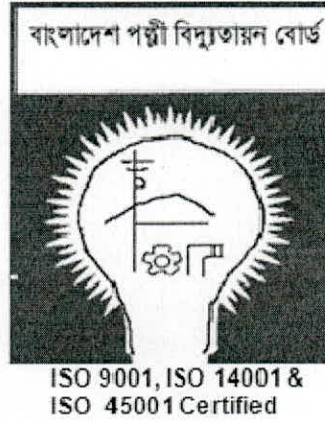


**Standard Request for Quotation Document (National)  
For Procurement of Goods/Service  
[Request for Quotation Method]**



**BANGLADESH RURAL ELECTRIFICATION BOARD**

**Feni Palli Bidyut Samity  
Mohipal, Feni.**



**ISO 9001:2015 Certified**



General Manager, Feni Palli Bidyut Samity, Mohipal, Feni  
**REQUEST FOR QUOTATION**

for  
**Printing Materials**

RFQ No: 27.12.3029.516.01.038.22.1695

Date: 28/03/2022

To  
[insert name and address of the Quotationers]

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1. The General Manager, Feni PBS 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 Specifications 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 or **Director, PBS Monitoring & Management Operation (South Zone) Directorate, BREB, Dhaka on or before 12:00 PM, 03/04/2022**. The envelope containing the Quotation must be clearly marked "Quotation for Printing Materials" **DO NOT OPEN** before 12:05 PM, 03/04/2022. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations 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 ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least **60 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 (Optional) and Financial Solvency Certificate** from any scheduled Bank; without which 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. Quotationers 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 10 (Ten) 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 07 (Seven) 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.

(Md. Akhter Hossain)  
General Manager  
Feni Palli Bidyut Samity  
Mohipal, Feni.  
Date- 28/03/2022  
Phone No-0331-62200,  
e-mail: fenipbs84@gmail.com

**Distribution:**

01. Director, PBS Monitoring & Management Operation (South Zone) Directorate, BREB, Dhaka.
02. Senior System Analyst, ICT, BREB, Dhaka (To Step Necessary Action For Upload BREB Website).
03. District Commissioner, Feni.
04. Police Super, Feni.
05. Senior General Manager/General Manager, ----- PBS/1/2/3/4.
06. UNO, ----- Upazila, Feni.
07. Executive Engineer, BREB, Feni.
08. DGM- Sonagazi/Dagonbhuiyan/Fulgazi/Chagolnaiya/Parshuram Zonal Office/DGM (THQ), Feni PBS.
09. Assistant Engineer, BREB, Feni.
10. AGM (Fin.-Accounts), Feni PBS.
11. AGM (IT), Feni PBS. (For Upload Feni PBS Website).
12. Notice Board, Feni PBS.



## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 27.12.3029.516.01.038.22.1695

Date: 28/03/2022

To:

General Manager

Feni PBS.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Printing Materials**

The total Price of my/our Quotation is BDT [insert amount both in figure and words] -----

My/Our Quotation shall remain valid for the period stated in the RFQ 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. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

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 issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

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

Signature of Quotationer with Seal

Date:

## Price Schedule for Goods and Related Services

RFQ NO. 27.12.3029.516.01.038.22.1695

Date: 28/03/2022



Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
01.	01.	গ্রাহক নথি	টি	১৫০০০				Feni Palli Bidyut Samity, Mohipal, Feni
02.	02.	থানা ভিত্তিক বিদ্যুৎ সংযোগ আবেদন রেজিস্টার	টি	৫০				
03.	03.	অফিসিয়াল রশিদ বই	বই	২০০				
04.	04.	লাইন পরিদর্শন বই (৫৬৯)	বই	৫০				
05.	05.	অভিযুক্ত মিটারের তথ্যাদি (১০০ পাতা)	প্যাড	১০				
06.	06.	মিটার রেকর্ড বুক রেজিস্টার	টি	১০				
07.	07.	মিটার রিসিড এন্ড ইস্যু রেজিস্টার	টি	১০				
08.	08.	মিটার টেষ্ট ডাটা রেজিস্টার	টি	১০				
09.	09.	সিল স্টক রেজিস্টার	টি	১০				
10.	10.	মিটার রিপোর্ট ইস্যু লিষ্ট	প্যাড	১০০				
11.	11.	মিটার/ পোল স্থানান্তর বই	বই	১০০				
12.	12.	রিসিডিং রিপোর্ট বই	বই	০৫				
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure		
						In words		
Goods to be supplied to		Feni Palli Bidyut Samity Headquarter, Mohipal, Feni						
Total Amount in Taka (in words)		[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].						
Delivery Offered		[insert weeks/days] from date of issuing the Purchase Order]						
Warranty Provided		[insert weeks/months from date of completion of the delivery; state none if not applicable]						

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until -----/-----/2021 [insert Quotation Validity date].

