



BRAC
Procurement Department
Phone: 9881265, Ext: 3032.

January 19, 2012

To,
Advertising Firm/Agent (Signboard).

Attention: Managing Director.

Subject : Price Quotation for Production of 720 nos Signboards on Malaria.

Sealed quotations are hereby invited from the bona fide Advertising Firm / Agent for production of 720 Signboards under the terms and conditions mentioned bellow on their letterhead pad.

Terms and Conditions :

1	Name of Item: Steel Signboard (on Malaria).			
2	Specification, Quantity, Unit Price & Total price:			
	Specification of Signboards	Quantity.	Unit Price (Tk.)	Total Price (Tk.)
	a. Board Size: 5' (feet) × 3' (feet). b. Board Sheet: 24, Gauge MS steel sheet (not Rupban tin). c. Back Side Frame: 1"(inch) × 1"(inch) iron angle with one iron bar support at middle of length side. d. Side Border: 1"× 1"Alumenium angle. e. Print: Solvent Digital print on Vinyl and pasting on plain sheet (steel). f. Vinyl Type: AVECAL(Korea) printing vinyl. g. Print Color: 4(Four) color as per supplied design. h. Number of Design: 21 (Twenty one) design on Malaria for total (720 nos) signboards. j. Print Ink. : Mutoh Solvent ink. k. Note: <u>The Selected supplier should be submitted one year grantee on 'Signboard and its Color' before receiving first payment.</u>	720 (Seven hundred twenty) nos.		
3	Place of Delivery & Delivery time.	At BRAC Central Store (Beside Affatab CNG and inside BRAC Printers campus), near Charaghe Ali Market, 41, Industrial Area, Block – C, Tongi, Gazipur within maximum 30 (thirty) calendar days from receiving of Work Order at your own cost and management. Please note that within this deadline all activities like, Printing, Editing, Re – printing (if necessary), Signboard making, pasting etc. that is Final Production of Signboards have to be completed positively.		

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Handwritten signature and date: 19/1/12

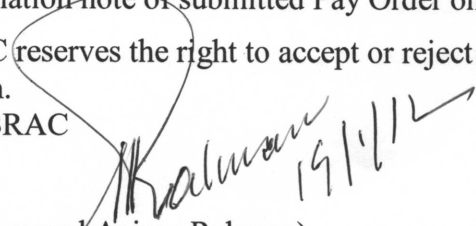
4	Liquidated Damage (L.D.)	: The selected bidder are requested to complete the final fixing work within the mentioned date, otherwise, Liquidated Damage (L.D.) will be calculated at the rate of 0.5% per week delay or part thereof up to maximum 5% from the stipulated time of installation and deducted as well from the submitted bill.
5	Tender Security	: Only non enlisted bidders have to be submit 5% of total price in a form of pay order from a scheduled bank as Tender Security which will be refunded after final selection or after 80% payment (for non enlisted selected bidder) against a prayer to Head of Procurement, BRAC.
6	Mode of Payment	: a. 80% of the total value will be paid after successful delivery of all Signboards. Following are to be submitted with the bill : (1) One year grantee on Signboards and its Color on your letter head pad. b. Rest 20% of total value will be retained as performance security and paid after completion of one year from the delivery date. It may be forfeited in total or partially due to color fade down and if the signboards are not longer with its efficiency as per BRAC program's decision. c. Payment will be made through your BRAC Bank account number in favor of your company by Accounts Department of BRAC H.O. d. All payments will be subject to deduction of VAT and tax at source as per the Govt. Rules.

Other Conditions :

1. **Tender to be submission by: 24.01. 2012**
2. **Quotations may be sent by:** Directly dropped in the Box no. 02 (two) kept at BRAC Procurement Department (BPD) and you are requested to write the name of Item and quantity on the envelop.
3. **Offer Validity:** 07 days.
4. **Non Enlisted bidders should be submitted the following documents with the quotation:**
 - a. Copy of Trade License.
 - b. Copy of Income Tax Certificate.
 - c. Copy of VAT Registration Certificate.
 - d. Cline list on same work with office active telephone number &
 - e. **Pay Order:** 5% of total quoted price as Tender Security. Please give a detailed information note of submitted Pay Order on your quotation.

BRAC reserves the right to accept or reject any or all tenders without assigning any reason.

For, BRAC


(Muhammad Azizur Rahman)
Head of Procurement.