



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུ་ལོང་འཕེལ་ལྷན་ཁུངས་།

Royal Government of Bhutan  
Ministry of Education and Skills Development  
Division of Support Services  
Procurement Section

ཤེས་རིག

MoESD/Pro-06/2023-2024/533

20 October 2023

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

**Sub: School Textbooks & Teaching Learning Materials 2024 Academic Year**

Sir/Madam,

This is to inform you that the Annual Tendering for “Printing, Purchase & Supply of School Textbooks and Teaching Learning Materials” for the Academic Year 2024, was successfully carried out by the Procurement Section, Division of Support Services, (DOSS) Ministry of Education and Skills Development, in collaboration with School Curriculum Division (SCD), DSE, Thimphu.

In this regard, you are required to perform the following functions for the purchase of School Textbooks and Teaching Learning Materials for schools under your Dzongkhags/Thromdes

1. Compile and place your supply order (school wise) to respective identified bidders not later than 3rd November 2023. The supply order placed thereafter shall not be entertained by the suppliers.
2. All the Orders shall be as per the approved budget allocated by the Ministry of Finance to respective Dzongkhags/Thromdes.
3. 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’ offices for the whole Dzongkhag/Thromde.
4. 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 as per the requisition submitted to SCD, DSE and Procurement Section in the month of August, 2023.
5. No deviation of (20%) from the total requisition submitted earlier shall not be accepted.
6. The supply order cannot be replaced time and again, since a lot of complications occurred in the past years pertaining to similar activities. Thereby, please, take note that you are required to place the supply orders only once.
7. 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.
8. The suppliers will have to pack the books/teaching learning materials as per distribution list and deliver to every school.
9. The last date of delivery of goods to schools is scheduled on or before 3rd February, 2024. However, if the delivery happens earlier than that, the suppliers can process for

Phone: 327703, 338659, 331149, 328318, 326412, 329040, 330252, 335402, 321242

Kawaianasa Thimphu, Bhutan



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ཤོད་སྤྱོད་ལྷན་ཁག་།  
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- the payments soon after they have done with their supplies in the respective Dzongkhags/Thromdes and the concerned Schools.
10. The schools should not accept any textbooks if the inner cover does not have “Re-Print 2023”. Pertaining to this, Inspection/monitoring and verification of the books shall be done at school level by the concerned school Principal and the Store In-charge/Teacher In-charge upon receiving of the books.
  11. A scan copy of Goods Receipt Note to be forwarded to the Ministry's procurement section at [pemawangdi@moe.gov.bt](mailto:pemawangdi@moe.gov.bt) for record keeping and auditing purposes by respective schools.
  12. The schools shall be held responsible and accountable of receiving the right number of books as per the supply order placed from the concerned Dzongkhag/Thromde. If the goods/items are not delivered as per the supply order, then Dzongkhags/Thromdes will have to inform DoSS, MoESD in writing and no verbal correspondence shall be entertained.
  13. The concerned school should ensure that they do not receive any damaged books. Moreover, loss/damage of items/goods in transit, the suppliers shall be responsible.
  14. If the delivered goods/items do not meet the required print specifications of DSE, then the beneficiary Schools, Dzongkhags/Thromdes have the right to reject and ask the suppliers to replace at the earliest within the Delivery Schedule.
  15. The principal of the concerned school should verify all the bills/challans and make proper stock entry before submitting to the CDEOs/CTEOs, who will then forward it to the Dzongkhag/Thromdes Accounts Section for necessary payment.
  16. 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.
  17. The Suppliers shall be liable for Liquidated Damages @ 0.1% per day per delay up to a maximum of 10% as per the Procurement Rules and Regulation 2023 (Revised).
  18. The CDEOs/CTEOs should follow up with the concerned Head of School in collaboration with Dzongkhag Finance Sections to make the payments to the suppliers within 30 days after the submission of all the required documents. The Dzongkhag/Thromdes CDEOs/TEOs and Accounts Section shall be held Accountable for any delay in making the payments on time.
  19. We kindly request that timely payments be made to suppliers, as issues have arisen in the past due to delays in payments from certain Dzongkhags.
  20. To all the identified Suppliers, a Supply order with few terms and conditions may be mentioned while issuing orders and share a copy of supply order to [pemawangdi@moe.gov.bt](mailto:pemawangdi@moe.gov.bt) for record; however, broad terms and conditions will be based as per the Ministry's bidding documents.

