

**Bangladesh Coast Guard Force
Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207**

(O T M)

**TENDER DOCUMENT
FOR THE PROCUREMENT OF
GOODS (NATIONAL)**

**Purchase of Various BOOKS & FORMS
01 Lot (76 Line items)**

**Invitation for Tender No: 44.08.2680.060.44.001.17.2388 Date: 27 December 2017.
Tender Package No: GR (Log- 28)
Issued on:**

Section 2. Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant ITT clauses.

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. General	
ITT 1.1	<p>The Procuring Entity is Director Logistics, Bangladesh Coast Guard Force Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207.</p> <p>The Name and identification number of Tender are: 01 Lot (67 Line) Various Books & Forms Items; 44.08.2680.060.44.001.17.2388 Date: 27 December 2017.</p> <p>The number, identification and name of lots comprising the Tender are:</p> <p>Lot No 01: (76 Line) Various Books & Forms - As per Section-7</p>
ITT 3.1	The source of public fund is Government of Bangladesh. (GOB).
ITT 3.3	The name of the Development Partner is Not Applicable.
ITT 5.1	Tenderers from the following countries are not eligible: None
ITT 6.1	Goods and Related Services from the following counties are not eligible: None
B. Tender Document	
ITT 8.2	The following are the offices of the Procuring Entity or authorised agents for the purpose of providing the Tender Document: Not Applicable
TT 9.1	<p>For <u>clarification of Tender purposes</u> only, the Procuring Entity's address is: Attention: Assistant Director Logistic (Store). Address: Bangladesh Coast Guard Force, Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207. Telephone: 8715683 Mobile No: 01766690086/01766690090 Electronic mail address: log_dte@coastguard.gov.bd</p>
ITT 10.1	A Pre- Tender meeting shall be held on 15 January 2018 (1000 hrs).

C. Qualification Criteria	
ITT 14.1(a)	The Tenderer shall have a minimum of 02 years of overall experience in the supply of similar goods and related services. (Not applicable)
ITT 14.1(b)	The minimum specific experience is supplier in supply of goods of at least 02 contract successfully completed within last 05 years. (Not applicable)
ITT 15.1(a)	<p>The minimum amount of liquid asset or working capital or credit facility is</p> <p style="text-align: center;">Lot No – 01 - Tk. 27,10,000/00 } [As supporting documents updated Bank Statement will be appreciated]</p> <p>(For Bank Solvency Certificate: The email address of the Issuing Bank including telephone, Mobile & Fax Number to be mentioned with the tender document for official purpose).</p>
D. Preparation of Tender	
ITT 21.1(i)	The Tenderer shall submit with its Tender the following additional documents asked vide ITT 28.1(f).
ITT 23.1	Alternatives Tenders shall not be permitted.
ITT 24.3	Tenders are being invited for 01 lots (76 Line)
ITT 26.6	Price quoted for each lot shall correspond at least to 100% of the items specified for each lot and correspond at least to 100 % of the total lot value.
ITT 24.8	The following particular item represents more than fifty percent (50%) of the estimated lot value is: (Not Applicable)
ITT 28.1(f)	Manufacturer's authorization Required only when the supplier is not the manufacturer. In that case manufacturers consent letter, i.e. the manufacturer will do the work for the supplier, if he gets the work order, should be attached.
ITT 29.1	The Tender validity period shall be 90 days .
ITT 31.1	<p>The amount of the Tender Security shall be :</p> <p>Lot –1. (76 Line) Tk. 80,000/00 (Pay order)</p> <p>(In favour of "<u>AYONO O BAYON KORMOKORTA, COAST GUARD FORCE SADAR DOPHTOR</u>")</p> <p style="text-align: center;"><u>(আয়ন ও ব্যয়ন কর্মকর্তা- কোস্ট গার্ড বাহিনী সদর দপ্তর)</u></p>
ITT 36.1	In addition to the original of the Tender, one copy shall be submitted.