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

**Note:**

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7& 8 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



## Technical Specification of the Goods/Service Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
01.	01.	গ্রাহক নথি	১৪ ইঞ্চি x ১১ ইঞ্চি, ১৮০ গ্রাম ক্রেপ পেপারে, নীচে আলাদা বোর্ড সহ, নমুনা মোতাবেক।		
02.	02.	থানা ভিত্তিক বিদ্যুৎ সংযোগ আবেদন রেজিস্টার	সাইজ- ১৩.৫" X ৮.৫০," ২২ পাঃ লেজার পেপারে ছাপা, নাম্বারিং ২০০ পাতার রেজিস্টার, কাপড়ের বাঁধাই, নমুনা মোতাবেক।		
03.	03.	অফিসিয়াল রশিদ বই	৮.৭৫ ইঞ্চি x ৫.২৫ ইঞ্চি, ৩ কপিতে সেট, ১০০ সেটে বই (নমুনা মোতাবেক)।		
04.	04.	লাইন পরিদর্শন বই (৫৬৯)	১৪ ইঞ্চি x ৯ ইঞ্চি, ২৯ পাঃ সমমানের দেশী/ বিদেশী সাদা কাগজ, ১০০ সিটে প্যাড, অফসেট ছাপা (নমুনা মোতাবেক)।		
05.	05.	অভিযুক্ত মিটারের তথ্যাদি	১৩.৫০ ইঞ্চি x ৮.৫০ ইঞ্চি, ২৯ পাঃ সমমানের দেশী/ বিদেশী সাদা কাগজ, ১০০ পাতা, অফসেট ছাপা, (নমুনা মোতাবেক)।		
06.	06.	মিটার রেকর্ড বুক রেজিস্টার	১৩.৩০ ইঞ্চি x ৮.৩০ ইঞ্চি, ২২ পাঃ লেজার পেপারে ছাপা, ২০০ পাতার রেজিস্টার, নাম্বারিং সহ, হার্ডবোর্ড ও মোটা কাপড়ের বাঁধাই, (নমুনা মোতাবেক)।		
07.	07.	মিটার রিসিভ এন্ড ইস্যু রেজিস্টার	১৩.৩০ ইঞ্চি x ৮.৩০ ইঞ্চি, ২২ পাঃ লেজার পেপারে ছাপা, নাম্বারিং ২০০ পাতার রেজিস্টার, উন্নত মানের বাইন্ডিং সহ, (নমুনা মোতাবেক)।		
08.	08.	মিটার টেস্ট ডাটা রেজিস্টার	১৩.৩০ ইঞ্চি x ৮.৩০ ইঞ্চি, ২২ পাঃ লেজার পেপারে ছাপা, নাম্বারিং ২০০ পাতার রেজিস্টার, উন্নত মানের বাইন্ডিং সহ, (নমুনা মোতাবেক)।		
09.	09.	সিল স্টক রেজিস্টার	১৩.৩০ ইঞ্চি x ৮.৩০ ইঞ্চি, ২২ পাঃ লেজার পেপারে ছাপা, নাম্বারিং ২০০ পাতার রেজিস্টার, উন্নত মানের বাইন্ডিং সহ, (নমুনা মোতাবেক)।		
10.	10.	মিটার রিপোর্ট ইস্যু লিষ্ট	১২ ইঞ্চি x ৭.৫০ ইঞ্চি, ২৯ পাঃ সমমানের দেশী/বিদেশী সাদা কাগজ, ১০০ পাতা, অফসেট ছাপা, (নমুনা মোতাবেক)।		
11.	11.	মিটার/ পোল স্থানান্তর বই	সাইজ- ১২.৭৫ ইঞ্চি X ৭.৭৫ ইঞ্চি, ২৯ পাঃ সমমানের দেশী/বিদেশী সাদা কাগজ, ১০০ শীটে প্যাড, অফসেট ছাপা, (নমুনা মোতাবেক)।		
12.	12.	রিসিভিং রিপোর্ট বই	রিসিভিং রেজিস্টার, ১৩.৫০" X ৮.৫০," ২২ পাঃ লেজার পেপারে ছাপা, ২০০ পাতার রেজিস্টার, চামড়ার বাঁধাই, নমুনা মোতাবেক।		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned here in above

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

Note:



1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a prerequisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



Feni Palli Bidyut Samity, Mohipal, Feni.

**PURCHASE ORDER FOR THE SUPPLY OF GOODS/Service**  
**Printing Materials**


**Purchase Order No. 2021-2022, Date: 28/03/2022**

<b>RFQ No:</b> 27.12.3029.516.01.038.22.1695	<b>Date:</b> 05/03/2022
<b>To:</b> [name and address of the Supplier]	
<b>Delivery Date:</b> [insert completion date]	<b>Order Value:TK.</b> [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

**ORDER ITEMS**

Attached Certified photocopy of approved Priced Schedule for Goods and related services  
Attached Certified photocopy of approved Technical Specification of the Goods Required  
Attached Certified photocopy of Terms and Conditions

  
(Md. Akhter Hossain)  
General Manager  
Feni Palli Bidyut Samity  
Mohipal, Feni

Date: 28/03/2022

**Attachments:**As stated above




# Terms and Conditions for Supply of Goods/Service and Payment



1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **[insert days]** 10 (Ten) days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. 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 Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT **[insert figure][in words]**. -----
12. The minimum Warranty Period of the Supplies shall be **[insert months; state none if not applicable]** ----- starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.



16. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
- fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity 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.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

 (Md. Akhter Hossain) General Manager Feni Palli Bidyut Samity Mohipal, Feni	<b>For the Supplier:</b>  Signature of the Supplier with name Designation
Date: 28/03/2022	Date