

BANGLADESH POST OFFICE
POSTMASTER GENERAL OFFICE, EASTERN CIRCLE, CHITTAGONG- 4100.
REQUEST FOR QUOTATION
Procurement of Postbox Management
(Web Application Development) **Software purchase.**

File No. : নথি নং এম//পোস্টবক্স/২০২৩

তারিখ t ২৬/১০/২০২৩খ্রি:

১.	মেসার্স মিড ডে ড্রিমস, ৯১/৪৭৪ শাহ গরীবউল্লাহ হাউজিং সোসাইটি রোড-৮ খুলশী-১ চট্টগ্রাম।	৩	মেসার্স জননী কম্পিউটার্স ৩০১ চট্টগ্রাম কম্পিউটার সিটি আর এফ জোহরা টাওয়ার (২য় তলা), ১৪০১ শেখ মুজিব রোড চৌমুহনী চট্টগ্রাম।	৫	মেসার্স বাংলাদেশ অফিস ইকুইপমেন্ট, ৬৪২ শেখ মুজিব রোড, চৌমুহনী ,আত্রাবাদ, চট্টগ্রাম
২.	মেসার্স কম্পিউটার ভিলেজ ওয়ালী ম্যানসন ৬০০ শেখ মুজিব রোড চৌমুহনী ,চট্টগ্রাম।	.৪	মেসার্স পি সি সলিউশন ৫০৮ চট্টগ্রাম কম্পিউটার সিটি আর এফ জোহরা টাওয়ার (৪র্থ তলা) ১৪০১ শেখ মুজিব রোড, চৌমুহনী ,চট্টগ্রাম।		।

1. The Postmaster General, Eastern Circle, Ctg. 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 & Drawing for the intended goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Questioners during office hours on all working days.
3. Quotations shall be prepared and submitted using the Quotation Document.
4. Quotations 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.c. 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 submitted to the office of the undersigned on or before 05/11/2023 the envelope containing the Quotation must be clearly marked Quotation for **Procurement of Postbox Management (Web Application Development) Software purchase** for Ctg Circle office, and DO NOT OPEN before 05/11/2023 after [12.00 A.M] Quotations received later than the time specter herein shall not be accepted.

7. Quotations received in fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 7 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 7(4) of the PPR-2008.
9. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Questioner'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.
12. Rates shall be quoted and subsequent payments under this contract shall be made in Taka .The price offered by the Quotation, if accepted shall remain fixed for the duration of the Contract.
13. Quotation shall have legal capacity to enter into Contract Quotation, 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 and Financial Solvency Certificate from any scheduled Bank, without which the Quotation may be considered non-responsive.
14. In Case of anomalies between unit rates 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.
15. The supply of goods and related services shall be completed within **30 Days** from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **03 Days** or receipt of approval from the Approving Authority.
17. The Procuring Entity Reserves the right to reject all the Quotations or annul the procurement proceedings.

Asst. Postmaster General (Mail)
 PMG Office, Eastern Circle,
 Chattagram-4100
 Phone : 031-721250

Distribution (Copy for information and circulation in their notice board) :

1. Senior Postmaster, Chattagram GPO, Ctg. - 4000.
2. Deputy Post Master General, Chattagram Division ,Chattagram -4000.
3. Regeonal Manager,Dak Jibon Bima Chattagram -4100.
4. Asst. Post Master General, Forigen Post, Bandar, Chattagram -4100.
5. Office Super, PMG Office, Eastern Circle, Chattagram -4100.
6. Office File.