E. Submission of Tender	
ITT 37.2	<p>The inner and outer envelopes shall bear the following additional identification marks :</p> <p>a. Tender No- 44.08.2680.060.44.001.17. 2388 Date: 27 December 2017</p> <p>b. Package No-GR (Log-28)</p>
ITT 38.1	<p>For <u>Tender submission purposes</u> ,the Procuring Entity's address is: Attention Director Logistic</p> <p>Address: Bangladesh Coast Guard, Coast Guard Headquarters Force, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207.</p> <p>The deadline for submission of Tenders is 12.00 pm. on 22 January 2018</p>
ITT 38.3	<p>For <u>Tender submission purposes</u> ,the Procuring Entity's address is:</p> <p><i>[Note:In case of Multiple Dropping state below the addresses of the Primary Place and Secondary Places]</i></p> <p>Not Applicable</p>
ITT 38.4	<p>The deadline for the hand-delivering of the Tenders at the Primary Place is: Not Applicable</p>
F. Opening and Evaluation of Tenders	
ITT 44.1	<p>The Tender opening shall take place at Bangladesh Coast Guard Force, CoastGuard Force Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, and Dhaka-1207.</p> <p style="text-align: center;">22 January 2018at 1230 pm.</p>
G. Award of Contract	
ITT 60.1	<p>The maximum percentage by which quantities per item may be increased is 20%.</p> <p>The maximum percentage by which quantities per item may be decreased is 20%.</p> <p><i>[in both instances the maximum percentage is between 15 and 20 %].</i></p>
ITT 62.1	<p>The amount of Performance Security shall be ten [10%] percent of the Contract Price.</p>
ITT 62.3	<p>The security deposit shall be deducted @ ten (10) percent from the successful Tenderer's payable invoices during Contract implementation. If awarded the Contract.</p>

Section 4. Particular Conditions of Contract

<p><i>Instructions for completing the Particular Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant GCC clauses.</i></p>	
GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(n)	The Procuring Entity is Director Logistics, Bangladesh Coast Guard.
GCC 1.1(s)	The site(s)/ point(s) of delivery is/are: Bangladesh Coast Guard Force, Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207
GCC 3.1	<p>For notices, the Procuring Entity's contact details shall be:</p> <p>Attention: Director Logistic.</p> <p>Address: Bangladesh Coast Guard Force, Headquarters, Agargaon Administrative Area, Block No-E, Plot No-12/B, Sher-e-Bangla Nogar, Dhaka-1207.</p> <p>Telephone: 8181873</p> <p>Facsimile number: 9140092</p> <p>Electronic mail address: log_dte@coastguard.gov.bd</p>
	<p>For notices, the Supplier's contact details shall be:</p> <p>Attention:</p> <p>Address:</p> <p>Telephone:</p> <p>Facsimile number:</p> <p>Electronic mail address:</p>
GCC 7.1(i)	<p>The documents to be furnished by the supplier shall be as follows:</p> <p>(a) Attested copy of Valid trade license</p> <p>(b) Attested copy of Latest income Tax certificate</p> <p>(c) Attested copy of Latest VAT registration certificate</p> <p>(d) Attested copy of enlistment letter (if applicable)</p> <p>(e) Bank solvency (Original)</p> <p>(The minimum amount of liquid asset or working capital or credit facility to be mentioned)</p> <p>(f) Manufacturer/Suppliers authorisation letter/Certificate is:Required (If applicable)</p> <p><i>(Note: The above requirements should be reviewed by a Procuring Entity on a case-by case basis. With amendments being made as necessary).</i></p>
GCC 8.1	The scope of Supply shall be defined in: "Section" 6 Schedule of Supply"

Section 5. Tender and Contract Forms

Form	Title
	Tender Forms
PG3 – 1	Tender Submission Letter
PG3 – 2	Tenderer Information Sheet
PG3 – 3A	Price Schedule for Goods
PG3 – 4	Specifications Submission and Compliance Sheet
PG3 – 5	Manufacturer's Authorisation Letter
PG3 – 6	Tender Security (Pay Order)
	Contract Forms
PG3 – 7	Notification of Award
PG3 – 8	Contract Agreement
PG3 – 9	Pay order for Performance Security

Forms PG3-1 to PG3-6 comprises part of the Tender and should be completed as stated in ITT Clause 21.

Forms PG3-7 to PG3-09 comprises part of the Contract as stated in GCC Clause 5.

