



B-R Powergen Ltd.

(Under Ministry of Power, Energy and Mineral Resources)

**Tender Document
for
Procurement of Goods (Stationery Items) on RFQ method
for
Kodda 150MW Power Plant & Corporate Office.**

Tender Inquiry No: PUR-003/2017-18 (RFQ)

December, 2017

Memo No. 27.31.0000.500.57.001.15.1327

Date: 19.12.2017

REQUEST FOR QUOTATION (RFQ)

For

Procurement of Stationery Items for Kodda 150MW Power Plant & Corporate Office

Tender Inquiry No: PUR 003/2017-18 (RFQ)

To,

1. The **B-R Powergen Ltd.** intends to procure of **Stationery Items for Kodda 150MW Power Plant & Corporate office** by its own fund to make payments under the contract for which this Quotation Document is issued.
2. Detail technical specification of the items under procurement is attached herein (Annexure-1).
3. Quotation shall be prepared and submitted following the Terms & Conditions of this 'Quotation Document' (Annexure-2) with a forwarding letter as per the Quotation Submission Letter attached herein (Form-1).
4. Quotation shall be completed properly, duly signed & dated on each page by the authorized signatory and submitted on the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. traditionally termed as Earnest Money/Tender Security) shall be required for submission of the Quotation.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before 31.12.2017, 12.30 noon (Local time)**. The envelope containing the Quotation must be clearly marked **“Quotation of Stationery Items for Kodda 150MW Power Plant & Corporate Office of B-R Powergen Ltd.”** Quotations received later than the time specified herein shall not be accepted.
7. All Quotations received shall be provided to the Evaluation Committee for evaluation, without opening, by the same date of closing.
8. Quotations must be valid for a period of at least **60 (Sixty) days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. Quotationer's rates or prices shall be inclusive of profit and overhead and, taxes, duties, fees, levies, and other charges to be paid under the applicable Laws of the Land.
11. Item-wise Rates shall be quoted and grand total shall be calculated and subsequent payments under the Purchase Order shall be made in BDT currency, if the Quotationer wins the tender. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
12. 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 have to accept the arithmetic corrections made by the Evaluation Committee.

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Quotation Submission Letter

[Use Letter-head Pad]

Tender Inquiry No: PUR 003/2017-18(RFQ)

Date: dd/mm/yy

To

Managing Director
B-R Powergen Ltd
House# 39, Road# 12, Sector # 4
Uttara Model Town, Dhaka-1230

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named procurement of **Stationary Items for Koddia 150MW Power Plant & Corporate office of B-R Powergen Ltd.**

The Total Price of my/our Quotation is BDT

In words.....

My/Our Quotation shall remain valid for the period stated in the Tender Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order be issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the Tender Document issued by you on [.....]

I/We understand that you reserve the right to reject all the Quotations or the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

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Price Schedule & Specification for Goods and Related Services

Ref: PUR 003/2017-18(RFQ)

