



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা  
জাতীয় ক্রীড়া পরিষদ ভবন (এন.এস.সি, টাওয়ার), ১৯ তলা  
৬২/৩, পুরানা পল্টন, ঢাকা-১০০০।  
[www.vatdhkeast.gov.bd](http://www.vatdhkeast.gov.bd)

কোটেশন আহ্বান বিজ্ঞপ্তি

কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা এর অনুকূলে জাতীয় ভ্যাট দিবস ও ভ্যাট সপ্তাহ, ২০২৩ উদযাপন উপলক্ষ্যে বৃহৎ করদাতাগণকে নিয়ে অনুষ্ঠান আয়োজন সম্পর্কিত কার্যক্রম সম্পাদনের লক্ষ্যে ইভেন্ট আয়োজনের নিমিত্তে সরবরাহকারী/সেবাপ্রদানকারী প্রতিষ্ঠানের নিকট হতে The Public Procurement Rules ২০০৮ এর বিধান মতে Standard Request for Quotation (SRFQ) for Procurement of Service অনুযায়ী সীলমোহরকৃত খামে নিম্নেবর্ণিত শর্তাবলী অনুযায়ী প্রকৃত সরবরাহকারী/ সেবাপ্রদানকারী প্রতিষ্ঠানের মালিকগণের নিকট হতে কোটেশন আহ্বান করা যাচ্ছে।

১	মন্ত্রণালয়/বিভাগ	:	অর্থ মন্ত্রণালয়
২	অধিদপ্তর/দপ্তর	:	কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা।
৩	ব্যয়ের উৎস	:	সরকার অনুমোদিত বাজেট ২০২৩-২০২৪।
৪	কোটেশন প্রাপ্তির দপ্তরের নাম	:	সাধারণ শাখা, কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা।
৫	কোটেশন গ্রহণের দপ্তরের নাম	:	সাধারণ শাখা, কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা।
৬	কোটেশন ফরম গ্রহণের শেষ তারিখ ও সময়	:	১০/১২/২০২৩খ্রিঃ তারিখ দুপুর ১২:০০ ঘটিকা পর্যন্ত।
৭	কোটেশন দাখিলের শেষ তারিখ ও সময়	:	১০/১২/২০২৩খ্রিঃ তারিখ দুপুর ০১:০০ ঘটিকা পর্যন্ত।
৮	কোটেশন খোলার তারিখ ও সময়	:	১০/১২/২০২৩খ্রিঃ তারিখ ১:৩০ ঘটিকা।
৯	কোটেশন দাখিলের যোগ্যতা	:	ক) কোটেশন সম্পর্কিত সকল কার্যাদি The Public Procurement Rules 2008 অনুযায়ী পরিচালিত হবে। খ) কোটেশন এর সহিত নিম্নে বর্ণিত কাগজপত্রাদির স্বত্বাধীন কপি অবশ্যই দাখিল করতে হবে। ১। নিজস্ব ব্যবসা প্রতিষ্ঠানের প্যাডে কোটেশন জমা দিতে হবে। ২। হালনাগাদ নবায়নকৃত ট্রেড লাইসেন্স। ৩। হালনাগাদ আয়কর সংক্রান্ত সনদপত্র। ৪। মূল্যসংযোজন কর নিবন্ধন সনদপত্র। ৫। ব্যাংক সলভেন্সি সার্টিফিকেটের মূল কপি। ৬। জাতীয় পরিচয় পত্রের কপি।

২। পন্য সামগ্রীর সংক্ষিপ্ত বিবরণ :

Item no	Description of Items	Quantity
1	Crest item with Flower & Gift	7 Nos
2	lunch box with water, cane drinks & Sweet	100 Nos
3	Sitting arrangement for participants (rent)	100 Nos
4	Office & Confarance Room , Design & Decoration	As per Design
5	Banner , size: 12'' X 6''	72 sqf
6	Projector (rent)	3 Nos
7	Balloons Decoration (Stage & Gate)	2 Nos
8	Sound System (Rent)	1set