Tender Submission Letter (Form PG3 – 1)

[This letter shall be completed and signed by the Authorized Signatory
Preferably on the Letter-Head pad of the Tenderer].

To: [Contact Person] [Name of Procuring Entity] [Address of Procuring Entity]	Date: 22 January 2018
Invitation for Tender No: 44.08.2680.060.44.001.17.2388	[indicate IFT No]
Tender Package No: GR (Log-28)	[indicate Package No]
Lot No: 01 (76 Line)	[indicate number of Lots]

We, the undersigned, offer to supply in conformity with the Tender Document the following Goods and related Services:

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In accordance with ITT Clauses 22 and 23, the following prices and discounts apply to our Tender:

The Tender Price is: *Taka [state amount in figures]*
(ITT Sub-Clause 23.1) *and Taka[state amount in words]*

The conditional/ unconditional discount for being awarded more than one lot in this package is: *Taka [state amount in figures]*
(ITT Sub-Clause 23.9) *and Taka[state amount in words]*

The methodology for Application of the discount is: *[state the methodology]*
(ITT Sub-Clause 23.10)

The advance payment is: *[state the amount based on percentage of the Tender Price]*
(GCC Sub-Clause 27.1)

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form PG3 - 10.

In signing this letter, and in submitting our Tender, we also confirm that:

- a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub-Clause 27.2) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) a Tender Security is attached in the form of a *[pay order / bank draft / bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Clause 29) and valid for a period of 28 days beyond the Tender validity date;
- c) if our Tender is accepted, we commit to furnishing a Performance Security in the amount
- d) stated in the Tender Data Sheet (ITT Sub-Clause 60.2) in the form stated in Tender Data Sheet (ITT Sub-Clause 60.1) and valid for a period of 28 days beyond the date of completion of our performance obligations;

e) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*;

including Addendum to Tender Documents No(s) *[state numbers]* ,issued in accordance with the Instructions to Tenderers (ITT Clause 11). *[insert the number and issuing date of each addendum; or delete this sentence if no Addendum have been issued]*;

f) we, including as applicable, subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause 5.1;

g) we are submitting this Tender as a sole Tenderer

h) we are not a Government owned entity as defined in ITT Sub-Clause 5.3
or
we are a Government owned entity, and we meet the requirements of ITT Sub-Clause 5.3];
(delete one of the above as appropriate)

i) we, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents, in accordance with ITT Sub-Clause 5.5;

j) we, including as applicable subcontractor have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices, in accordance with ITT Sub-Clause 5.6;

k) furthermore, we are aware of ITT Sub Clause 4.3 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;

l) we intend to subcontract an activity or part of the Supply, in accordance with ITT Sub-Clause 16.1 to the following Subcontractor(s);

Nature of the Supply or related service	Name and address of Subcontractor
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m) we, confirm that we do not have a record of poor performance, such as abandoning the Supply, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause 5.8, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information Sheet(Form PG3-2);

n) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed;

o) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers, in accordance with ITT Clause 55.1.

Signature:	<i>[insert signature of authorized representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>

Duly authorised to sign the Tender for and on behalf of the Tenderer
[If there is more than one (1) signatory add other boxes and sign accordingly].

Attachment 1: Written confirmation authorizing the above signatory (ies) to commit the Tenderer, in accordance with ITT Sub-Clause 34.3;

Tenderer Information Sheet (Form PG3-2)

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted]

Invitation for Tender No: 44.08.2680.060.44.001.17. 2388 Date 27 December 2017
Tender Package No: GR (Log-28)

