



Government of the People's Republic of Bangladesh  
Ministry Jute & Textile  
Bangladesh Sericulture Development Board  
Common Service Branch

**Record Number:** 24.06.0000.000.008.07.0002.23.7

**Date:** 14/01/2026

**Receipt:**

1. M/s. H.M. Traders, 137, Hatemkha, Sobjipara, Rajshahi-6000;
2. M/s. Fahim Enterprise, Proprietor Md. Golam Kabir, Hatemkha, Rajshahi. and
3. Md. Abul Kasem, 288, Sepaipara, GPO, Rajshahi-6000.

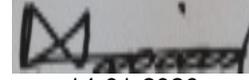
**Subject: Request For Quotation for Supply of Liveries for 4th class employees.**

Reference: RFQ No. GD-03/2025-2026.

1. The Bangladesh Sericulture Development Board, Rajshahi 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 Specification 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 shall be submitted to the office of the undersigned on or before 10/02/2026 upto 11:00 AM. The envelope containing the Quotation must be clearly marked "Quotation for Supply of Liveries for 4th class employees" and DO NOT OPEN before 10/02/2026 upto 11.30 AM. Quotations received later than the time specified herein shall not be accepted.
7. All Quotation 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 twenty (20) days pursuant to Rule 71 (4) of the public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 20 days 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 Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank, which without 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 20(Twenty) 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 3 (three) 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.

Your Faithfully,



14-01-2026

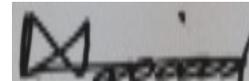
Most.Nasima khatun  
Director (Admin) (Additional  
Responsibility)  
02588851217  
sec.raj.15@gmail.com

**Record Number:** 24.06.0000.000.008.07.0002.23.7/1 (9)

Date: 14/01/2026

**A Copy for has been sent consideration and necessary (if applicable) action (Not in the order of seniority):**

1. Deputy Commissioner, District Commissioner Office, Rajshahi.;
2. Secretary, Rajshahi City Corporation, Rajshahi.;
3. Senior Post Master, GPO, Rajshahi-6000.;
4. Public Relations Officer, Public Relation Division, Bangladesh Sericulture Development Board;
5. PA to Director General, Director General Office, Bangladesh Silk Development Board, Rajshahi. (For the kind information of the Director General);
6. Chief Extension Officer (Additional Responsibility ), Extension Controlling Section, Bangladesh Sericulture Development Board;
7. Assistant Engineer (Elec.), Maintenance Section, Bangladesh Sericulture Research and Training Institute;
8. Assistant Director (Additional Charge ), Common Service Branch, Bangladesh Sericulture Development Board and
9. Store Keeper (Additional Charge ), Common Service Branch, Bangladesh Sericulture Development Board.



14-01-2026

Most.Nasima khatun  
Director (Admin) (Additional  
Responsibility)