

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

Dragon Cement - Strength of the Thunder Dragon



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



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		

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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 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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- 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.

Authorized Signatory **(Chimi Wangchuk)**  
**Dy. General Manager, Real Estate**  
**Corporate Service Department**  
**Dungsam Cement Corporation Limited**  
**Nganglam: Bhutan**  
Dungsam Cement Corporation Limited