



ISO 9001: 2015 Certified



**Dhaka Palli Bidyut Samity-4
Zinzira, Keranigonj, Dhaka.**



Tender Document

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে ঢাকা পল্লী বিদ্যুৎ সমিতি-৪ এর বিভিন্ন অফিস ও দপ্তরের জন্য "স্টীলের ফার্নিচার" ক্রয়/সরবরাহ করণের দরপত্র আহ্বান প্রসংগে।

বিঃদ্রঃ দরপত্র দলিলটি ওয়েব সাইটেঃ (www.pbs4.dhaka.gov.bd) হতে ডাউন লোড করে প্রিন্ট করে প্রয়োজনীয় কাগজপত্রসহ দাখিল করতে হবে।



Dhaka Palli Bidyut Samity-4
Zinzira Keranigonj, Dhaka.

বিষয়ঃ কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে ঢাকা পল্লী বিদ্যুৎ সমিতি-৪ এর বিভিন্ন অফিস ও দপ্তরের জন্য স্টীলের ফার্নিচার” ক্রয়/সরবরাহ করণের দরপত্র আহবান প্রসংগে।

RFQ No:27.12.2638.580.01.038.22. ২৬৬৬

Date: 07/06/2022

To
M/S.....

1. The **Dhaka Palli Bidyut Samity-4, Zinzira, Keranigonj, Dhaka** has been allocated own 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 Services/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 P.B.S Monitoring Management & Operation (Central Zone) B.R.E.B Nikunjo, Khilkhet, Dhaka **before 13.06.2022, 11:00 am**. The envelope containing the Quotation must be clearly marked "Quotation for Still Furniture and **DO NOT OPEN** before **13.06.2022, 11:05 am**. Quotations received later than the time specified herein shall not be accepted.
7. all Quotations thus received shall be open on **13.06.2022, 11:05am** and sent to the Evaluation Committee for evaluation, within three days as per REB guideline.
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 **30 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; 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. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply/provide of Goods/services and related services shall be completed within **15 (Fifteen)** 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. Abul Bashar Azad)
General Manager

অবগতি ও প্রয়োজনীয় (প্রয়োজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল:

- ০১। পরিচালক, পবিস মনিটরিং ও ব্যবস্থাপনা পরিচালন (কেন্দ্রীয় অঞ্চল) পরিদপ্তর, বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড।
- ০২। তত্ত্বাবধায়ক প্রকৌশলী, তত্ত্বাবধায়ক প্রকৌশলীর কার্যালয়, ঢাকা জোন (দক্ষিণ), বাপবিবো, ঢাকা।
- ০৩। জেলা প্রশাসক/পুলিশ সুপার, ঢাকা।
- ০৪। সিনিয়র সিস্টেম এনালিস্ট, আইসিটি পরিদপ্তর, বাপবিবো, ঢাকা (বাপবিবোর্ডের ওয়েব সাইটে RFQ টি প্রকাশ করার জন্য অনুরোধ করা হলো)।
- ০৫। সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার..... পবিস ১/২/৩/৪।
- ০৬। উপজেলা নির্বাহী অফিসার, কেরানীগঞ্জ, ঢাকা।
- ০৭। নির্বাহী প্রকৌশলী, প্রকল্প বিভাগ, পবিবো, কেরানীগঞ্জ।
- ০৮। নির্বাহী প্রকৌশলী, এল জি ইডি কার্যালয়/ সড়ক ও জনপদ, ঢাকা।
- ০৯। ডিজিএম, হাসনাবাদ/কলাতিয়া/শুভাঢ্যা/সদর দপ্তর-কারিগরী, ঢাকা পবিস-৪।
- ১০। এজিএম (অর্থ)/(ইঞ্জি)/এজিএম (ওএন্ডএম), আব্দুল্লাহপুর/আটিবাজার সাব জোনাল অফিস, ঢাকা পবিস-৪।
- ১১। জুনিয়র ইঞ্জিনিয়ার (আইটি), ঢাকা পবিস-৪। (সমিতির ওয়েব সাইটে প্রকাশের নির্দেশনাসহ)
- ১২। নোটিশ বোর্ড, ঢাকা পবিস-৪।
- ১৩। অফিস/মাষ্টার কপি।


(Md. Abul Bashar Azad)
General Manager

CPTUI-PG1 (SRFQ) 5



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:27.12.2638.580.01.038.22. 25/6

Date: 07/06/2022

To:

Dhaka Palli Bidyut Samity-4
Zinzira, Keranigonj, Dhaka.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Services/Goods and related services named Electric Bill Paid & Unpaid Certificate.