A. Individual Tenderers

1. Eligibility Information of the Tenderer [ITT Clauses 5 & 21]	
1.1	Tenderer's Legal Name:
1.2	Tenderer's legal address in Country of Registration
1.4	Tenderer's Year of Registration
1.5	Tenderer's Authorised Representative Information
	Name
	National ID number
	Address
	Telephone / Fax Numbers
	e-mail address
1.6	Attached are copies of original documents of : <i>[check box(es) of the attached original documents]</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Articles of Incorporation or Registration of firm named in 1.1, in accordance with ITT sub-Clause 5.1 and 5.2]</i> <input type="checkbox"/> <i>In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITT Sub-Clause 5.3</i> <input type="checkbox"/> <i>An affidavit confirming the legal capacity stating that there are no existing orders of any judicial court that prevents either the tenderer or employees of a tenderer entering into or signing a Contract with the Procuring Entity in accordance with ITT clause 5</i> <input type="checkbox"/> <i>An affidavit confirming that the tenderer is not insolvent, in receivership or not bankrupt or not in the process of bankruptcy, not temporarily barred from undertaking their business for financial reasons and shall not be the subject of legal proceedings for any of the foregoing in accordance with ITT Clause 5.</i>

	<ul style="list-style-type: none"> <input type="checkbox"/> A certificate issued by the competent authority of Bangladesh stating that the Tenderer is a Tax payer having valid Tax identification Number (TIN) and VAT registration number or in lieu any other document acceptable to the Procuring Entity demonstrating that the Tenderer is a genuine Tax payer and has a VAT registration number as a proof of fulfilment of taxation obligations in accordance with ITT Clause 5 . <input type="checkbox"/> Documentary evidence demonstrating that they are enrolled in the relevant professional or trade organizations registered in Bangladesh in accordance with ITT Clause 5.
2. Litigation History: [Number of arbitration awards against the tenderer over the period in accordance the ITT Clause 13.1] if no [state “None”]	
3. Qualification Information of the Tenderer:	
3.1	Number of years of overall experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 14.1(a):
3.2	Number of completed supply contracts in the supply of similar goods and related services within the period mentioned in TDS as stated under ITT Sub-Clause 14.1(b):
3.3	The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 14.(c)
3.4	<p>Number of completed supply contracts in the supply of similar goods and related services of required value within the period mentioned in TDS as stated under ITT Sub-Clause 15.1(a):</p> <ul style="list-style-type: none"> ▪ Number of Contracts: ▪ Value of the Contracts: ▪ Period of the Contract:
3.5	Available liquid assets or working capital or credit facility in accordance with ITT Clause 15.1(b)

Price Schedule for Goods (Form PG3-3A)

Invitation for Tender No:	44.08.2680.060.44.001.17.2388	Date:	27 December 2017
Tender Package No:	GR (Log-28)	Package Description:	<i>[enter description as specified in Section 6]</i>
Tender Lot No:	01 (76 Line)	Lot Description:	<i>[enter description as specified in Section 6]</i>

A: PRICE OF GOODS (Including Spare Parts, if any) AND DELIVERY SCHEDULE

1	2	3	3	4	5	6	7	8
Item No .	Description Of Item	Country of Origin	Unit of Measurement	Qty Of units Required	Unit price	Total price (col. 4 × 5)	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
					(Note1)		(Note2)	

Note 1: Price shall include all customs duties, VAT and other taxes already paid or payable if Contract is awarded and Shall be delivered price in final destination or at point of delivery.

Note 2: The Tenderer will complete these columns as appropriate following the details specified in Section 6: Schedule of Requirements

Signature:	<i>[insert signature of authorised representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>
Duly authorised to sign the Tender for and on behalf of the Tenderer	

Specifications Submission and Compliance Sheet (Form PG3-4)

Invitation for Tender No: 44.08.2680.060.44.001.17.2388 Date: 27 December 2017
 Tender Package No: GR(Log-28) Package Description: *[enter description as specified in Section 6]*
 Tender Lot No: 01 (76 Line) Lot Description: *[enter description as specified in Section 6]*

Item No.	Name of Goods or Related Service	Country of Origin	Make and Model (<i>when applicable</i>)	Full Technical Specifications and Standards
1	2	3	4	5
	FOR GOODS			Note 1
	FOR RELATED SERVICES			

[The Tenderer should complete all the columns as required]

Signature:

<i>[insert signature of authorized representative of the Tenderer]</i>
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Name:

<i>[insert full name of signatory with National ID]</i>

In the capacity of:

<i>[insert designation of signatory]</i>
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Duly authorized to sign the Tender for and on behalf of the Tenderer

Manufacturer's Authorisation Letter (Form PG3 - 5)

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Tenderer shall include it in its tender, if so indicated in the TDS as stated under ITT Sub-Clause 26.1(b)]

Invitation for Tender No:	Date:
Tender Package No:	
Tender Lot No:	
To: Name and address of Procuring Entity]	

WHEREAS

We *[insert complete name of Manufacturer]*,

who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby

authorize *[insert complete name of Tenderer]* to supply the following Goods, manufactured by us *[insert name and or brief description of the Goods]*.

