



Date: 30.01.2012

Req. 850343

Concern all

Subject: Price Tender / Quotation for Photocopier

Sealed quotations are hereby invited from your firm on your Letter Head Pad, for the following item under the terms and conditions mentioned below.

Sl. No	Name & Description of Goods	Qty	Unit Price	Total Price
01	Item : Photo Copier Brand : Toshiba Model : Studio-455 Warranty : One Year Full Warranty Other information : Copy of product catalog (to be submitted)	01 Unit		

Please submit the Quotation on **01.02.2012 by 2.00 p.m.** in the Box No. 2 (Two) kept at BRAC Procurement Department and to be written on the envelope "**Quotation for Photo Copier Machine, Req.850343**"

Following documents are to be submitted with the quotation: (Only applicable for not enlisted suppliers)

a) Copy of Trade License. b) Copy of VAT Registration Certificate (c) Up to date copy of Tax payment receipt.

Terms & Conditions:

a) **Delivery:** Delivery time to be mentioned & delivery should be completed within specific date after issuing confirms Purchase Order at BRAC HO, Dhaka at your own cost. Late delivery at the rate of 0.5% for delay per week or part thereof up to maximum 5% will be deducted as liquidated damage from the bill.

b) **Inspection:** After delivery, inspection will be carried out by BRAC ICT Team.

c) **Payment:** Supplier must have an current account in BRAC Bank Ltd. Payment will be made after satisfactory delivery, & a notation on the original delivery challan by the recipient (with name , Designation, & date) by transfer of bill amount in suppliers company account through BRAC Bank Ltd. No accounts payee cheque will be issued for payment. Income Tax & VAT will be deducted at source by the Accounts Dept.of BRAC H.O. as per Govt. rule.

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


Muhammad Azizur Rahman
Head of Procurement, BRAC

BRAC
BRAC Centre
75 Mohakhali
Dhaka 1212
Bangladesh

T: +88 02 9881265
F: +88 02 8823542
E: info@brac.net
W: www.brac.net

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Bangladesh under
The Societies
Registration Act of 1860