



ঔঁ শুদ্ধ-সম্পূর্ণ-স্বাস্থ্য

**Dungsam Cement Corporation Limited**  
(Royal Government of Bhutan Undertaking)  
Nganglam: Pemagatshel



DCCL/Com/Proc/2026/07/224

05.02.2026

To.....

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Subject: Tender

Dear Sir,

**Seeking Quotation**

Please quote your most competitive rates for the supply of the materials listed in the table below to **M/s. Dungsam Cement Corporation Limited (DCCL)**, in accordance with the following terms and conditions:

Sl.no	Material Code	Description	Qty	UoM	Rate	Amount
1	30003778	Register book No 16	38	NOS		
2	30002136	Register book No 12	30	NOS		
3	30003816	Scale (30 Cm) STEEL 0.5 mm least count	3	NOS		
4	30001649	Board Marker (Red:10 Green:10 Black:31)	51	NOS		
5	30003300	Marker Pen Black (Permanent)	127	NOS		
6	30003299	Marker Pen Blue (permanent)	124	NOS		
7	30005880	Marker Pen Green (permanent)	19	NOS		
8	30003298	Marker Pen Red (permanent)	5	NOS		
9	30001651	Computer Paper A4	898	RM		
10	30002143	Correction Pen	17	NOS		
11	30002145	Cellotape (Brown) big	30	NOS		
12	30001843	Cellotape (white) 3/4"	45	NOS		
13	30006981	Paper Cellotape	2	NOS		
14	30001650	Arch File (water resistance)	214	NOS		
15	30002799	250 MM Flat file	4	NOS		
16	30002065	Register No.18	4	NOS		
17	30002147	Stapler Pin 24/6	148	PC		
18	30002161	Pencil	2	PAC		
19	30001841	Stapler pin Size 10	253	PAC		
20	30001652	Register Book No.12	10	NOS		
21	30001856	Stapler Size 24/6	18	NOS		
22	30002051	White Board Duster	2	NOS		

Head office: Nganglam  
BHUTAN Tel: +975-7-481114 / 1099

E-mail: info@dccl.bt

[www.dccl.bt](http://www.dccl.bt)

Dragon Cement - Strength of the Thunder Dragon



ঝং দুংসাম কোম্পানি

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23	30002062	Transparent plastic Folder (A4)	5	NOS		
24	30002809	Carbon Paper (Blue)	20	RM		
25	30002811	DGM Despatch permit DGM PERMIT CHALLAN size :26.8cm*14.8cm 100 pages per booklet (4 copies in each page) 1.pink 2.light green 3.yellow 4.white booklet no. 1001 TO 1300 SL.No. O-100001 to O-130000	300	NOS		
26	30003766	Binder paper clip 62mm	5	PAC		
27	30003814	Scissor medium	6	NOS		
28	30003817	Scale (60 Cm) STEEL	1	NOS		
29	30003922	Stapler Size 10	9	NOS		
30	30005173	Canon Pixma MX477 Colour 741	5	NOS		
31	30005174	Canon Pixma MX477 Black 740	5	NOS		
32	30006490	Plotter cartridge PFI 8306Y Canon	1	NOS		
33	30006491	Plotter cartridge PFI 8306C Canon	1	NOS		
34	30006492	Plotter cartridge PFI 8306MBK Canon	1	NOS		
35	30006493	Plotter cartridge PFI 8306BK Canon	1	NOS		
36	30006495	Plotter cartridge PFI 8306R Canon	1	NOS		
37	30006643	HP Black 335S Toner Cartridge	16	NOS		
38	30001718	HP 88A Tonner (M1136MF)	13	NOS		
39	30001847	Canon Cartridge no. 309	2	NOS		
40	30001072	HP 88 A Tonner	21	NOS		
41	30006439	HP 77A Black LaserJet Toner Cartridge	59	NOS		
42	30004526	Envelope small size	100	NOS		
43	30004524	Envelope A4 size	5	NOS		
44	30006321	Canon Toner T06 Black	10	NOS		
45	30001648	Stick Pad 76x51mm	10	PAC		
46	30001846	Glue Stick	10	NOS		
47	30002142	Peon Book	5	NOS		
48	30002652	Transparent File without clip	20	NOS		
49	30003260	Scissor large	5	NOS		
50	30003779	Register book No 10	10	NOS		
51	30003935	Register note book no- 20	20	NOS		
52	30003317	Stapler Pin 17mm 58"	15	PAC		



