



ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা Dhaka University Prakashana Sangstha

৩২৭-৩২৮ প্রশাসনিক ভবন, ঢাকা বিশ্ববিদ্যালয়, ঢাকা ১০০০, ফোন : পিএবিএক্স ৯৬৬১৯০০-১৯, এক্স ৪১১০/৪১১১/৪১১২
E-mail : duprakashana@gmail.com

নং. ঢাবিপ্রস/২০৭৫/২৪-২৫

তারিখ. ০৯/০৬/২০২৫

REQUEST FOR QUOTATION (RFQ)

for

['৬,০০০ (ছয় হাজার) কপি সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত)']

RFQ No: ঢাবিপ্রস/০৪/২০২৫-২২

Date: ১৯/০৬/২০২৫

To

[.....]

1. The [ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা] 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** [30.06.2025 on or before 11.00am]. The envelope containing the Quotation must be clearly marked "Quotation for [বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি ' ৫৫ জিএসএম অফসেট পেপারে ১১" x ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন - খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই] and **DO NOT OPEN** before [TEC meeting on 30.06.2025 on or before 12.00 noon]. 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 atleast [90 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.



ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা Dhaka University Prakashana Sangstha

৩২৭-৩২৮ প্রশাসনিক ভবন, ঢাকা বিশ্ববিদ্যালয়, ঢাকা ১০০০, ফোন : পিএবিএক্স ৯৬৬১৯০০-১৯, এক্স ৪১১০/৪১১১/৪১১২
E-mail : duprakashana@gmail.com

নং ..ঢাবিপ্রস/২০৭৫/২৪ - ২৫

তারিখ ..২২/০৫/২৫

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, NID 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 [90] 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 [10] 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.

Signature of the official inviting Quotation

Name - (ড. তারিক মনজুর)

Designation - অধ্যাপক, বাংলা বিভাগ ও পরিচালক (ভারপ্রাপ্ত), ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা-১০০০।

Date- ১৯.০৬.২০২৫

Address: ৩২৮ নং কক্ষ, ৩য় তলা, ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা -১০০০;

Phone No- 9661900. Ext: 4110.

Distribution:

1. Office File
2. Website: <https://www.du.ac.bd>

Quotation Submission Letter

[Use Letter- Head Pad]

RFQ No: _____ Date:/...../.....

To:

[৩২৮ নং কক্ষ, ৩য় তলা, ঢাকা বিশ্ববিদ্যালয় প্রকাশনা সংস্থা, ঢাকা বিশ্ববিদ্যালয়, ঢাকা -১০০০]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [বিশ্ববিদ্যালয়ের লোগো সম্বলিত সাদা খাতা, ৬,০০০ (ছয় হাজার) কপি ' ৫৫ জিএসএম অফসেট পেপারে ১১"× ৮.৫" সাইজের ৯৬ পৃষ্ঠার (কভার ব্যতিত) সাদা খাতা (বিশ্ববিদ্যালয়ের লোগো সম্বলিত), কভার - ১২০ জিএসএম ক্র্যাফট পেপারের (দুই রঙ-এ মুদ্রণ হবে), বাঁধাইয়ের ধরন -খাতার পৃষ্ঠা সেলাই করা ও কভার গু-বাঁধাই] **The total Price of my/our Quotation is BDT [** and]

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 [22.06.2025]

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: