

SPECIFICATION: FILE COVER

1. **Item.** File Cover, 03 (Three) line items
2. **Description of Items and Procurement Quantity.** Description of items and their procurement quantity are mentioned below.

Ser	Types of Item	Deno	Qty	Size	Colour	Design	Material
a.	File Cover Confidential	No	13000	365x252mm	Light Blue (Background) (Panton No- 144320TCX)	As per sample photo (Panton No of circles on cover- 144122TCX)	Art Card 300 GSM
b.	File Cover Secret		6000				
c.	File Cover Top Secret		3000				

3. **Left Side Blue Border Length.** A blue border is to be drawn as per sample photo at the front left side of file cover. Border's width is to be 15 ± 3 mm.
4. **File Cover Extended Part.** As per sample photo extended part width is to be 25 ± 2 mm.
5. **Lace.** Lace is to be made with cotton and polyester and the colour is to be dark blue. Length of lace is to be 88 ± 3 cm.
6. **Placement of Lace.** File Binder Lace will be set with file cover at the back part of file cover. 2 x eyelets (metallic) will be fixed at the back part of the file cover. The BN Monogram is to be printed in between the hole as per sample photo. Distance between 2 eyelets is to be 182 ± 3 mm. Lace of file cover will be used to bind the file cover and the lace will pass through the eyelets.
7. **Letter Binder Thread and Eyelets.** At the front side of the file cover, on top left corner and at the back side, on the top right corner an eyelets (metallic) is to be fixed (on each side) to use letter binder thread through the eyelets. From top border of both front and back part the distance of eyelet is to be 54 ± 2 mm. The quality of letter binder thread is to be high and strong.

8. **Sample Submission.** Bidders are to submit following quantity as sample. Samples will be used for test and evaluation.

Ser	Item	Deno	Qty
a	File Cover Confidential	No	2
b	File Cover Secret		2
c	File Cover Top Secret		2

9. **Packaging.** All items are to be delivered in standard commercial packaging. Following information should be printed/ written on each package:

- Name of Item
- Consignee
- Purchase/ Work Order No. and date
- Supplier's name and address
- Quantity in each package
- Endorsement of ACINS as to inspection (ACINS will make endorsement after inspection and acceptance).

10. **Delivery Requirements.** Goods in following quantities are to be delivered in one installment to the following consignees within 45 days from the date of issuing purchase/work order.

Ser	Type of File Cover	Deno	Consignee
			NSSD Dhaka
1	File Cover Confidential	No.	13000
2	File Cover Secret		6000
3	File Cover Top Secret		3000

11. **Warranty.** Supplier is to submit warranty certificate with the consignment to the consignee on firm's letter head pad which should clearly fulfill following requirements. Warranty should be effective from the date of receipt items by the consignee. Purchase order number should be mentioned in the certificate.



- a. 12 (Twelve) months warranty shall be given for the supplied item.
- b. Colour and material quality will remain unchanged for 12 months in normal storage condition. if the colour becomes faded or material condition deteriorates or any defective item is detected at any time during the warranty period then supplier is to replace defective item(s) free of cost to the buyer.

12. **Inspection by ACINS.** ACINS will inspect items at buyer's premises before delivery to the consignees. Supplier is to intimate ACINS readiness of goods for inspection at least 15 days in advance of the start of delivery period. After acceptance by ACINS Supplier will deliver item to the respective consignees without involving any extra cost.

13. **Inspection by Consignee.** At the time of delivery consignee will inspect the following:

- a. Packaging
- b. Marking
- c. Quantity
- d. Endorsement of ACINS as to inspection and acceptance

14. **Payment Terms.** Payment will be made in BDT as per BN procurement regulations. IT/VAT etc will be deducted as per government regulations. Part payment is allowed in two/three installments.

15. **Liquidated Damage (LD).** LD will be applicable as per existing rule.

16. **Validity of Offer Required.** 60 days from the date of opening tender.