ঝং শঙ্গ-সন্দৰ্ভ-কৰ্ত্তা-সংস্থা-বৰ্দেন  
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53	30005265	Calculator	3	NOS		
54	30002041	A3 Size paper	5	RM		
55	30001840	Ring Binder File	15	NOS		
56	30003781	Binder Paper clip 20MM	5	PAC		
57	30003780	Binder Paper clip 30MM	5	PAC		
58	30003763	Binder paper clip 25mm	5	PAC		
59	30003689	Pencil Battery (Size-AA) Duracell battery	20	NOS		
60	30003293	Stapler medium size	1	NOS		
61	30005876	Scale (30 Cm) STEEL 1 mm least count	2	NOS		
62	30003318	Paper Punch DP-800	2	NOS		

### Terms and Conditions

#### 1. Submission of Quotations

Quotations must be submitted as password-protected documents to [procurement@dccl.bt](mailto:procurement@dccl.bt) no later than 3:00 PM BST on 13<sup>th</sup> February 2025. Submissions received after the deadline will be deemed invalid and will not be considered for evaluation.

#### 2. Password Protocol

Please do not share passwords at the time of submission. Passwords will be requested by DCCL at the time of bid opening.

#### 3. Specification Compliance

All bidders are required to quote strictly in line with the specifications provided. Any deviations will render the quotation invalid.

#### 4. Clarifications on Specifications

In case of any ambiguity or lack of clarity in the specifications, bidders are advised not to quote until clarification is obtained from the Procurement Section.

#### 5. No Clarification Post Order

Please note that no clarifications will be entertained once the Purchase Order (PO) has been issued.

#### 6. Payment Terms

Payment will be made only after delivery of the materials. No advance payment shall be made under any circumstances.

#### 7. Delivery Terms

- The final delivery location is DCCL Store on CIF basis
- The delivery period is within 20 days from the date of issuance of the Purchase Order.

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Dragon Cement - Strength of the Thunder Dragon



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## Dungsam Cement Corporation Limited

(Royal Government of Bhutan Undertaking)

Nganglam: Pemagatshe



- All materials must meet the required specifications. Non-conforming items will be rejected and must be replaced at the supplier's cost within the original delivery timeline
- Failure to replace rejected items within the stipulated time will result in forfeiture of performance security or 10% order value from your running bill.

### 8. Pricing and Taxes

- Prices must be quoted **inclusive of all Indian taxes and duties**.
- 5% GST shall be in DCCL's scope.

### 9. Bank Charges

Bank charges incurred during payment processing post-delivery shall be borne by DCCL.

### 10. Liquidated Damages (LD)

Any delay in delivery will attract **Liquidated Damages at 0.3% per day**, subject to a maximum of **10% of the delayed item(s)' value**.

### 11. Replacement of Rejected Items

- Suppliers should lift the rejected items within **10 days** from the date of receiving a rejection notice from DCCL.
- Failure to comply will incur a penalty of **0.3% per day**, up to **30 days**.
- If rejected items are not lifted within 10 days, they shall be confiscated by DCCL, the order shall stand cancelled, and **performance security will be forfeited** or 10% of total order value shall be deducted from your running bills.
- The replacement of the rejected material should be carried out as per the original time frame as stipulated in the purchase order.

### 12. Basis for Order Placement

The orders will be placed on an **item-wise lowest rate** basis.

### 13. Right to Accept or Reject

DCCL reserves the right to accept or reject any or all quotations without assigning any reason.

(Chimi Wangchuk)

Authorized Signatory By General Manager, Real Estate  
Corporate Service Department  
Dungsam Cement Corporation Limited  
Nganglam, Bhutan

Dungsam Cement Corporation Limited