Date: ??.12.2017

Sl no	Description of Items	Unit of Measurement	Corporate Office			For KPP			Total Items
			Qty.	Unit Rate or Price	Total Amount	Qty.	Unit Rate or Price	Total Amount	(4+7)
1	2	3	4	5	6	7	8	9	10
01	Ball Pen (Matador Orbit)	Dozen	17			10			27
02	Ball Pen (Linc Glycer fine)	Dozen	6			2			8
03	Ball Pen (Red Ink) (Matador Orbit)	Dozen	3			1			4
04	Pencil (Faber Castle-2B)	Dozen	6			2			8
05	Plastic File (Transparent)-Matador	Dozen	16			4			20
06	Hand wash Refill Pack (Lifebuoy)	Dozen	10			10			20
07	Facial Tissue (Basundhara) -120 Ply Box	Box	40			20			60
08	Index File/Ring (Huajie) (13.5"/11)	Dozen	6			12			18
09	Index File/Ring (Huajie) (10"/12)	Dozen	2			1			3
10	Air Freshener (Godrej-300ml)	Pcs	20			10			30
11	Aerosol (ACI, 475 ml)-(Piece)	Pcs	10			6			16
12	Deli Colored Paper Clip	Box(10 pk)	3			3			6
13	Binder Clip (54 mm-Shihmark)	Box	6			6			12
14	Binder Clip (32 mm-Shihmark)	Box	10			5			15
15	Binder Clip (25 mm-Shihmark)	Box	10			5			15
16	Binder Clip (19 mm-Shihmark)	Box	10			5			15
17	Highlighter (Red Leaf)-Yellow, Green, Blue	Pcs	10			10			20
18	Toilet Tissue(Basundhara)	Dozen	16			10			26
19	Offset Paper -Legal (Double A)	Box	2			2			4
20	Offset Paper -A4 (80gsm) (Double A 500 Sheet Pack, Thailand)	Box (5 Rim)	30			15			45
21	Normal Paper-A4 (Century)	Box (5 Rim)	6			12			18
22	Eraser (Steadler)	Dozen	1			1			2
23	Vim Liquid (Refill Pack)	Pkt	20			10			30
24	Wheel Powder (500gm)	Pkt	6			120			126
25	Duster (Kitchen -Color)	Dozen	3			2			5
26	Art Paper (A4 Size) Color -as per sample	Box (100 pcs)	3			0			3
27	Battery (Pencil) (Sunlight)	Dozen	3			3			6
28	Battery (1.5 Volt)	Dozen	3			3			6

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Sl No	Description of Items	Unit of Measurement	Corporate Office			For KPP			Total Items
			Qty.	Unit Rate or Price	Total Amount	Qty.	Unit Rate or Price	Total Amount	(4+7)
1	2	3	4	5	6	7	8	9	10
29	Battery (9.0 Volt) Toshiba	Dozen	0			1			1
30	CD (Varvatim-700MB) Re-Writable with individual cover	Dozen	1			0			1
31	Vixol-500ml	Pcs	2			10			12
32	Harpic (Power)-750ml	Pcs	20			20			40
33	Harpic Total Powder-500gm	Pkt	6			2			8
34	Lizol (Lemon) -500ml Floor Cleaner	Pcs	6			6			12
35	Staples Pin (Kangaro-24/6)	Box (10pkt)	20			6			26
36	Staples Pin (Kangaro-10/1m)	Box (10pkt)	5			0			5
37	Dinning Tissue /Paper Napkin-(Basundhara)	Dozen	10			6			16
38	Slip Pad (Huajic)	Dozen	1			1			2
39	Flag Paper/Posted Pad (Slim)	Dozen	1			1			2
40	Pen Stand/Holder	Pcs	6			6			12
41	Scissors (Deli) Medium size	Pcs	6			2			8
42	Paper Weight-Globe	Pcs	10			10			20
43	Soap (Savlon)-75ml	Pcs	6			24			30
44	Plastic Fasteners (HUA JIE)	Box	10			0			10
45	Fluid Pen (Mitshubishi -Japan)	Pcs	6			0			06
46	Mr. Brasso (Glass Cleaner)-Spray System	Pcs	2			2			4
47	Permanent Marker (Red Leaf)	Dozen	1			2			3
48	White board Marker (Red leaf)	Dozen	0			2			2
49	Paint Marker (Red leaf)	Dozen	0			1			1
50	Binding Costep-2" (Black & Green)	Pcs	12			6			18
51	Carton Tape-2"	Pcs	6			12			18
52	Binding Thread-double	Pcs	12			12			24
53	Febical Gum 50g	Pcs	2			6			8
54	Alpin (Deli-0016)	Box (10 Pk)	1			0			1
55	Pin Remover (Kangaro)	Pcs	10			6			16
56	Magazine File (SONYO)	Dozen	2			0			2
57	Energy Bulb (15W)-Thread Type	Pcs	0			36			36
58	Energy Bulb (7W)-Thread Type	Pcs	0			24			24
59	Anti Cutter (Deli)	Pcs	4			4			8