We hereby extend our full guarantee and warranty as stated under GCC Clause 33 of the General Conditions of Contract, with respect to the Goods offered by the above Tenderer.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Address: *[insert full address including Fax and e-mail]*

Title: *[insert title]*

Date: *[insert date of signing]*

Bank Guarantee for Tender Security (Form PG3 – 6)

[this is the format for the Tender Security to be issued by a scheduled bank of Bangladesh as stated under ITT Clauses 29 and 30]

Invitation for Tender No: 44.08.2680.060.44.001.17.2388

Date: **27** December 2017

Tender Package No: GR(Log-28)

Tender Lot No: 01 (76 Line)

To:

[Name and address of Procuring Entity]

TENDER GUARANTEE No:

We have been informed that *[insert name of Tenderer]* (hereinafter called “the Tenderer”) intends to submit to you its Tender dated *[insert date of Tender]* (hereinafter called “the Tender”) for the supply of *[description of goods and related services]* under the above Invitation for Tenders (hereinafter called “the IFT”).

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bank Guarantee for Tender Security .

At the request of the Tenderer, we *[insert name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- a. has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security ; or
- b. refused to accept the Notification of Award (NOA) within the period as stated under Instructions to Tenderers (ITT) ; or
- c. failed to furnish Performance Security within the period as stipulated in the NOA; or
- d. refused to sign the Contract Agreement by the time specified in the NOA; or
- e. did not accept the correction of the Tender price following the correction of the arithmetic errors in accordance with the ITT; or

This guarantee will expire:

- (a) if the Tenderer is the successful Tenderer, upon our receipt of a copies of the contract signed by the Tenderer and the Performance Security issued to you in accordance with the ITT; or
- (b) if the Tenderer is not the successful Tenderer, twenty eight (28) days after the expiration of the Tenderer’s Tender validity period, being *[date of expiration of the Tender validity plus twenty eight(28) days]*

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Seal

Section 6. Schedule of Requirements

Invitation for Tender No: : 44.08.2680.060.44.001.17.2388
 Tender Package No: GR Log (28)

Date: 27 December 2017

a. List of Goods and Delivery Schedule

When completing Form PG3-2 the Tenderer shall quote prices and contract delivery dates for each item against each lot and show each Lot separately, as specified in the List of Goods and Delivery Schedule.)

Item No.	Description of Item	Unit of Supply	Quantity of Units required	Point of Delivery	Date Required (in weeks)
1	2	3	4	5	6
	Procuring Entity's Option for delivery terms is: <i>[note 1]b</i>				
Lot No : 1					
a.	<i>Various Books & Forms</i>	Line	01 (76 Line)	CGHQ	08 Weeks

Note 1: The delivery date required at will start Column 6.

