

## 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 Office Stationary Items.

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

Sl#	Description	Required Quantity	Unit
1	A4 size Double A (80g, Thai) [1pkt. = 500pcs.]	120	rim
2	Certificate Paper 160 gm Glossy [1pkt. =100 pcs.]	500	pcs
3	Uni ball pen	10	pcs
4	Permanent marker	20	pcs
5	White board marker (different colour)	10	pcs
6	Visiting Card Holder(360)	50	pcs
7	Plastic Report Cover File (Rex)	300	pcs
8	Index file 2"	80	pcs
9	Index file 3"	20	pcs
10	Postitpad 3"x3", (12 pcs = 1pkt.)	50	pcs
11	Postitpad 1.5" x 2" (12 pcs = 1pkt.)	50	pcs
12	Postitpad 2x3" (12 pcs = 1pkt.)	100	pcs
13	Scotch tape small ¾	20	pcs
14	Packing tape 2"	20	pcs
15	Round/Oval / CD Bag-96 page	20	pcs
16	Fevi stick small	20	pcs
17	CD-R =Imation/Verbatim	400	pcs
18	DVD RW Imation/Verbatim	50	pcs
19	Stapler pin(26-6)	20	box
20	James Clip small	50	pkt
21	Binder clip Diff Size 51 mm (1 box = 12 pcs.)	2	box
22	Binder clip Diff Size 41 mm(1 box = 12 pcs.)	2	box
23	Binder clip Diff Size 32 mm(1 box = 12 pcs.)	2	box
24	Binder clip Diff Size 25 mm(1 box = 12 pcs.)	2	box
25	Binder clip Diff Size 19 mm(1 box = 12 pcs.)	2	box
26	Binder clip Diff Size 15 mm(1 box = 12 pcs.)	2	box
27	Fax Roll	30	pcs

28	A4 Tech USB Mouse	15	pcs
29	Register big (as per sample) (Number 20)	3	pcs
30	Register Medium (number 16)	10	pcs
31	Ear Phone	10	pcs
32	Post IT Flag, Transparent/Plastic	20	pcs
33	Clip File	10	pcs
34	Liquid Soap (Savlon-1 ltr)	20	pcs
35	VIM Powder	20	pcs
36	Trix	20	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:

- (a) Valid Trade License
- (b) TIN Certificate
- (c) VAT Registration Certificate
- (d) 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 “Office Stationary 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