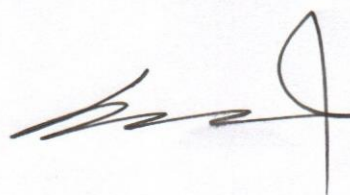
17. **Price Quotation.** Price is to be quoted in BDT separately for each item as follows:

Ser	Item	Deno	Qty	Unit Price	Total
a	File Cover Confidential	No.	13000		
B	File Cover Secret		6000		
c	File Cover Top Secret		3000		

18. **Evaluation of Tender Offers.** Tender offer shall be evaluated on the basis of:

- c. Quality of items
- d. Dimension where applicable
- c. Itemized Total Price
- d. Purchase order will be given to best individual item bidders.

19. **Bidder's Participation.** To be responsive, a bidder must participate in all items.





CONFIDENTIAL
গোপনীয়

বাংলাদেশ জোবাহিনী

বিএনএস.....
বিভাগ.....
বিষয়.....
সংযুক্ত নথি.....

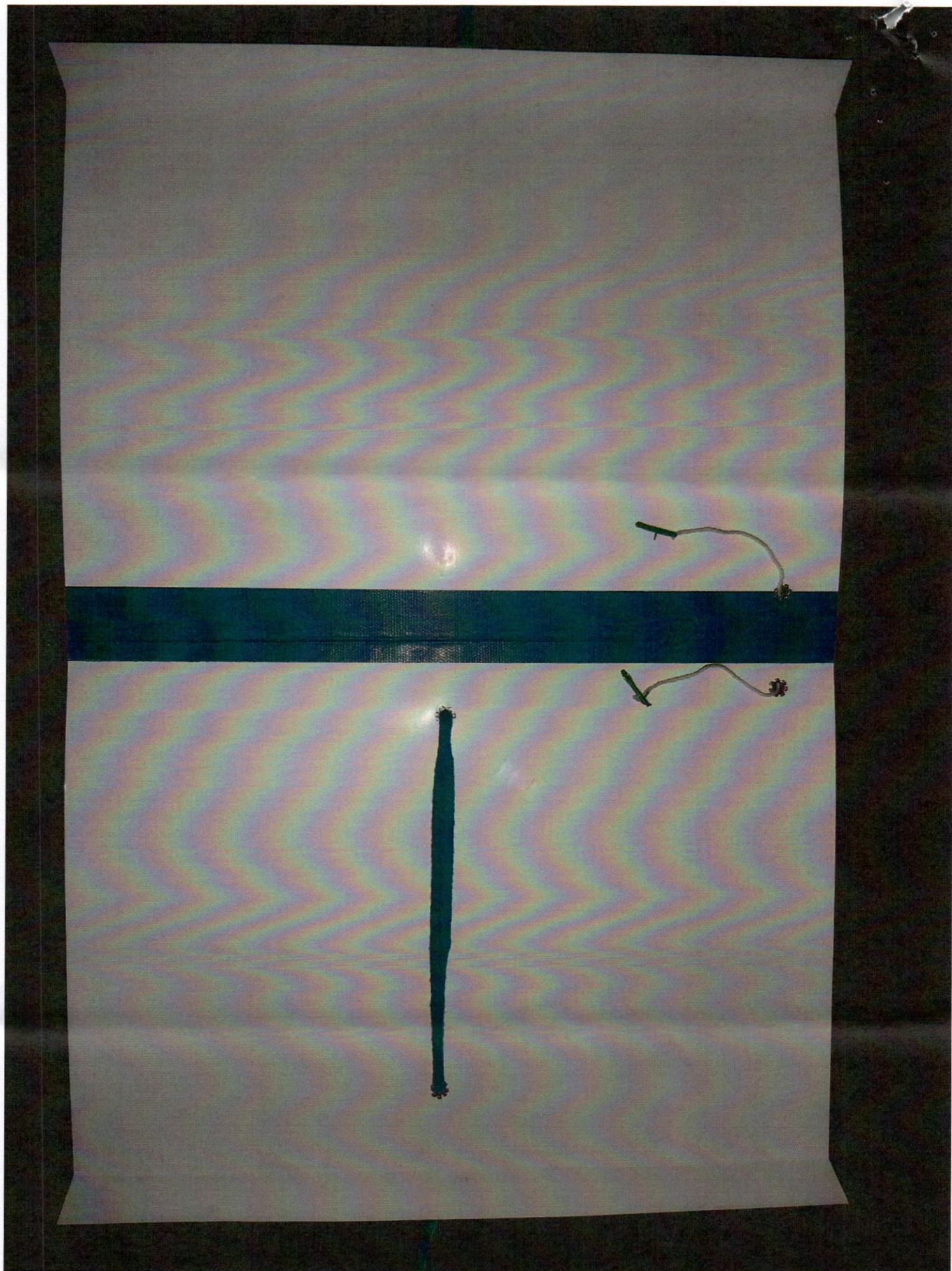
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স্বাক্ষর পাঠানো হয়েছে
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স্বাক্ষর পাঠানো হয়েছে
তারিখ



