

**TENDER SPECIFICATION : STATIONERY ITEMS**

1. **Name of Items.** Office Item, 09 (Nine) line items
2. **Description of Items and Procurement Quantity.** Description of items and their procurement quantity are mentioned below:

Ser	Items	Deno	Qty	Brand	Colour	Remarks
1	Ball Thread	No.	3016	Cotton Thread	White & Red Mixed (As per sample)	1. Weight each ball not less than 100 Gm 2. Strong enough to meet office needs Length- minimum 45 mtr
2	Eraser	No	10299	To be mentioned	White	L X W-3.3cm X 1.2cm.
3	Gems Clip	Packet	6417	Commercial	Commercial	Each clip should be plastic coated 50 clips in each box. Length-2.7 cm (approx)
4	Pen Ball Point (Disposable)	<del>Dozn</del> NO	50882	To be mentioned	Commercial	Black write up
5	Pin Board	Packet	2471	Commercial	Multi colour	Each clip should be plastic coated not less than 45 pin in each Box
6	Pin Paper	Packet	4452	Commercial	Nickel Plated	Weight: 50Gm/ Packet
7	Pin Stapler (24/6)	Packet	8016	Commercial	Stainless Steel	Strong enough to meet office needs
8	Pencil HB	<del>Dozn</del> NO	23612	To be mentioned	Commercial	Good enough to meet office needs
9	Tag File	Bundle	1062	Commercial. Cotton Thread	White	1. 100 tag in each bundle. 2. Length-230 mm with 2 cm plastic stick at both ends

**Delivery Requirements**

3. **Packaging.** All items are to be delivered in standard commercial packaging. Following information should be printed/ written on each package:

- a. Name of Item
- b. Consignee
- c. Work Order No. and date
- d. Supplier's name and address
- e. Quantity in each package
- f. Endorsement of ACINS as to inspection (ACINS will make endorsement after inspection).



4. **Delivery Schedule.** Goods in following quantities are to be delivered in one installment to the following consignee within 30 days from the date of issuing purchase/work order and supplier will be deliver item to the respective consignee without involving any extra cost.

Ser	Items	Deno	Consignee			Total Qty
			NSD Ctg	NSD Khulna	NSSD Dhaka	
1.	Ball Thread	No	Nil	1400	1616	3016
2.	Eraser	No	4000	2300	3999	10299
3.	Gems Clip	Packet	2400	900	3117	6417
4.	Pen Ball Point (Disposable)	<del>Dozn</del> No	25000	9000	16882	50882
5.	Pin Board	Packet	1700	Nil	771	2471
6.	Pin Paper	Packet	3000	Nil	1452	4452
7.	Pin Stapler Machine	Packet	3600	1700	2716	8016
8.	Pencil HB	No Dozn	14000	1400	8212	23612
9.	Tag File	Bdle	Nil	Nil	1062	1062

5. **Warranty Certificate.** Supplier is to provide a Warranty Certificate with the consignment to the consignee on firm's letter head pad which should clearly fulfill following requirements. Warranty should be effective from the date of receipt items by the consignee. Purchase order number should be mentioned in the certificate:

- a. 12 (Twelve) months warranty shall be given for the supplied item.
- b. Colour and material quality will remain unchanged for 12 months in normal storage condition. If the colour becomes faded or material condition deteriorates or any defective item is detected at any time during the warranty period then supplier is to replace defective item(s) free of cost to the buyer.

6. **Inspection by ACINS.** ACINS will inspect items at factory premises before delivery to the consignees. Supplier is to intimate ACINS readiness of goods for inspection at least 07 days in advance of the start of delivery period. After acceptance by ACINS, Supplier will deliver item to the respective consignees without involving any extra cost.

7. **Inspection by Consignee.** At the time of delivery consignee will inspect the following:

- a. Packaging
- b. Marking
- c. Quantity
- d. Endorsement of ACINS as to inspection and acceptance.

8. **Payment Terms.** Payment will be made in BDT as per BN procurement regulations. IT/VAT etc will be deducted as per government regulations.

9. **Liquidated Damage (LD).** LD will be apply as per FO 1/2013.



10. **Sample Submission.** Bidder is to submit following quantity as sample. Samples will be used for test and evaluation. Sample will be returned to the bidder except the quantity used for testing and evaluation:

Ser	Items	Deno	Sample
1	Ball Thread	No	02
2	Eraser	No	02
3	Gems Clip	Packet	02
4	Pen Ball Point	No	02
5	Pin Board	Packet	02
6	Pin Paper	Packet	02
7	Pin Stapler Machine Office Standard	Packet	02
8	Pencil HB	No	02
9	Tag File	Bundle	02

11. **Validity of Offer Required.** 90 days from the date of opening tender.

12. **Price Quotation.** Price is to be quoted in BDT separately for each item as follows:

Ser	Items	Deno	Quantity	Unit Price	Total Price
1.	Ball Thread	No	3016		
2.	Eraser	No	10299		
3.	Gems Clip	Packet	6417		
4.	Pen Ball Point	<del>Dozn</del> NO	50882		
5.	Pin Board	Packet	2471		
6.	Pin Paper	Packet	4452		
7.	Pin Stapler Machine Office Standard	Packet	8016		
8.	Pencil HB	<del>Dozn</del> NO	23612		
9.	Tag File	Bundle	1062		
<b>Grand Total Price</b>					

13. **Evaluation of Tender Offer.** Items on tender offer shall be evaluated on the basis of:

- Quality of items
- Dimension where applicable
- Itemized Total Price
- Purchase order will be given to best individual item bidders.

14. **Bidder's Participation.** To be responsive, a bidder must participate in all items.

15. **Compliance.** A compliance statement fulfilling all the requirement of the tender is to be submitted for evaluation of the quotations. Stating mere yes or no will not suffice and detailed description/information as required is to be given. An incomplete compliance statement may attribute to cancellation of the offer. If any clause of this specification does not commensurate with offered items, the deviation has to be spelt out clearly.



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