Government of the People's Republic of Bangladesh

Department of Land Records and Surveys(DLRS)

28 Shaheed Tajuddin Ahmad Sarani

Tejgaon, Dhaka-1208.

**(Sharbaraho & Sheba)**

web: www.dlrs.gov.bd

**REQUEST FOR QUOTATION**

**for**

**the " Supply of Photocopier Toner''**

|  |
| --- |
| **Reference: 31.03.2692.002.07.056.15-206 Date of Issue: 12-04-2015** Contract Package No: Not applicable |

To

[insert name and address of the Quotationers]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Department of Land Records and Surveys(DLRS) 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’.

1. 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.
2. 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.
3. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on **21/04/2015 at 02:00 PM.** The envelope containing the Quotation must be clearly marked **“Quotation for the procurement Supply of Photocopier Toner** [Toner of photocopier (Ricoh FT 4422), (Gestetner 2622s), (Gestetner 2627), (Toshiba-e-Studio 242), (Toshiba-e- Studio 455) & (Sharp SF-2030)]**''** and **DO NOT OPEN** before **21/04/2015 at 03:00 PM.** Quotations received later than the time specified herein shall not be accepted.
4. 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.
5. 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.
6. All Quotations must be valid for a period of at least 30 **days** from the closing date of the Quotation.
7. No public opening of Quotations received by the closing date shall be held.
8. 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.
9. 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.
10. 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** without which the Quotation may be considered non-responsive**.**
11. 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.
12. 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.
13. The supply of Goods and related services shall be completed within **05 (Five)** days from the date of issuing the Purchase Order.
14. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **15(Fifteen)** days of receipt of approval from the Approving Authority.
15. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

#

#  Signature of the official inviting Quotation

 Name: Mst. Hazera Khatun

 **Designation:**  Director (Admin)

# **Date: 12/04/2015**

# **Address: Department of Land Records and Surveys, 28 Shaheed Tajuddin Ahmad Sarani,Tejgaon, Dhaka-1208.**

 **Phone No 8170489(O),**

 **e-mail dadmin@dlrs.gov.bd**

**Distribution:**

1. Chairman, Land Reforms Board, Motijheel, Dhaka-1000 for information and circulation in their notice board.

2. Chairman, Land appeal Board, 2nd 12th Floor Building, Segunbagicha, Dhaka-1000 for information and circulation in their notice board.

3. Divisional Commissioner, Dhaka Division, 1st 12th Floor Building, Segunbagicha, Dhaka-1000 for information and circulation in their notice board.

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7. Notice Board.

8. Office File.

Government of the People's Republic of Bangladesh

Department of Land Records and Surveys(DLRS)

28 Shaheed Tajuddin Ahmad Sarani

Tejgaon, Dhaka-1208.

**(Sharbaraho & Sheba)**

web: www.dlrs.gov.bd

**REQUEST FOR QUOTATION**

**for**

**the " Supply of Office Stationary & Calculator ''**

|  |  |
| --- | --- |
| **Reference: 31.03.2692.002.07.056.15-205 Date of Issue: 12-04-2015**Contract Package No: Not applicable |  |

To

[insert name and address of the Quotationers]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Department of Land Records and Surveys(DLRS) 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.

1. Quotation shall be prepared and submitted using the ’Quotation Document’.

1. 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.
2. 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.
3. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on **21/04/2015 at 02:00 PM.** The envelope containing the Quotation must be clearly marked **“Quotation for the Supply of Office Stationary & Calculator** [Seal Pad, Ball pen, Calculator, Marker pen, Gum tube, Maskin tape, Pin Remover, Scissor, Stapler pin, Stapler Machine, Scale-Steel, Paper Weight, Punch Machine, Facial Tissue Box, Anti cutter, Eraser, Ink of Seal Pad, Wooden pencil, Sharpnar, James clip, Candle, Toilet Tissue Paper, Anti cutter blade, Pen (pilot V-5), Chopper, Pincil Battery, Gum Sleep pad, Match, Table Foam, Markin cloth, Prayer mat & Thread Ball]**''** and **DO NOT OPEN** before **21/04/2015 at 03:00 PM.**Quotations received later than the time specified herein shall not be accepted.
4. 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.
5. 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.
6. All Quotations must be valid for a period of at least 30 **days** from the closing date of the Quotation.
7. No public opening of Quotations received by the closing date shall be held.
8. 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.
9. 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.
10. 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** without which the Quotation may be considered non-responsive**.**
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13. The supply of Goods and related services shall be completed within **05 (Five)** days from the date of issuing the Purchase Order.
14. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **15(Fifteen)** days of receipt of approval from the Approving Authority.
15. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

#

#  **Signature of the official inviting Quotation**

 Name: Mst. Hazera Khatun

 **Designation:**  Director (Admin)

# Date: 12/04/2015

# Address: Department of Land Records and Surveys, 28 Shaheed Tajuddin Ahmad Sarani,Tejgaon, Dhaka-1208.

 **Phone No: 8170489(O),**

 **e-mail: dadmin@dlrs.gov.bd**

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28 Shaheed Tajuddin Ahmad Sarani

Tejgaon, Dhaka-1208.

**(Sharbaraho & Sheba)**

web: www.dlrs.gov.bd

**REQUEST FOR QUOTATION**

**for**

**the " Supply of Broom,Table glass,Gum & Crokariege Items ''**

|  |  |
| --- | --- |
| **Reference: 31.03.2692.002.07.056.15-208 Date of Issue: 12-04-2015**Contract Package No: Not applicable |  |

To

[insert name and address of the Quotationers]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on **21/04/2015 at 02:00 PM.** The envelope containing the Quotation must be clearly marked **“Quotation for the Supply of Broom,Table glass,Gum & Crokariege Items** [Table Glass, Flower Broom, Scysthe, Gum, Broom, Spade, Table cloth, Half plate, Full plate, Mug, Jug, Water Glass, Plastic-Bowl, Plastic waste Basket, Cup-preach, Spoon] **''** and **DO NOT OPEN** before **21/04/2015 at 03:00 PM.** Quotations received later than the time specified herein shall not be accepted.
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#  **Signature of the official inviting Quotation**

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 **Designation:**  Director (Admin)

# Date:12/04/2015

# Address: Department of Land Records and Surveys, 28 Shaheed Tajuddin Ahmad Sarani,Tejgaon, Dhaka-1208.

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Tejgaon, Dhaka-1208.

**(Sharbaraho & Sheba)**

web: www.dlrs.gov.bd

**REQUEST FOR QUOTATION**

**for**

**the " Supply of Washing & Toiletries Items ''**

|  |  |
| --- | --- |
| **Reference: 31.03.2692.002.07.056.15-207 Date of Issue: 12-04-2015** Contract Package No: Not applicable |  |

To

[insert name and address of the Quotationers]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#  **Signature of the official inviting Quotation**

 Name: Mst. Hazera Khatun

 **Designation:**  Director (Admin)

# Date: 12/04/2015

# Address: Department of Land Records and Surveys, 28 Shaheed Tajuddin Ahmad Sarani, Tejgaon, Dhaka-1208.

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