

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
গৃহায়ন ও গণপূর্ত মন্ত্রণালয়
নগর উন্নয়ন অধিদপ্তর
থানা সেন্টার প্লানিং-১
www.udd.gov.bd

নম্বর ২৫.৪৫.০০০০.০০০.১৪.০৫১.১৭.১২৫

তারিখ ১১ বৈশাখ ১৪২৫
২৪ এপ্রিল ২০১৮

**REQUEST FOR QUOTATION for Supply of Banner, Invitation Card, Ball Pen,
Folder & Official Bag For Seminar**

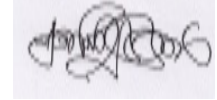
Memo No: 25.45.0000.000.23.133.4.16

Date: / / 2018

To

1. The Director, Urban Development Directorate has been allocated public funds for “Preparation of Payra – Kuakata comprehensive plan Focusing on Eco Tourism” and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Schedules for the intended for “Supply of Banner, Invitation Card, Ball Pen, Folder & Official Bag” 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. Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) are not required.
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 03/05/2018 at 2:00 pm. The envelope containing the Quotation must be clearly marked “QUOTATION For “Supply of Miscellaneous” and DO NOT OPEN before 03/05/2018 at 2:30 pm. 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 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.
13. Quotationer shall have legal capacity to enter into contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of the valid documents related to (1) Trade License, (2) Tax Identification Number (TIN) Certificate, and (3) VAT Registration No. 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 delivery of Miscellaneous goods shall be completed within 7 days or as per PD's direction 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 30 (Thirty) 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.



২৪-৪-২০১৮

শরীফ মোহাম্মদ তারিকুজ্জামান
সিনিয়র প্ল্যানার

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হলঃ

- ১) পরিচালক, নগর উন্নয়ন অধিদপ্তর
- ২) সিনিয়র প্ল্যানার, আরবান প্লানিং, নগর উন্নয়ন অধিদপ্তর
- ৩) অর্থনীতিবিদ, গবেষণা ও সমন্বয়, নগর উন্নয়ন অধিদপ্তর
- ৪) প্রধান হিসাব রক্ষন কর্মকর্তা, সেগুন বাগিচা, ঢাকা
- ৫) নিবাহী প্রকৌশলী, জনস্বাস্থ্য অধিদপ্তর
- ৬) প্রধান হিসাব রক্ষন কর্মকর্তা, গৃহায়ন ও গণপূর্ত মন্ত্রণালয়, ২য় ১২ তলা, ঢাকা
- ৭) প্রশাসনিক কর্মকর্তা, প্রশাসন শাখা, নগর উন্নয়ন অধিদপ্তর
- ৮) হিসাব রক্ষণ কর্মকর্তা (অতিরিক্ত দায়িত্ব), হিসাব শাখা, নগর উন্নয়ন অধিদপ্তর