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



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a. Final and confirmed rates along with the list of selected and identified suppliers approved by the Ministerial Tender Committee are enclosed along with and also uploaded on the Ministry's website. <http://www.education.gov.bt/> (Quotation/Tender)  
Identified bidders for supply of DSE publication and Outside Publication.

Sl#	Name of Firms	Contact No	Email ID
1	M/s KMT Printing Press, Thimphu	02-323670 Proprietor - 17110109	kmtpress@gmail.com kmtheadoffice@gmail.com
2	M/s Thinley Pelbar Printers & Publishers, Samtse	05-252409 Proprietor – 17111255 or 77101555	tppp2011@gmail.com
3	M/s Kuensel Corporation Limited, Thimphu	Sonam Dorji- 17647043/77608502	printingmanager@kuensel.bt
4	D.S.B ENTERPRISES PVT. LTD	17747506	dsb.bhutan@gmail.com
5	TSHANGPA DUNG DOK LHEK DHEN ZAY CHA PRINTING PRESS	17811852	tshangpapress@gmail.com

Identified bidders for supply of DSE publication and Outside Publication.

Sl#	Name of Firms	Contact No	Email ID	Remarks
1	Bhutan Observer	17128910	bhutanobserver2016@gmail.com	
2	KC Publications	17118812	kaaycee05@gmail.com kcpublications2017@gmail.com	
3	KMT Press	02-323670 Proprietor - 17110109	kmtpress@gmail.com kmtheadoffice@gmail.com	
4	Kuensel Corporation	Sonam Dorji- 17647043/7 7608502	printingmanager@kuensel.bt	
5	Looter Publication	17614938	loterpublication@gmail.com	
6	Lorig Publication	17614136	lorigpublicationhouse@gmail.com	
7	Miza Books	17366049	mizabooks13@gmail.com	
8	Pekhang Enterprise	17 11 29 99	ptpekhang@gmail.com	
9	Phama Printing and Publisher	17140565	PhamaTrading@gmail.com	
10	Students Plus Bhutan	17601847	studentsplus.bhu@gmail.com	



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11	Thinley Pelber Printing and Publisher	Proprietor – 17111255 or 77101555	tppp2011@gmail.com	
12	Megah Enterprise	17118836	megahenterprisebhutan@gmail.com	

b. Schedule of Supply:

Schedule for the supply of Book and TLM for the Academic Year 2024

Sl No	Key Dates	Activities	Person concerned	Remarks
1	3 November 2023	Last day for placing supply orders to respective identified bidders.	CDEO/TEOs of All 20 dzongkhags and 4 Thromdes and Identified suppliers.	
2	3 February 2024	Last date of delivery of goods to all the schools across Twenty Dzongkhags and Four Thromdes.	Principal/Store In charge or Teacher In charge	
3	3 March 2024	Disbursement of bills.	DEOs/TEOs, and respective accountants	

c. There are broadly three different Categories of School Textbooks and Teaching Learning Materials:

1. Printing and Supply of School Textbooks (DSE Publication) for 2024 Academic Year.
2. Purchase and Supply of School Textbooks and Teaching Learning Materials (Outside Publication) for 2024 Academic Year.
3. Supply of School Textbooks (Local Publication) for 2024 Academic Year.

For any clarification, please contact the Procurement Section, DoSS, Ministry of Education & Skills Development, Thimphu, at 02-325420/331825 during office hours or email us at pdondup@moe.gov.bt  
pemawangdi@moe.gov.bt  
sangay@moesd.gov.bt



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pemaseldon@moe.gov.bt

Procurement Officer  
Division of Support Services  
Ministry of Education & Skills Development  
Thimphu Bhutan  
(Pema Dondup)  
Procurement Officer.

Cc to:

1. The Acting Secretary, Ministry of Education and Skills Development for kind information.
2. The Director General, DSE, MoESD, for monitoring the quality of books and necessary action.
3. The Chief SLCD, DSE for Necessary Action.
4. The CPO, STEM & Innovation, DSE for information & necessary action
5. The Offg. Chief Finance Officer, FD, DoSS, MoESD for information.
6. The Dzongkhag/Thromde Finance Sections for necessary action and timely payments.
7. The concerned suppliers for necessary action and timely delivery of goods.
8. Office Copy