



# GRAMEEN COMMUNICATIONS

53/1 Box Nagar, Zoo Road, Mirpur-01, Dhaka-1216  
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To : The Suppliers/Distributor/Company

Date : 28<sup>th</sup> December 2021.

## Subject : Request for Quotation-RFQ#12(2021).

Dear Sir,

We wish to purchase **Offset Papers** with the following specifications. It would be highly appreciate if you could submit us quotation according to the specifications furnished below :

SL.	Particulars	Quantity (Reams)	Note
01.	<b>Offset Paper A4, Size : 210×297mm.</b> Brand : <b>Any (Local or Foreign)</b> Weight : <b>70/75/80 GSM</b> Packing : <b>500 sheets in each laminated packet and 5 packets in a carton</b>	<b>20,000</b> (Twenty thousand)	Please mention the unit price of ream (500 sheets packet) of each Particulars <b>including VAT &amp; Income Tax.</b>
02.	<b>Offset Paper A3, Size : 420×297mm.</b> Brand : <b>Any (Local or Foreign)</b> Weight : <b>75/80GSM</b> Packing : <b>500 sheets in each laminated packet and 5 packets in a carton</b>	<b>4,000</b> (Four thousand)	

### Terms and conditions for Quotation submission :

- Quotation shall be dropped in our head office or send by email at [tender@grameen.com](mailto:tender@grameen.com) until **1:00p.m., 09<sup>th</sup> January, 2022, Sunday** and tender will be opened in presence of the party (if any) on the same day and place at 2:30 p.m.
- Should have to submit **sample of papers (all sizes and weights)** and copy of VAT Registration Certificate, TIN Certificate, and Trade License Certificate.
- 3% (Three percent) of total value (your quoted price) shall have to be deposited in favor of Grameen Communications as earnest money at the time of taking **Purchase-Order**.
- All Payment will make within 10 working days from the complete supply of delivery date. Partial delivery and payment may be allowing.
- Income Tax & VAT will deduct as per Government rules.
- Should have to deliver the above mentioned quantity paper according to the following schedule in the Grameen Communications' store at Mirpur after placing work order..

Quantity (Packets)		Delivery on or before according to our store condition
A4	A3	
10,000	2,000	22 <sup>nd</sup> January 2022
10,000	2,000	19 <sup>th</sup> February 2022

- The Grameen Communications authority reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
- Penalty will impose in case of any deviation in supplies by GSM, quantity, quality, rapping, cartons, and packing from the submitted/approved one.

If you require further clarification, please do not hesitate to contact us. Hope for your cooperation.

  
(Khondokar Abu Abedeen)  
Deputy General Manager