নথি নং
CONFIDENTIAL
গোপনীয়

Sample Photo

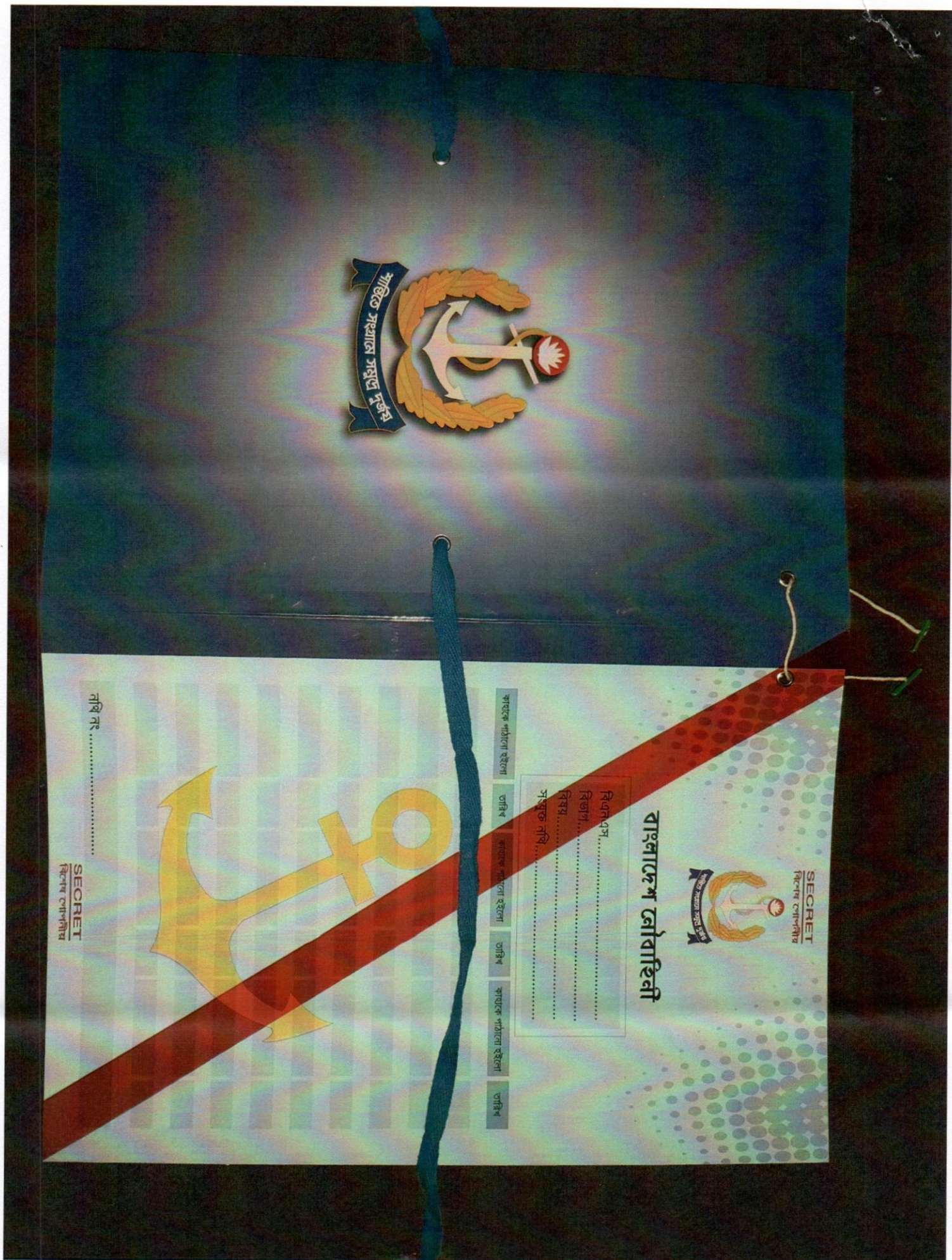
File Cover Confidential
(Front side)



