Request for Quotation for the Supply of Goods
for
The Supply of Item No: (a) Hamlet paper, Size: 78.74 cm ×109.22 cm (31″×43″), GSM:250±5%,Quantity:02 Ream. (b) Cromolux Card, Size: 55.88 cm ×71.12 cm (22″×28″); GSM: 300±5%, Quantity:10 Ream of the Bangladesh Stationery office, Tejgaon I/A, Dhaka-1208.

Purchaser's Reference No: 05.85.0000.009.04.058.25/94, Date of issue : 22.05.2025

Contract package No:BSO-50/2024-25

This Request for quotation for the supply of Goods as shown on the attached schedule of requirements is issued to :

Name of Supplier :

Address of Supplier :

Name of issuing officer : ব্রেনজন চাম্বুগং।

Job Title of issuing officer : উপপরিচালক ।

Date :

[Note the issuing officer should keep a photocopy of this issue sheet for record purposes]

Website: www.bso.dpp.gov.bd

সংযুক্তঃ ১। কোটেশনের নিয়মাবলী-০১ কপি ।

২। দরপ্রস্তাব সীট-০১ কপি ।

Government of the People's Republic of Bangladesh
Bangladesh Stationery Office
Department of Printing & Publications
Ministry of Public Administration
Tejgaon I/A, Dhaka-1208, Bangladesh
www.bso.dpp.gov.bd

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The Supply of Item No: (a) Hamlet paper, Size: 78.74 cm ×109.22 cm (31″×43″), GSM:250±5%,Quantity:02 Ream. (b) Cromolux Card, Size: 55.88 cm ×71.12 cm (22″×28″); GSM: 300±5%, Quantity:10 Ream of the Bangladesh Stationery office, Tejgaon I/A, Dhaka-120

TO:

Date :

1. The Bangladesh Stationery office has a budget allocation for the purchase of Goods and Wishes to apply some of that allocation of the purchase of Goods for which this request for Quotation is issued.
2. Payments made against any purchase Order arising form this Request for Quotation will only be made is Bangladesh Taka. The Unit Rate (s) offered by the supplier, if accepted, shall remain fixed for the duration of the purchase order.
3. Your quotation in duplicate, must be delivered to the office of the undersigned on or before **29.05.2025** At 12:00 PM Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked" Quotation for supply of (a) Hamlet paper, Size: 78.74 cm ×109.22 cm(31″×43″),GSM:250±5%, Quantity:02 Ream. (b) Cromolux Card, Size: 55.88 cm ×71.12 cm (22″×28″); GSM: 300±5%, Quantity:10 Ream and DO NOT OPEN before **29.05.2025** At 12:30 PM.
4. All Quotations must be valid for a period 60 (Sixty) days from the closing date of the Request for quotations.
5. The quotation shall be completed and signed by an authorized representative of the supplier. In the case of a supplier offering to supply goods that the supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorized by the good's manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent purchase order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the purchase order.
8. There will be no public opening of quotations the purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorized to receive to RFQ

Print name and designation of official . ব্রেনজন চাম্বুগং
উপপরিচালক

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Schedule of Items and priced Quotation

[describe below the items, unit and quantity of the goods required]

SL	Name of Goods (Description of stores with specifications).	Qty.	AcctgUnit	Unit rate per/lb	Total Amount	Goods Delivery Time(days)
01.	হেমলেট পেপার, সাইজ : ৭৮.৭৪× ১০৯.২২ সে.মি.(৩১″×৪৩″)-২৫০±৫% জিএসএম।	০২ রীম	প্রতি রীম			কার্যাদেশ জারীর তারিখ হতে ০৭ (সাত) দিনের মধ্যে ।
02.	ক্রমোলাক্স কার্ড, সাইজ: ৫৫.৮৮× ৭১.১২ সে.মি.(২২″×২৮″)-৩০০±৫% জিএসএম।	১০ রীম	প্রতি রীম			

বিঃ দ্রঃ কোটেশন দরপত্র দরপ্রস্তাবের সাথে নমুনা হিসেবে উপরের পণ্য বর্ণনা মোতাবেক উভয় পদের জন্য ০১(এক) সীট করে নমুনা লেবেল কার্ডে পণ্যের ব্র্যান্ড, অরিজিন এবং প্রস্তুতকারকের নাম ও ঠিকানা উল্লেখ পূর্বক সীলগালাসহ স্বাক্ষর করে দাখিল করতে হবে ।

দরপ্রস্তাবের সাথে যে সকল কাগজপত্র দাখিল করতে হবে ঃ

(১) নাগরিকত্ব সার্টিফিকেট/জাতীয় পরিচয় পত্র ।

(২) সত্যায়িত পাসপোর্ট সাইজের এক কপি ছবি ।

(৩) হালনাগাদ/নবায়নকৃত ট্রেড লাইসেন্স ।

(৪) হালনাগাদ আয়কর পরিশোধের প্রত্যয়ন পত্র ।

(৫) ভ্যাট (VAT) রেজিস্ট্রেশন সনদ ।

(৬) আর্থিক স্বচ্ছলতার সমর্থনে ব্যাংকের সনদপত্র ।