expressed in different currencies shall be converted into Ngultrum (BTN).
* The source of exchange rates shall be the Royal Monetary Authority of Bhutan.
* The date for the exchange rates shall be the date of Bid Opening, as prescribed in ITB Sub-Clause 32.1.

**TERMS OF REFERENCE**

**Required Terms & Conditions**

1. The quoted prices should be inclusive of all related cost such as printing of text pages, cover page printing, specimen copies, plate making cost, lamination, binding, packing cost, transportation cost, transit insurance, all taxes, any applicable duties etc. and the cost per page shall be quoted in Bhutanese Currency.
2. The goods should be fully insured, if anything occurs in transit, the supplier (s) will be held responsible.
3. Bidders are required to quote for all the titles under DCPD/REC Publication books. Failing which, your bid shall be considered as non-responsive to the bidding instructions and will not be considered for further evaluation and comparison of rates.

1. **General Terms & Conditions**
2. Suppliers/Bid Winners are required to furnish 10% of the Total Amount of the Bid Price as Performance Security Deposit in the form of a cash warrant/demand draft/ Bank Guarantee in favor of the Chief Finance Officer, Finance Division, Directorate of Services, Ministry of Education, Thimphu, within 7 days from the date of issuing Letter of Acceptance which shall be valid for the period of 30 days beyond the completion of the delivery period.
3. Suppliers/Bid Winners are required to sign a contract agreement with the Ministry of Education, Thimphu, for the supply of goods/items.
4. The printing should be strictly carried out as per the printing specifications provided by DCPD, MoE, Thimphu.
5. Suppliers must submit one specimen copy of DCPD/REC Publications Books for approval – 1 for DCPD/REC before mass production and delivery to schools. Non-submission of these specimen copies within the deadline shall be informed to the Procurement Section, MOE as well as the suppliers by DCPD/REC for further necessary action.
6. The specimen copies should be strictly as per the specifications and/or sample copy provided by DCPD/REC.
7. The books/teaching learning materials supplied to schools should be exactly the same as the approved specimen copies.
8. The supply order will be issued by the concerned Schools/Dzongkhags/Thromdeys.
9. Bills/Challans should be submitted to the concerned Dzongkhags/Thromdeys for processing the payment only upon fully completing the delivery of items/goods mentioned in the supply order.
10. *Supplier shall take a responsibility to process payment upon fully completing the delivery of School Textbooks with all the necessary formalities being completed (proper stock done at school levels and bills/challans to be verified by concerned Principal and Store In-Charge). The payment shall be done by the concerned Dzongkhags/Thromdeys.*
11. 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 goods/items.
12. Inspection and verification of the goods before the delivery shall be carried out by the concerned officials from the MOE & DCPD as and when required.
13. Suppliers shall replace damaged items/goods at their own cost immediately and as per clause mentioned in the Tender Document.
14. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to the maximum of 10% of the quoted price as per the Procurement Rules and Regulation 2019 (Revised).
15. The Purchaser reserves the right to depute officers from the Ministry in collaboration with DCPD/REC for the supervision and inspection at the time of implementation of the contract. The suppliers should submit progress reports to the concerned officers regarding the implementation of the contract in order to monitor the progress of work quality and to ensure that the printings are carried out as per the tender norms.
16. The supplier should supply School Text Books by using good quality material strictly in accordance with the specimen copies submitted to DCPD/REC and as approved by DCPD/REC. The quality of printing, binding and lamination should also be maintained at all levels.
17. If any defect in the material comes to the notice of the purchaser after the supply to the schools the same will have to be replaced by the suppliers at his own expense.
18. Suppliers are required to follow the Supply Schedule strictly and complete the delivery of goods/items on or before **30th November 2022.**

**Directorate of Services**

 **Ministry of Education, Thimphu**