SECTION -7

SPECIFICATION OF VERIOUS BOOKS & FORMS

Lot No- 01

ক্রমিক	দ্রব্যের নাম	একক	পরিমান	বিনির্দেশ
১।	এফ (পিএ)- ১৭ পিআইবি নাবিক	বই	১৬০০	
২।	এফ (পিএ) -১ ক্যাশ বই	বই	৪০০	
৩।	এফ (এসভি) -২৮ গ্যাংওয়ে ভিকচুয়েলিং বই	বই	৭০০	
৪।	এফ (এসভি)-২৯ গ্যাংওয়ে চেক বই	বই	৬০০	
৫।	এফ (পিএ)-২৩ সাধারণ তথ্য (জেনফরম) বই	বই	১৫০০	
৬।	এফ (এসভি)-১১ মাসিক খাদ্যদ্রব্যের হিসাব বই	বই	১৬০০	
৭।	এফ (এসজি)-৩০এ মেসেজ ফরম সিগন্যালপ্যাড	প্যাড	১২০০	
৮।	এফ(এসজি)-৩১ মেসেজ ফরম ছোট পিংক	প্যাড	১৩০০	
৯।	এফ (এসজি)-৩২ মেসেজ ফরম সাদা মিডিয়াম	প্যাড	১৩০০	
১০।	এফ (এসজি)-৩৩ মেসেজ ফরম পিংক মিডিয়াম	প্যাড	১০৪০	
১১।	এফ (এসজি)-৫১ বেতার বার্তা অপারেটরের লগ	প্যাড	১৫০	
১২।	এফ(এন এল)-১৬ ওয়ারেন্ট ফর পানিশমেন্ট রিটার্ন	সীট	১৫০০	
১৩।	এফ(এনএস)-১ নেভাল আর্মামেন্ট	বই	১৪০০	
১৪।	(সিজি ফরম) -২ বস্ত্র সামগ্রী ইস্যু সীট	বই	২০০	
১৫।	গাড়ির লগ বই (৩৪৫/এ)	বই	৫৫০	
১৬।	এফ(জিএন)-২ ম্যাগাজিন লগ বই	বই	২০০	
১৭।	এফ (জিএন)-৪ গানারী লগ এন্ড প্রগ্রেস বই	বই	২০০	
১৮।	এফ (এনএল)-১ পানিশমেন্ট রিটার্ন	প্যাড	৫০০	
১৯।	ও পি আর ফরম	সীট	২০০	
২০।	এফ (এনএল)-২ ডেইলী রেকর্ড অফ ওফেস	সীট	২৩০০	
২১।	এফ (এনএল)-২এ ডেইলী রেকর্ড অফ ওফেস পানিশমেন্ট	সীট	১৭৫০	
২২।	এফ (এনএল)-২২ ছুটির ছাড়পত্র বই	বই	৫০০	
২৩।	এফ (এম ডি)-৬৬ পারিবারিক চিকিৎসা বই	বই	৯০০	
২৪।	এফ (এমডি)-১৬ বিভিন্ন মেডিকেল পরীক্ষার রিপোর্ট	প্যাড	২০০	
২৫।	এফ (এম ডি)-৬ রেফার্ড ফরম	প্যাড	১৫০	
২৬।	এফ (এম ডি)-২ চিকিৎসা পরীক্ষা ফরম	সীট	১৬০০	
২৭।	এফ (এমডি) -৭ রক্ত/চিকিৎসা পরিদর্শন প্রতিবেদন	প্যাড	২০০	
২৮।	এফ (এসপি)-১০ হাফ ইয়ারলি রিকমেন্ডেশন ফরম	প্যাড	২০০	
২৯।	এফ (এসপি)-৪ কন্ডাক্ট সীট	প্যাড	৪০০০	
৩০।	সিজি ফরম -১০ ক্লাডিং ইস্যু ভাউচার বই	বই	৫৫০	
৩১।	এফ (এসপি)-২ রি-এ্যাংগেজমেন্ট ফরম	প্যাড	৭৫০	
৩২।	সিজি ফরম ৫ অফিসার বস্ত্র সামগ্রী রেকর্ড বই	বই	৩০	
৩৩।	সিজি ফরম ৫/এ নাবিক বস্ত্র সামগ্রী রেকর্ড বই	বই	৩০	
৩৪।	মিনীট শীট	প্যাড	৫০০	
৩৫।	বিএএফটি-১৭০৯ /এ কনসশন ভাউচার ফরম ডি (অফিসার)	প্যাড	৫০	
৩৬।	এফ (ওপি)-৪ শীপস লগ বই	বই	৫০০	
৩৭।	এফ (ই)-২ ব্যাটারী লগ	বই	৭৩০	

