

Comprehensive Disaster Management Programme II (CDMP II)

Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Tel: 9890937, 8821255, 8821459, Fax: 9890854, Website: www.cdmp.org.bd E-mail: info@cdmp.org.bd

Date: 06.03.2011

Subject: Request for Quotation for "Printing Annual Report 2010".

Sealed quotations are hereby invited from the bonafied suppliers/organizations for Printing of **Annual Report 2010** as per the following instructions, terms & conditions:

Sealed quotation shall be send at the 6th Floor (procurement section), Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; on or before 10 March 2011.

Specification of Annual Progress Report-2010

Quantity: 1000 copies

Design:	DTP Work & Positive
Size:	8.5"x11"
Cover:	
Paper:	300 gram Art Card
Color:	4 color
Lamination:	Matt both side
Binding:	Auto Glue Binding
Inner:	
Paper:	100 gram offset Paper
Page:	64 pages
Color:	4 color
Note:	
1. After Complete of Design Color Print need to show	
2. After approval of Design machine prove need to show	
3. After approval on machine proves final printing will start.	

Requirements:

Sealed quotation must be submitted in the printed pad of the suppliers/organization along with the following documents, failing of which the quotation may be rejected:

- (a) Valid Trade License
- (b) TIN Certificate
- (c) VAT Registration Certificate
- (d) Bank Solvency Certificate

Bid should be address as follows:

To: NPD

Comprehensive Disaster Management Programme
92-93 Disaster Management & Relief Bhaban
Mohakhali, Dhaka

The procurement entity reserves the right to increase or decrease quantity requirements of any or all the item(s) at its own discretion. In such case, the unit price of item(s) shall remain unchanged.

CDMP will provide the soft copy of content (Text) of all the items to the bid winner(s) for finishing the printing. Printing firm will be assigned to complete the design for each item (if require).

Bidders will submit the bids in a sealed envelop clearly marked “**Submission of Quotation for Printing Annual Report 2010**”.

The awarded supplier/organization will submit the following documents along with their bill/invoices for payment:

- a. A copy of the Purchase Order duly signed by the both parties.
- b. An original Challan of material duly received by the authority.

The lead time for delivering the goods shall be 15 days from the date of issuing of work order.

Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax and Income Taxes, stamp duties, license fees, and other such levies) imposed or incurred until delivery of the contracted goods to the purchaser. VAT and IT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver’s memo is produced to the purchaser.

CDMP reserve the rights to accept or reject any / all quotations without assigning any reason whatsoever.



Sharifa Ahmed
Procurement Associate
CDMP

Distribution:

1. Notice Board of CDMP II
2. Notice Board of Director General, DMD/DRR
3. CDMP Website