৩। কর্তৃপক্ষ কোনরূপ কারণ দর্শানো ব্যতিরেকে যে কোন কোটেশন গ্রহণ বা সকল কোটেশন বাতিল করার ক্ষমতা সংরক্ষণ করেন।  
আইন অনুযায়ী মূল্য সংযোজন কর/আয়কর (যা প্রযোজ্য) বিল থেকে কর্তন করা হবে।

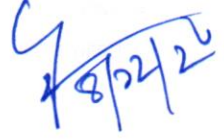
১৮১-  
(সুমন দাস)  
যুগ্ম কমিশনার  
কমিশনারের পক্ষে  
ও  
আহ্বায়ক/ সভাপতি  
দরপত্র ও প্রস্তাব মূল্যায়ন কমিটি।

স্মারক নম্বরঃ ১-(১৫)-০৩-সাধাঃ/জাঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পার্ট-১/২০২২/১৭৬

তারিখ: অগ্রহায়ণ ১৪৩০  
০৪ ডিসেম্বর ২০২৩

সদয় জ্ঞাতার্থে:

- ক) প্রধান হিসাবরক্ষণ কর্মকর্তা, অভ্যন্তরীণ সম্পদ বিভাগ, সি. জি. এ. ভবন, সেগুন বাগিচা, ঢাকা।  
খ) কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা এর নোটিশ বোর্ড।  
গ) কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা এর ওয়েবসাইট।

  
(সুমন দাস)  
যুগ্ম কমিশনার  
কমিশনারের পক্ষে  
ও  
আহ্বায়ক/ সভাপতি  
দরপত্র ও প্রস্তাব মূল্যায়ন কমিটি।



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH**

Customs Excise and VAT Commissionerate, Dhaka (East), Dhaka

**Standard Request for Quotation Document (National)**  
For  
**Organizing event With taxpayers to celebrate VAT Week-2023.**

National Sports Council Building (NSC Tower), 18<sup>th</sup> & 12<sup>th</sup> Floor,  
62/3 Purana Paltan, Dhaka-1000

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Invitation for Tender No: ১-(১৫)-০৩-সাধাঃ/জাঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পাট-১/২০২২/১৭৮

Issued On : 4th December 2023





## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (পূর্ব), ঢাকা  
জাতীয় ক্রীড়া পরিষদ ভবন (এন.এস.সি, টাওয়ার), ১৯ ও ১২ তলা  
৬২/৩, পুরানা পল্টন, ঢাকা-১০০০।  
www.vatdhkeast.gov.bd

Invitation for Tender No. ১-(১৫)-০৩-সাধাঃ/জঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পার্ট-১/২০২২/১৭৮

তারিখঃ ০৪/ ১২/২০২৩ খ্রিঃ

## REQUEST FOR QUOTATION

### For Organizing event With taxpayers to celebrate VAT Week-2023.

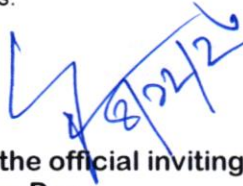
To

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1. The Commissioner, Customs, Excise and VAT, Dhaka (East) 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 & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation 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.e. 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 be submitted to the office of the undersigned **on or before 10-12-2023**. The envelope containing the Quotation must be clearly marked "Quotation **"For Organizing event With taxpayers to celebrate VAT Week-2023."** before **10-12-2023** and **Time: 12.00 pm**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** 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 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 60 (Sixty) from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer'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 currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.



13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit **certified photocopies of latest documents** related to valid Renewal Trade License, Updated Tax Identification Number (TIN), VAT Registration Number and latest Financial Solvency Certificate. Nid, VAT Certificate, Income Tax-Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or 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 Committee.
16. The supply of Goods and related services shall be completed within 7 (Day) days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 (Seven) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

  
8/22/23

**Signature of the official inviting Quotation**

**Name: Sumon Das**

**Designation: Joint Commissioner**

**For and on the behalf of Commissioner**

**Date: 04 - 12 - 2023**

Address: Customs Excise and VAT Commissionerate, Dhaka (East), Dhaka.

