



དཔལ་ལྷན་འབྲུག་གཞུང་། འཕེལ་རྒྱུ་ལྷན་ཁག་།

Royal Government of Bhutan
Directorate of Services
Ministry of Education

འཕེལ་རྒྱུ་ལྷན་ཁག་།

Supply Schedule:

Sl no	Key Dates	Activities	Person Concerned	Remarks
1	17th -30th August, 2022	Placement of Supply orders by DEOS/TEOs	DEOs/TEOs, Principals and Suppliers.	Order should be placed through the most reliable communication available. SO should not be later than 1st September, 2022
2	1st September to 30th November, 2022	<ul style="list-style-type: none">Supply Period for Supplier. (90 days).Suppliers can obtain CRCs copies from DCPD, Thimphu	<ul style="list-style-type: none">Ms. Karma Wangmo (Curriculum Developer)Mr. Choezang Drupchu (Curriculum Developer) till the end of August, 2022.	any changes in the orders may be dealt with Supplier directly DEOs/TEOs/Principals if agreed by the Supplier
3	30th November, 2022	Last date for delivery of all Textbooks (DCPD, Outside & Locals)	All Suppliers, Principles and DEOs/TEOs	School Principals, DEOs/TEOs to follow up so that books are delivered on or before the deadline 30th November, 2022
4	1st December, 2022	Suppliers to process for payment with original challans and bills with proper verification and stock entry done at respective schools	All suppliers, Principals and DEOs/TEOs	DEOs/TEOs to report on the completion of supplies for the Academic year 22-23 to MoE through the Procurement section.
5	30th December, 2022	All the payments to be made within 30 days to the respective suppliers with proper bill no/school name reflected in the PI report in ePEMS.	DEOS/TEOs, Finance Section of Dzongkha	



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Please take note of following terms and conditions;

- Placement of Supply orders shall be done by concerned Schools/Dzongkhags strictly as per the **Supply Schedule** latest by 30th August 2022. No Supply orders shall be accepted by the bidders beyond this date.
- Any Late Delivery of goods/items shall be liable of **LD 0.1% per day per delay upto a maximum of 10% after 90 days from the date of issuance of SOs.**
- The Dzongkhags/Thromdes should place Supply Orders by 1st September where the delivery period is **90 days per Order.**
- The Schedule of Supply, name of identified supplier and their rates are **uploaded in the ministry's website for your reference and immediate action.** The same should be also informed to concerned school Principals immediately.
- Monitoring, inspection and verification of the textbooks shall be done at school level by the concerned School Principal and Science Teacher on delivery of the goods/items.
- Further, the team from MoE will also verify before the dispatch of the textbooks to the designated schools.
- The delivery of damaged items shall not be entertained and should be replaced at the suppliers cost/expense at the earliest.
- If the delivered textbooks do not conform to the required specifications of MoE, then the beneficiary schools, Dzongkhags/Thromdes, have the right to **reject** and ask the supplier to deliver at the earliest within the Delivery Schedule at their own costs with a written notice.
- Payment should be made immediately after the suppliers submit the original invoice along with challans against the delivered goods/items mentioned in your supply orders within 30 days.
- Any delay in the payment from the Schools/Dzongkhag/Thromdes shall be levied **Late Penalty as per Suppliers claim and as per the governing Financial Rules and Regulations.**
- The Schools need to check the **expiry dates of goods/items** supplied on delivery.
- The suppliers should deliver the goods/items in complete set and make necessary installation wherever deemed necessary.
- The Dzongkhag/Thromdes/Schools will have to communicate with Directorate of Services, Ministry of Education **in writing** if the supplied goods/items are of substandard quality (Should specify the items/goods supplied) or if the goods/items have exceeded their expiry date (should mention the name of goods/items supplied) and if the suppliers do not supply goods/items within the Supply Schedule of MoE. This is for our future reference to have strong justification for selection of good suppliers.