Sample Photo

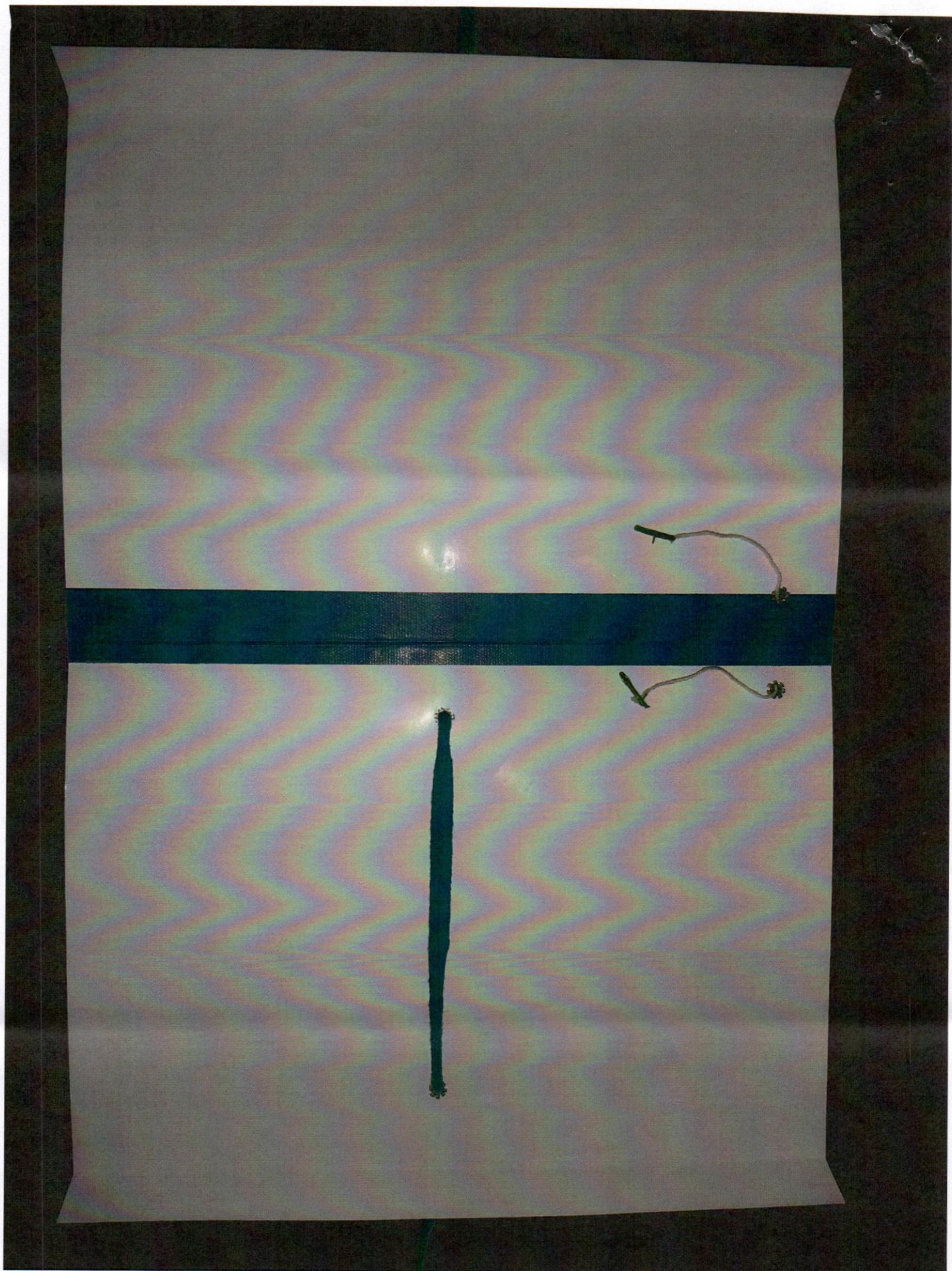
File Cover Confidential
(Inner side)