National Sports Council Building (NSC Tower), 18<sup>th</sup> & 11<sup>th</sup> Floor,

62/3 Purana Paltan. Dhaka-1000

Telephone: 02-9571184

Fax No.: 02-9571331

E-mail address: [vatdhakaeast@gmail.com](mailto:vatdhakaeast@gmail.com)

**Distribution:**

1. Second Secretary, Board Admin-1, National Board of Revenue, Dhaka.
2. Postmaster General, G.P.O. Dhaka.
3. Commissioner, Customs Bond Commissionerate, Dhaka.
4. CAO (IRD), Internal Resource Division, CGA Bhaban, Segunbagicha, Dhaka.
5. TAX Commissioner, TAX Region-1, Second 12 storied Govt. Building, Segunbagicha, Dhaka.
6. Commissioner, Customs Excise and VAT Commissionerate, Dhaka (East/South), Dhaka.
7. Director General, National Savings Authority, 62/3 purana paltan, NSC Tower, 17<sup>th</sup> Floor, Dhaka.
8. Notice Board.
9. Office File.

For  
information  
and  
circulation  
in their  
notice board.



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: - ১-(১৫)-০৩-সাধাঃ/জাঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পাট-১/২০২২/১৭৮ তারিখঃ ০৪/১২/২০২৩খ্রিঃ

To:

Commissioner

Customs Excise and VAT Commissionerate, Dhaka (East), Dhaka.

National Sports Council Building (NSC Tower), 18<sup>th</sup> & 12<sup>th</sup> Floor,

62/3 Purana Paltan, Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **“For Organizing event With taxpayers to celebrate VAT Week-2023.”**

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.



Signature of Quotationer with Seal  
Date:



## Price Schedule for Goods and Related Services

RFQ NO. ১-(১৫)-০৩-সাধাঃ/জাঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পার্ট-১/২০২২/১৭৮

তারিখঃ ০৪/১২/২০২৩খ্রিঃ

Item no	Description of Items Unit of Measurement	Qty	Unit Rate or Price	Total Amount	Destination for Delivery of Goods
1	2	3	4	5	6
1.	Crest item with Flower & Gift	7 Nos			Customs, Excise and VAT Commissionerate, Dhaka (East), Dhaka.
	lunch box with water, cane drinks & Sweet	100 Nos			
	Sitting arrangement for participants (rent)	100 Nos			
	Office & Conference Room , Design & Decoration	As per Design			
	Banner , size: 12` X 6`	72 sqf			
	Projector (rent)	3 Nos			
	Balloons Decoration (Stage & Gate)	2 Gate			
	Sound System (Rent)	1 set			
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>		In figure			
		In words			

Goods to be supplied to: Customs, Excise and VAT Commissionerate, Dhaka (East), Dhaka & Mentioned Place. Quantity may be less/more than 2-3 pcs according to location. This will be informed later as per direction.

Total Amount in Taka (in words)	[Enter the Total Amount as in Col.6 above for the delivery of Goods and related services].
Delivery Offered	Mentioned days (13/12/2022) from date of issuing the Purchase Order. (Priority Basis design will be Establishment mentioned area )
Warranty Provided	1 week observation from date of completion of the delivery & at the end of the prescribed date, it should be removed and kept at the prescribed place.

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until -----/12/23 [insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

**Note:**

- Col. 1, 2, 3 and 4, to be filled in by the Procuring Entity and Col.5 & 6 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



## Technical Specification of the Goods Required

RFQ NO. ১-(১৫)-০৩-সাধাঃ/জাঃভ্যাঃ/দিঃ/ভ্যাট সপ্তাহ/পার্ট-১/২০২২/১৭৮

তারিখঃ ০৪/১২/২০২৩খ্রিঃ

Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5
1.	<b>Organizing event With taxpayers to celebrate VAT Week-2023</b>	Crest item with Flower & Gift		
		lunch box with water, cane drinks & Sweet		
		Sitting arrangement for participants (rent)		
		Office & Confarance Room , Design & Decoration		
		Banner , size: 12` X 6`		
		Projector (rent)		
		Balloons Decoration (Stage & Gate)		
		Sound System (Rent)		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<b>Signature of Quotationer with Seal</b>	
Name of Quotationer	
Date: dd/mm/yy	

**Note:**

1. Col. 1, 2, & 3 to be filled in by the Procuring Entity and Col. 4 & 5 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

