

TENDER SPECIFICATION: STATIONERY ITEMS

1. **Name of Items.** Office Item, 01 (One) line items
2. **Description of Items and Procurement Quantity.** Description of items and their procurement quantity are mentioned below:

Ser	Items	Qty	Size/ Dimension	Weight (GSM)	Paper Colour	Country of Manufacture & Brand	Usability	Remarks
1.	Paper White, A-4	10700 Ream	A-4 (297 x 210) mm	Min 80 GSM	White	To be mentioned	1. Papers should be suitable to use in all types of electric and electronic printers and manual type writer. 2. Writable with fountain pen, ball point pen, pencil and drawing pen	One ream is to have 500 sheets

Delivery Requirement.

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.	Paper White, A4	Ream	3500	1800	5400	10700

5. **Warranty Certificate.** Supplier is to provide Warranty Certificate with the consignment to the consignees 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 (from the date receipt by the consignee) against material and colour i.e. colour and material quantity will remain unchanged for 12 months normal storage condition. if the colour becomes fatted 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 applicable as per existing rule.

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.	Paper White, A4	Ream	01

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

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

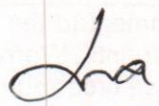
Ser	Items	Qty	Unit Price	Total Price
1.	Paper White, A4	10700 Ream		

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

- a. Quality of items
- b. Dimension where applicable.
- c. Grand Total price

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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