

DC-Store/2023/1007

Date: 21 November, 2023

**TENDER NOTICE**

Sealed Quotations are hereby invited from suppliers/shops for the supply of following Stationary & Office Maintenance Items:

**(a) Stationary & Office Maintenance items for DCCI**

SN#	Specifications of Items	Quantity	Unit Price	Total Price
			Including VAT & Tax	
1	Century Paper A4 Size (80gm,500 Sheets)	25 Pkts		
2	Offset Paper A4 Size ( Paper One 80gm,500 Sheets, Indonesia)	05 Pkts		
3	Cloth Envelop ( 16" X 12")	20 Pcs		
4	Khaki Envelop (16" X 12")	20 Pcs		
5	Scotch Tape ½"	10 Pcs		
6	Pilot Pen V-10	06 Pcs		
7	Plastic Folder	70 Pcs		
8	Report Cover File	10 Pcs		
9	Roll Register No 20	10 Pcs		
10	Jems Clip	05 Boxes		
11	Pencil Battery (Sunlight)	50 Pcs		
12	Ring Guard File	05 Pcs		
13	Toilet Tissue (Bashundhara)	144 Pkts		
14	Life Buoy Hand Wash 170 ml (Refill)	20 Pkts		
15	Harpic 1 Ltr	02 Pots		
16	Odonil (Orchad)	20 Pots		
17	Jet Powder 200 gm	12 Pkts		
18	Air Fresher (Fay)	03 Pots		
19	Cleaning Towel Woolen (Small)	10 Pcs		
Total Price				

**(b) Stationary & Office Maintenance items for DBI**

1	Offset Paper A4 Size ( Paper One 80gm,500 Sheets, Indonesia)	10 Pkts		
2	Century Paper (80gm,500 Sheets)	05 Pkts		
3	Ball Pen (Matador)	100 Pcs		
4	Pencil Battery (Sunlight)	10 Pcs		

5	Napkin Tissue 100 Pcs (Bashundhara)	10 Pkts		
6	Toilet Tissue (Bashundhara)	36 Pkts		
7	Odonil (Orchad)	05 Pots		
8	Highlighter (F/C)	03 Pcs		
9	Stapler Pin 24/6 (Kangaro)	10 Pcs		
10	Correction Pen	01 Pc		
Total Price				

(c) **Stationary & Office Maintenance items for DBI College**

1	Century Paper (80gm,500 Sheets)	03 Pkts		
2	Offset Paper A4 Size ( Paper One 80gm,500 Sheets, Indonesia)	01 Pkt		
3	Harpic 1 Ltr	01 Pot		
4	Life Buoy Hand Wash Refill 170 gm	05 Pkts		
5	Toilet Tissue (Bashundhara)	12 Pkts		
Total Price				

(d) **Stationary & Office Maintenance items for DCCI Gulshan Center**

1	Century Paper A4 Size (80gm,500 Sheets)	03 Pkts		
2	Offset Paper A4 Size ( Paper One 80gm,500 Sheets, Indonesia)	02 Pkt		
3	Hand Paper Towel Tissue (Bashundhara , 250 Sheets)	06 Pkts		
4	Odonil (Orchad)	05 Pots		
5	Naphthalene (Diamond Fresh)	02 Pkts		
6	Air Fresher (Fay)	02 Pot		
7	Life Buoy Hand Wash Refill 170 gm	06 Pkts		
8	Toilet Tissue (Bashundhara)	24 Pkts		
9	Harpic 1 Ltr	01Pc		
Total Price				
<b>Grand Total Price (a+b+c+d)</b>				






# ঢাকা চেম্বার অব কমার্স অ্যান্ড ইন্ডাস্ট্রি Dhaka Chamber of Commerce & Industry

*The Best of Bangladesh is Business®*

## Terms & Conditions:

1. Hard Copy of Sealed Quotations including relevant papers have to be submitted to Tender Box (4<sup>th</sup> Floor, DCCI Building) by 25 November, 2023.
2. Tender Box will be opened and scrutinized submitted quotations at 10 am on 26 November 2023.
3. Quality of all items must be original as per specifications.
4. VAT & Tax will be deducted as per Govt. Rules.
5. No incomplete Quotation will be accepted.
6. Bill will be paid through BEFTN after the satisfactory delivery of all items.
7. DCCI Authority will reserve all rights to accept any Quotation or reject all Quotations without showing any cause.

  
Afsarul Arifeen  
Secretary General





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