নমুনা মোতাবেক

ক্রমিক	দ্রব্যের নাম	একক	পরিমাণ	বিনির্দেশ
৩৮।	খাম এসই ৩	নং	৮০০	
৩৯।	খাম এসই ৪	নং	১২০০	
৪০।	খাম এসই ৫	নং	১১৩০০	
৪১।	খাম এসই ৬	নং	৬০০০	
৪২।	খাম এসই ৭	নং	১৭০০	
৪৩।	খাম এসই ৮	নং	৩৫০০	
৪৪।	বিএএফটি-১৭০৯ এ কনসশন ভাউচার ফরম ডি (অফিসার)	প্যাড	৫০	
৪৫।	বিএএফটি-১৭২০ এ কনসশন ভাউচার (নাবিক)	প্যাড	১৪০	
৪৬।	এফ (এনই)-২৩ (ক) ইঞ্জিন রক্ষা খসড়া খাতা	বই	১৯০	
৪৭।	এফ (এনই)-২৩ (বি) পাকা ইঞ্জিন কক্ষ খাতা	বই	২২০	
৪৮।	মেস ট্রাপস একাউন্ট (সিজি ৩৫)	বই	৩৫৫	
৪৯।	মেস ট্রাপস একাউন্ট ৩৬	বই	৩৫৫	
৫০।	খাম সাদা সাইজ - ৪	নং	১০০০	
৫১।	ও ডবিউ নোট বই	বই	২১০	
৫২।	নাইট রাউন্ড বই	বই	৬১	
৫৩।	এফ (এন এস)- ৩৪ গেইট পাস বই	বই	১৫৫	
৫৪।	টিআর ফরম-১৫ (সংস্থাপন কর্মচারীগণের বেতনের বিল)	সীট	২৬০০	
৫৫।	সিজিএফ এস- ১০৯১ (Return Not for Stores and Fixture Returned to the Accountant Officer)	বই	২০০	
৫৬।	সিজিএফ এস- ১৫১ (Ledger Folio For Consumable)	বই	১১৫০	
৫৭।	সিজিএফ এস-১৫৬ হিসাব রক্ষক কর্মকর্তার নিকট হতে স্টোর সামগ্রীর চাহিদাপত্র	প্যাড	৬০০	
৫৮।	সিজিএফ ডি-৪৪ বি (রিসিপ্ট ভাউচার)	প্যাড	১০৫	
৫৯।	সিজিএফ-৬৩ (পরিদর্শন নোট)	প্যাড	১০৫	
৬০।	সিজিএফ এস -১০৯৯ (Permanent Loan Record Folio)	প্যাড	১৫০	
৬১।	সিজিএফএস-৫৪৯ (চাহিদা, সরবরাহ অথবা সাময়িক সরবরাহের)	প্যাড	৫৭০	
৬২।	সিজিএফএস-৩৩১ (জরিপ নোট)	প্যাড	১১০	
৬৩।	সিজিএফএনএসও-১৮৯ (খতিয়ানের পাতা)	প্যাড	৬০	
৫৪।	ফরম নং ৩৪৫ডি গাড়ির ফরমাশ (রিকুজেশন ফরম)	সীট	১৯০০	
৬৫।	সিজিএফএস-১৫৩ (Ledger for Permanent Stores)	প্যাড	৮৫০	
৬৬।	সিজিএফএস-১৩৪ (স্টোর ডিম্যান্ড নোট)	প্যাড	৫০০	
৬৭।	সিজিএফএস-৫(স্টোর ডিম্যান্ড নোট (সিঙ্গেল লাইনের পরিবর্তে))	প্যাড	৭০	
৬৮।	টিআর ফরম-১৪ (সংস্থাপন কর্মচারীগণের বেতনের বিল)	সীট	২০০০	
৬৯।	এফ (এনই)-৩ পরীক্ষা নথি (রেকর্ড অব একজামিনেশন)	বই	২০০	
৭০।	শীপস্ লগ বই	বই	৪০০	
৭১।	F(NE)-30A Ships Running Return	বই	৮০	
৭২।	F(GN)-10 Expenditure Of Small Arms Ammunition	বই	৯৫	
৭৩।	F(SG)-53 সাবেক বার্তা লগ	বই	৫০	

নমুনা মোতাবেক

ক্রমিক	দ্রব্যের নাম	একক	পরিমান	বিনির্দেশ
৭৪।	GUN LOG BOOK (G-3)	বই	১০০	শুলনা মোতাবেক
৭৫।	GUN MEMORANDUM (G-4)	বই	১০০	
৭৬।	THC- 1 International Health Certificates Vaccination & Inoculation	বই	২০০	

