



Date: 14 December 2022

**Subject: Request for quotation (RFQ) for a long-term agreement for the services of Photocopy, Printing and Binding.**

Dear Concerned,

Centre for Policy Dialogue (CPD) is planning to avail the services from a vendor for photocopy, printing, and binding. The description of the services required are as follows:

Sl.	Item	Specification	Type of Paper	Comments (if any)
1.	Photocopy	Text Photocopy Image Photocopy	Please provide the price for every kind of paper	Necessary technical professionals for managing each of these components will be in-built part of service
2.	Print	Text Image		
3.	Colour Laser Print and Photocopy	Laser Print Image Laser Print Text		
4.	Binding	Any kind of Binding		
5.	Banner Print	PVC and Media Cloth Fabric		

**Duration**

The agreement will enter into effect upon signature by both parties and will be for an initial 1 (one) year, with a possible extension for 1 (one) year.

**Required Documents**

1. Scanned copy of trade license
2. TIN and BIN Certificate
3. Annual Tax Acknowledgement Receipt
4. Bank Account details

**Finance-related special notes**

1. All payments will be made through the bank transfer method in favor of the selected vendor after successfully completing the task.
2. CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
3. The selected vendor will need to provide CPD Mushak-6.3 with the bill at a 15% rate, as per Statutory Regulatory Order (SRO) 235.
4. CPD will deduct VAT from the billed amount as per the government rule.
5. The selected vendor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

**Terms and Conditions:**

1. VAT and Tax will be deducted from your bill amount as per govt. rule;
2. CPD reserve the rights to accept or reject this RFQ.

You may drop your quotation at [procurement@cpd.org.bd](mailto:procurement@cpd.org.bd)

**Deadline: 27 December 2022**

With best regards,

Mr Avra Bhattacharjee  
Joint Director  
Dialogue and Outreach  
Centre for Policy Dialogue (CPD)