

Department of Patents, Designs & Trademarks
Ministry of Industries
91, Motijheel Commercial Area, Dhaka-1000.
www.dpdt.gov.bd

REQUEST FOR QUOTATION
for Stationary

RFQ No:89.08.0000.001.1017(10)/2015/ 2122


Date: 20.11.17

To

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1. The **Department of Patents, Designs & Trademarks** 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 26.11.2017 at 11.00 A.M.** The envelope containing the Quotation must be clearly marked "Quotation for **Stationary** and **DO NOT OPEN** before **26.11.2017 at 11.30 A.M** Quotations received later than the time specified herein shall not be accepted.
 7. Quotations received by fax or through electronic mail 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. All Quotations must be valid for a period of at least 30 (Thirty) days from the closing date of the Quotation.
 10. No public opening of Quotations received by the closing date shall be held.
 11. 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.
 12. 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. 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.
13. 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 Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. 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.
15. 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.
16. The supply of Goods and related services shall be completed within 15 (Fifteen) days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 5 (Five) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

 20.11.2017

Mohiuddin Al Farooq
Deputy Registrar (A&F)

Department of Patents, Designs & Trademarks

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Distribution:

1. [Administrative Officer, DPDT, Dhaka, for information and circulation in their notice board.
2. [System Analyst, DPDT, Dhaka, for posting in the website, if applicable.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

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 -

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:

Price Schedule for Goods and Related Services

RFQ NO. 2122

Date: 20.11.17

Sl no	Item 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	2	3	4	5	6	7	8	9	
		অফসেট পেপার ৮০ জিএসএম এ৪		১৬০ রীম					DPDT
		টয়লেট পেপার-		২০ ডজন					
		ফ্যাসিয়াল টিস্যু-		২০ ডজন					
		কিচেন টিস্যু-		০২ ডজন					
		ষ্ট্যাপলার মেশিন (বড়)-		১০টি					
		ষ্ট্যাপলার পিন (বড়)		১০০ পেকেট					
		পিন রিমুভার-		১২ টি					
		এরোসল (৪৭৫এমএল)		০১ ডজন					
		এয়ার ফ্রেশনার		০২ ডজন					
		ভীম লিকুইড		০৫ ডজন					
		ফিনাইল		০২ ডজন					
		হারপিক		০২ ডজন					
		ওডোনীল		০২ ডজন					
		স্যাভলন ১১২ এমএল		০৬ টি					
		রেজিস্টার খাতা ২০০ পৃষ্ঠা		৫০টি					
		রেজিস্টার খাতা ৪০০ পৃষ্ঠা-		১০টি					
		ক্যালকুলেটর (বড়)		০৪টি					
		পেন্সিল ব্যাটারী		০৫ ডজন					
		রিমোট ব্যাটারী		০১ ডজন					
		জেমস ক্রিপ পেকেট		১০ ডজন					
		প্লাস্টিক ফোল্ডার এ৪		৫০ টি					
		স্কেল ষ্টীল		০১ ডজন					
		টিউব গাম ষ্টীক		০২ ডজন					
		প্লাস্টিক ঝুড়ি		৫০ টি					
		ঝাড়ু		০১ ডজন					
		মার্কার পেন (হলুদ/সবুজ)		০২ ডজন					
		স্বাক্ষর কলম		১৫ ডজন					
		এন্টি কাটার		০২ টি					
		গার্ড ফাইল		১০ টি					
		ডাক ফাইল		১০ টি					
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure			
						In words			

Goods to be supplied to	[Department of Patent, Designs & Trademarks (DPDT)]
Total Amount in Taka (in words)	
Delivery Offered	[15 day from date of issuing the Purchase Order]



Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]
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[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	Date:
Name of Quotationer	

- Note:**
1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7 & 8 by the Quotationer.
 2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	Stationary	অফসেট পেপার ৮০ জিএসএম এ৪- ১৬০ রীম		Any Reputed available Country	
2		টয়লেট পেপার-২০ ডজন			
3		ফ্যাসিয়াল টিস্যু-২০ ডজন			
4		কিচেন টিস্যু-০২ ডজন			
5		ষ্ট্যাপলার মেশিন (বড়)-১০টি			
6		ষ্ট্যাপলার পিন (বড়) ১০০ পেকেট			
7		পিন রিমুভার-১২ টি			
8		এরোসল (৪৭৫এমএল)-০১ ডজন			
9		এয়ার ফ্রেশনার-০২ ডজন			
10		ভীম লিকুইড-০৫ ডজন			
11		ফিনাইল-০২ ডজন			
12		হারপিক -০২ ডজন			
13		ওডোনীল-০২ ডজন			
14		স্যাভলন ১১২ এমএল-০৬ টি			
15		রেজিস্টার খাতা ২০০ পৃষ্ঠা-৫০টি			
16		রেজিস্টার খাতা ৪০০ পৃষ্ঠা-১০টি			
17		ক্যালকুলেটর (বড়) -০৪টি			
18		পেন্সিল ব্যাটারী-০৫ ডজন			
19		রিমোট ব্যাটারী-০১ ডজন			
20		জেমস ক্রিপ পেকেট-১০ ডজন			
21		প্লাস্টিক ফোল্ডার এ৪-৫০ টি			
22		স্কেল ষ্টীল-০১ ডজন			
23		টিউব গাম ষ্টীক-০২ ডজন			
24		প্লাস্টিক বুড়ি-৫০ টি			
25		বাড়ু -০১ ডজন			
26		মার্কার পেন (হলুদ/সবুজ)-০২ ডজন			
27		স্বাক্ষর কলম-১৫ ডজন			
28		এন্টি কাটার-০২ টি			
29		গার্ড ফাইল-১০ টি			
30		ডাক ফাইল -১০ টি			

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	

Note:



1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a prerequisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.