

Bid Submission Instructions for selling Old Furniture and Equipment

1. **Selling Area:** All product will be sold from BGP Satkhira Zonal Office. Anyone can visit our zonal office for physically check these products.
Satkhira Office Address: Md. Anisur Rahman, Office Manager. Golam Azom's House, 2nd Floor (3B), Itagacha Mohila Madrasa Road, Satkhira.
2. **Document to be submit:** Vendor should enclose the following papers with quotation:

-Update copy of Trade license,
-TIN Certificate
3. **VAT & IT:** Please mention the price including 7.5% VAT. Income Tax will be applicable as per Govt. rules.
4. **Anti- Bribery & Corruption:** Vendors must immediately report any suspicions of fraud or dishonesty in confidence to the Authority of BGP.
5. **Money Laundering & Terrorist Financing activities:** Vendor shall comply with Govt. rules regarding Money laundering & terrorist financing activities in all respect.
6. **Hard Copy Sealed Quotations/ Bids:** Vendors/ bidders will provide their sealed quotation(s) in original letter head pad with required description addressing "**Bid Submission for selling old Furniture and equipment**".
Blue Gold Program, House #74, 3rd Floor, Road #7, Block# H, Banani, Dhaka 1213. Bangladesh.
7. **Deadline for Quotation Submission:** On or before 20 September 2020 (Sunday) by 02:00 pm.
8. **Others:** BGP will reserve the right to change any, partial item, quantity, or any changes of the RFQ.
For any clarification related to specification or relevant matters, please communicate with Mr. Asraful Haq, Asst. HR and Admin Manager, BGP. e-mail: asraful.haq@bluegoldbd.org.

Therefore, interested vendors/ bidders who met and agreed with the specification along the above Terms and Conditions requested to take necessary initiative in this regard. For any clarification, feel free to communicate us over e-mail.