

## 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](http://www.cdmp.org.bd) E-mail: [info@cdmp.org.bd](mailto:info@cdmp.org.bd)

Date: 16.01.2011

### Subject: Request for Quotation for Pen

Sealed quotations are hereby invited from the bonafied suppliers/organizations for purchasing of different types pen as per the following instructions, terms & conditions:

Sealed quotation shall be send at the 6<sup>th</sup> Floor (procurement section), Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; on or before 20.01.2011.

Sl#	Description	Required Quantity	Unit
1	Pen 2 different types (as per sample), with CDMP logo printing	10,000	pcs

Samples are available with CDMP Office

### 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

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.

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 “Pen”**”.

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

- A copy of the Purchase Order duly signed by the both parties.
- 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, DMB/DRR
3. CDMP Website

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Date: 16.01.2011

### Subject: Request for Quotation for “Printing Office Envelops”.

Sealed quotations are hereby invited from the bonafied suppliers/organizations for Printing Office Envelops as per the following instructions, terms & conditions:

Sealed quotation shall be send at the 6<sup>th</sup> Floor (procurement section), Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; on or before 20 January 2011.

Title of Printing	Design and Printing of Souvenir:	Quantity
Letter Envelop	Size: 9.50” x 4.25” Leap: 1”, with glue paper Paper: 100gsm offset paper Color: 4 color Binding: Diced-cut	5000 copies
Card Envelop	Size: 8.75” x 7” Leap: .75”, with glue paper Paper: 100gsm offset paper Color: 4 color Binding: Diced-cut	5000 copies
Document Envelop-M1 (Medium)	Size: 12.50” x 9.75” Leap: 1.75”, with glue paper Paper: 120gsm offset paper Color: 4 color Binding: Diced-cut	5000 copies
Document Envelop-M2 (Medium)	Size: 12.25” x 9.75” Leap: 1”, with glue paper Paper: 120gsm crap paper Color: 4 color Binding: Diced-cut	5000 copies
Document Envelop-L (Large)	Size: 16” x 12” Leap: 1.25”, with glue paper Paper: 150gsm offset paper Color: 4 color Binding: Diced-cut	5000 copies
Document Envelop-L (Large)	Size: 16” x 12” Leap: 1.25”, with glue paper Paper: 150gsm crap paper Color: 4 color Binding: Diced-cut	5000 copies

**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.

The supplier must submit final draft/dummy of all the items (based on the approved specifications) for obtaining clearance/approval from the authority before undertaking the assigned work. The authority will receive the delivery of goods according to the approved draft/dummy submitted by the bid winner(s).

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

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.

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**Procurement Associate**  
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