GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Bangladesh Stationery Office
Tejgaon , Dhaka-1208

Tender Document
For Procurement of Dress of Employees

Request For Quotation (SRFQ)

RFQ No : 05.85.0000.009.02.006.25/1949
Issued On : 25-05-2025
Package No : BSO(Internal)-04/24-25

29/05/25
Bromon Chambugong
Deputy Director
Bangladesh Stationery Office
Tejgaon, Dhaka

Government of The People's Republic of Bangladesh
Bangladesh Stationery office
Tejgaon I/A, Dhaka-1208.
Website: **www.bso.dpp.gov.bd**

REQUEST FOR QUOTATION
Of the
Procurement of Dress of Employees

RFQ : 05.85.0000.009.02.006.25/**1949** Date: 25/05/2025

To
.....
_____

1. The **Deputy Director , Bangladesh Stationery office, Tejgaon, Dhaka-1208** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.

2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.

3. Quotation shall be prepared and submitted using the 'Quotation Document'.

4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.

5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.

6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before ***02-06-2025 at 12.30 pm***. The envelope containing the Quotation must be clearly marked "Quotation of the ***Decoration of Seminar Table*** and ***DO NOT OPEN*** before ***02-06-2025 at 01.00 pm***. Quotations received later than the time specified herein shall not be accepted.

7. Quotations received by directly shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.

8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.

9. No public opening of Quotations received by the closing date shall be held.

10. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

11. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

12. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to ***valid Trade License, Tax Certificate, VAT Certificate, NID, 01(one) copy passport size photograph*** *and* ***Updated Financial Solvency Certificate from any scheduled Bank;*** without which the Quotation may be considered non-responsive[All documents must be attested].

13. Quotations shall be evaluated based on information and documents submitted with the Quotations,by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

14. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

15. The supply of Goods and related services shall be completed within ***[07 (Seven)]*** days from the date of issuing the Purchase Order.

16. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation
Name : **Brenjon Chambugong**
Designation : **Deputy Director**
Date : **25-05-2025**
Address : **Bangladesh Stationery Office, Tejgaon, Dhaka-1208**
Phone No : **02-226603937**
E-mail : **dd.bso@dpp.gov.bd**

Distribution:

1. Deputy Director of BG Press/Govt. Printing Press/Security Printing Press/Bangladesh Forms and Publications Office for information and circulation in their notice board.
2. Mr. Shiplu Khan, Porter, Bangladesh Stationery Office, Tejgaon, Dhaka-1208 for information and wide circulation.
3. Shamima Yasmin, Store keeper, Bangladesh Stationery Office, Tejgaon, Dhaka-1208 for uploading the notice in the website.
4. Notice Board.
5. Office File.

Brenjon Chambugong
Deputy Director
Bangladesh Stationery Office

Quotation Submission Letter

[Use Letter-head Pad]

RFQ : 05.85.0000.009.02.006.25/**1949**

Date: 25/05/2025

To:

Deputy Director
Bangladesh Stationery office
Tejgaon, Dhaka-1208.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods]

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Bronjon Chambugong
Deputy Director
Bangladesh Stationery Office

Price Schedule for Procurement of Dress of Employees

RFQ : 05.85.0000.009.02.006.25/**1949**

Date: 25/05/2025

Sl no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	In figure In words	
1	3	4	5	6	7	8	9
1	ফুল সাফারী	প্রতি সেট	১২ সেট				Bangladesh Stationery office
2	হাফ সাফারী	প্রতি সেট	১২ সেট				
3	নাম ফলক	প্রতিটি	০১ টি				
4	জুতা	প্রতি জোড়া	২৮ জোড়া				
5	মোজা	প্রতি জোড়া	২৮ জোড়া				
6	ছাতা	প্রতিটি	১৪ টি				
	Dress for Driver						
1	হাফ সাফারী	প্রতি সেট	০৩ সেট				
2	ক্যাপ	প্রতিটি	০২ টি				
3	স্যান্ডেল সু	প্রতি জোড়া	০২ জোড়া				
4	জুতা	প্রতি জোড়া	০২ জোড়া				
5	মোজা	প্রতি জোড়া	০৪ জোড়া				
6	ছাতা	প্রতিটি	০১টি				

Goods to be supplied to :	Bangladesh Stationery office
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

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Technical Specification Decoration Of Seminar Table

RFQ : 05.85.0000.009.02.006.25/**1949**

Date: 25/05/2025

Sl no	Description of Items	Full Technical Specification and Standards	Country of Origin	Model and Brand Name
1	ফুল সাফারী	As Per Market Available		
2	হাফ সাফারী			
3	নাম ফলক			
4	জুতা			
5	মোজা			
6	ছাতা			
		Dress for Driver		
1	হাফ সাফারী			
2	ক্যাপ			
3	স্যান্ডেল সু			
4	জুতা			
5	মোজা			
6	ছাতা			

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date :
Name of Quotationer	

Bronjoy Chambugong
Deputy Director
Bangladesh Stationery Office

Government of The People's Republic of Bangladesh
Bangladesh Stationery office
Tejgaon I/A, Dhaka-1208.
Website: www.bso.dpp.gov.bd

ORDER FOR Procurement of Dress of Employees

[insert name of the supplies in brief]

Purchase Order No._____Date: dd/mm/yy

RFQ No:_____	Date:dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser: Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Bronjon Chambugong
Deputy Director

Terms and Conditions
for
Procurement of Dress of Employees

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.

2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.

3. The Supplier shall have to complete the delivery in all respects within [07(seven)days] days of issuing the Purchase Order in conformity with the Terms and Conditions.

4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.

5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.

6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.

7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.

8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications.100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.

10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law. The total Contract Price is BDT [insert figure][in words].

11. The minimum Warranty Period of the Supplies shall be ***[01(one)year]*** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.

12. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

13. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .

14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility within ***07(seven)*** days.

15. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

Bronjon Chambugong
Deputy Director
Bangladesh Stationery Office

16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.

18. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:

    a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
    b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
    c. fails to perform any other obligation(s) under the Contract.

19. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

20. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date

Senior Chambugong
Director
Office