Sl no	Description of Items	Unit of Measurement	Corporate Office			For KPP			Total Items
			Qty.	Unit Rate or Price	Total Amount	Qty.	Unit Rate or Price	Total Amount	(4+7)
1	2	3	4	5	6	7	8	9	10
60	Roll Register (400 Page) (13"-8") Hard Cover	Dozen	6			4			10
61	Roll Register (200 Page) (13"-8") Hard Cover	Dozen	6			4			10
62	Note Book (Pocket Size-6"x4")-(100 Page)	Pcs	10			60			70
63	Pad Lock (Tri Circle)-50mm	Pcs	0			6			6
64	Pad Lock (Tri Circle)-38mm	Pcs	0			6			6
65	Rubber Band	Pkt	6			2			8
66	Savlon Liquid (1 Ltr)	Pcs	0			6			6
67	Savlon Cream 60 gm	Pcs	2			6			8
68	Tube Gum	Pcs	6			12			18
69	Stapler Machine (Kangaro)	Pcs	6			4			10
70	Punch Machine (Kangaro)	Pcs	6			2			8
71	Glue Stick (Fevicol)	Dozen	1			1			2
72	Scale (Stainless Steel)	Pcs	6			6			12
73	Slip Pad Box (Shixin)	Pcs	6			2			8
74	File Ribon (As per Sample)	Dozen	2			2			4
75	Water Punch (Good Luck)	Pcs	6			6			12
76	Costep 1/2" (Transparent)	Pcs	6			6			12
77	Costep 2" (Transparent)	Pcs	6			4			10
Total Amount for Supply of Goods and related services (inclusive of VAT, Transportation cost and all applicable taxes; see Note 2 below)						Total In figure			
						In words			
Goods to be supplied to :			For Corporate Office: House # 39, Road # 12, Sector # 4, Uttara Model Town, Dhaka #1230. For KPP: Koddia 150MW Power Plant, Gazipur.						

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Annexure-2

**Terms and Conditions
For
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the BPDB-RPCL Powergen Ltd. and the Supplier for the purpose of administration and management of this Contract.
2. The Supplier shall have to complete the delivery in all respects within 21 [Twenty one] days from the date of issue of the Purchase Order.
3. The Supplier shall be entitled to an extension of the Delivery Schedule if the B-R Powergen Ltd. delays in receiving the Goods and related services or if Force Major situation occurs or for any other reasons acceptable to the B-R Powergen Ltd. on justifiable grounds duly recorded.
4. All delivery under the Contract shall at all times be open to examination, measurements and supervision of the authorized representative (s) of B-R Powergen Ltd.
5. The B-R Powergen Ltd. shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
6. If the Goods are found to be defective or otherwise not in accordance with the specifications, the B-R Powergen Ltd. may reject the supplies by giving due notice to the Supplier, with reasons.
7. The Supplier shall be entirely responsible for payment of taxes, duties, fees, levies, and other charges to be paid under the applicable Laws of the Land.
9. The total Purchase order Price is : BDT
In Words
10. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
11. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
12. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
13. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Price Schedule and Specifications. **100% of the Contract price of the Goods and related services shall be paid after getting the Receiving Report of the goods & Quality Certificate issued by the B-R Powergen Ltd. authority.**
14. If the supplier fails to supply the goods within the delivery period (21 days), Liquidated Damage (L/D) shall be imposed @0.10% (Zero point one percent) per day but not more than 10% (Ten percent) of the purchase order value of the undelivered item(s).
15. **The B-R Powergen Ltd. authority may amend the Purchase Order incorporating required approved changes which will be subsequently introduced to the original Terms and Conditions in line with the Rules, if necessary.**

16. The B-R Powergen Ltd. and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

For the Purchaser: DGM (HR & Admin) Date:	For the Supplier: Name: Designation: Date:
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