

Comprehensive Disaster Management Programme II (CDMP II)

Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
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Date: 09.08.2010

Subject: Request for Quotation for IT Accessories Items.

Sealed quotation are hereby invited in the prescribed Bid Price Schedule from the bonafied suppliers/organizations for purchasing of IT Accessories items 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 15 August 2010 at 2.00 pm.

Sl#	Description	Required Quantity	Unit
1	Toner (black and white printer 11A); HP Laser Jet 2430 dtn	1	pcs
2	Toner (black and white printer 42A); HP Laser Jet 4250 n	1	pcs
3	Toner colour printer, HP Color Leser Jet 4650 dn	2	set
4	Toner (Photocopier) Sharp AR-M550u	5	pcs
5	Toner RICOH FT5632 (photocopier)	5	pcs

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:

- Valid Trade License
- TIN Certificate
- VAT Registration Certificate
- Bank Solvency Certificate

Bid Price Schedule

To: NPD

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

Reference:

Sl #	Name of Item	Quantity	Unit Price	Total Price (In figure)	Total Price (In word)
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Signature: _____

Date: _____

Name: _____

Seal: _____

The rates must be quoted both in figures and words separately in Bangladeshi Taka (BDT). Erasing of any kind must be supported by full signature of the bidder(s) who sign the quotation. No partial quote of items will be allowed.

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.

Bidders will submit the bids in a sealed envelop clearly marked “**Submission of Quotation for “IT Accessories Items”**”.

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 10 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