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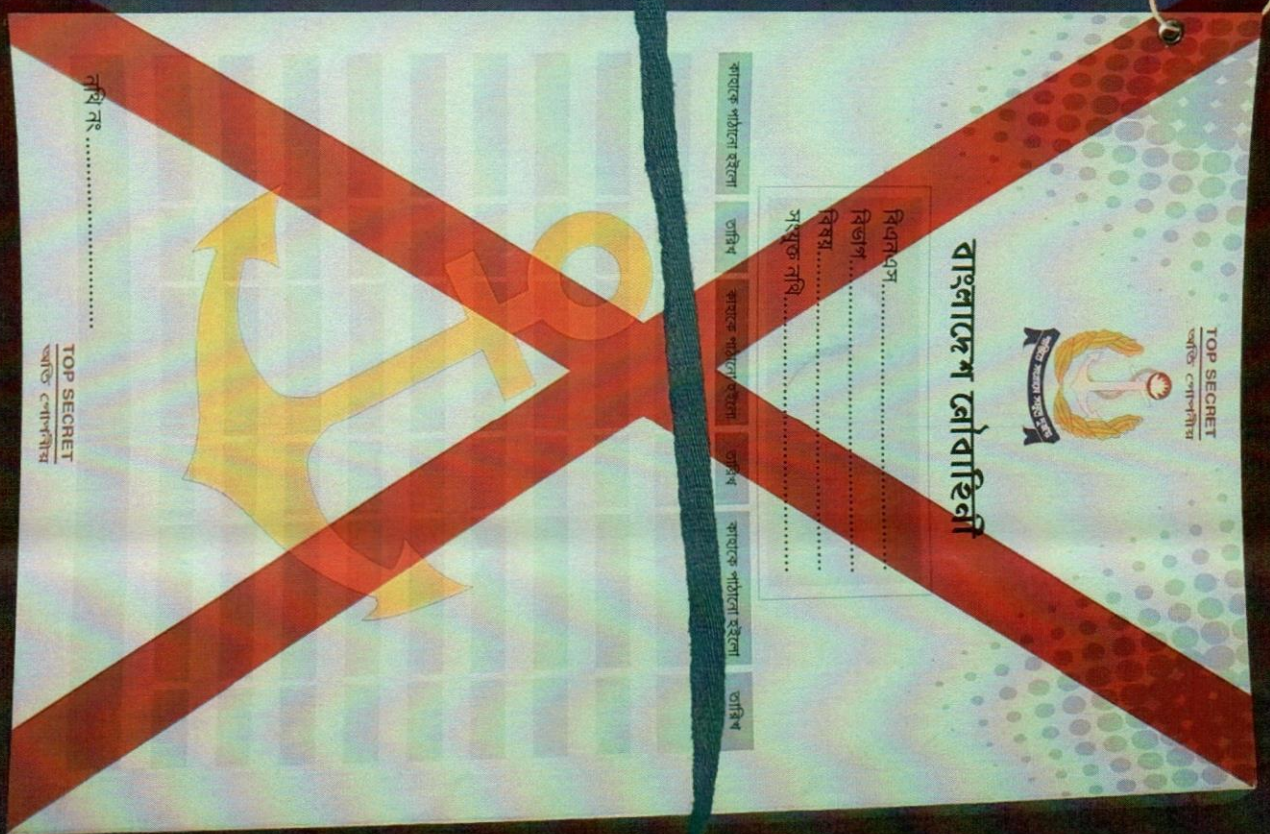
Sample Photo

File Cover Secret
(front side)



Sample Photo

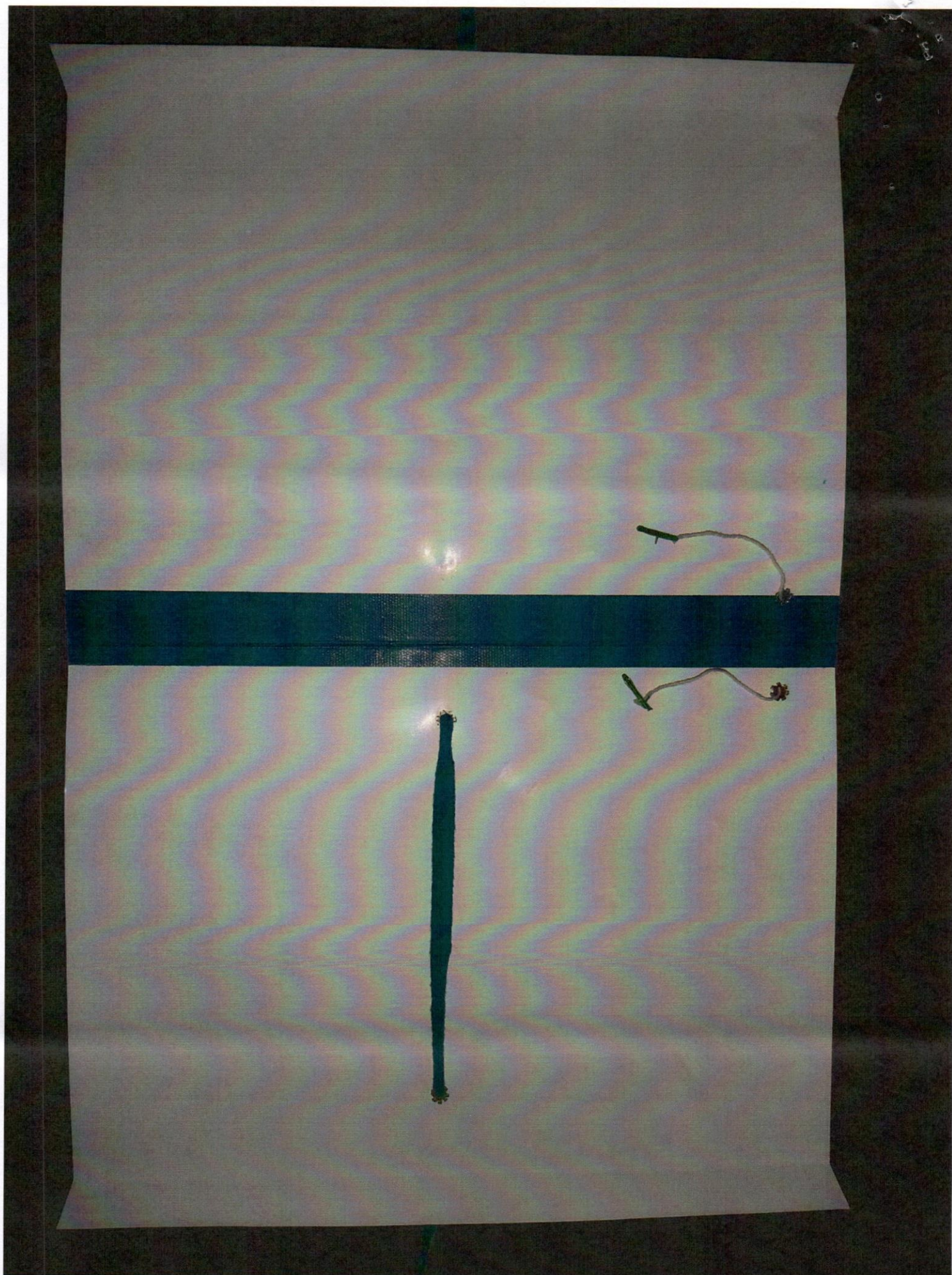
File Cover Secret
(Inner Side)



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Sample Photo

File Cover Top Secret
(Front Side)



Sample Photo

File Cover Top Secret
(Innate Side)