The total Price of my/our Quotation is BDT (.....) (in word.....
.....only)

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 07.06.2022

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

Date: 07/06/2022

RFQ NO. RFQ No:27.12.2638.580.01.038.22.

ক্রঃ নং	বিবরণ	পরিমাণ (টি)	একক মূল্য (টাকা)	মোট মূল্য (টাকা)
০১	স্টীলের ফাইল র্যাকঃ সাইজঃ উচ্চতা ৮ ফুট x প্রস্থ ৭ ফুট x ডীপ ১৪ ইঞ্চি, ১.৫ ইঞ্চি x ১.৫ ইঞ্চি এ্যাঞ্জেল ১ সুতা বিশিষ্ট ২২ গেজি প্লেন শীটের দ্বারা তৈরী, মাঝখানে ০৭ তাক, উপরে ও নীচেসহ ০৯ তাকা। ১.৫ ইঞ্চি x ১.৫ ইঞ্চি এ্যাঞ্জেল দ্বারা তাকের চারপাশে ফ্রেম হবে। উন্নতমানের স্প্রে রং গ্রে হতে হবে (নমুনা মোতাবেক)।	০৭		
০২	স্টীলের র্যাকঃ সাইজঃ উচ্চতা ৭ ফুট x প্রস্থ ৬ ফুট x ডীপ ১৪ ইঞ্চি, ১.৫ ইঞ্চি x ১.৫ ইঞ্চি এ্যাঞ্জেল ১ সুতা বিশিষ্ট ২২ গেজি প্লেন শীটের দ্বারা তৈরী, মাঝখানে ০৬ তাক, উপরে ও নীচেসহ ০৮ তাকা। ১.৫ ইঞ্চি x ১.৫ ইঞ্চি এ্যাঞ্জেল দ্বারা তাকের চারপাশে ফ্রেম হবে। উন্নতমানের স্প্রে রং গ্রে হতে হবে (নমুনা মোতাবেক)।	০৩		
০৩	স্টীলের ফাইল কেবিনেটঃ সাইজঃ ৫৪ ইঞ্চি x ২৪ ইঞ্চি x ২০ ইঞ্চি, ০৪ ডয়র বিশিষ্ট, সামনে, উপরে, নীচে ও দুই পার্শ্বে ২০ গেজি, পিছনে ২২ গেজি প্লেন শীট। ০১টি বিদেশী তালা চাবি দিয়ে ০৪টি ডয়র একসাথে আটকানো যাবে। উন্নতমানের স্প্রে রং গ্রে হতে হবে (নমুনা মোতাবেক)।	৪		
০৪	স্টীলের লাইনম্যান টুলস কেবিনেটঃ সাইজঃ দৈর্ঘ্য ৭২ ইঞ্চি x প্রস্থ ৩০ ইঞ্চি x উচ্চতা-৬১ ইঞ্চি ৫ খোপ ও ৫ দরজা বিশিষ্ট, প্রতি দরজায় শক্ত ও মজবুত হেজবল্ট থাকবে। প্রতি খোপের ভিতরে উপরে নীচে ১০ ইঞ্চি করে তাক হবে। প্রতি খোপের তাকের নীচে দুই পার্শ্বে ০২টি করে মোট ০৪টি লোহার রডের তৈরী হক থাকবে। সম্পূর্ণ বক্স ২০ গেজি এসএস শীটে তৈরী হবে। উন্নতমানের স্প্রে রং গ্রে হতে হবে (নমুনা মোতাবেক)।	১		
০৫	স্টীলের আলমারিঃ সাইজঃ ৭২ ইঞ্চি x ৩৬ ইঞ্চি x ২০ ইঞ্চি, ভিতরে ০৪ তাক বিশিষ্ট, সামনে, উপরে, নীচে ও দুই পার্শ্বে ২০ গেজি, পিছনে ২২ গেজি প্লেন শীট। ডাবল বিদেশী লক। উন্নতমানের স্প্রে রং গ্রে হতে হবে (নমুনা মোতাবেক)।	৩		
				মোট

কথায়-

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

Signature of Quotationer with Seal	Date:/06/2022
Name of Quotationer	



Technical Specification of the Goods 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
N/A	N/A	N/A	N/A	N/A	N/A

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

N/A

Signature of Quotationer with Seal	Date:/06/2022
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 pre-requisite 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. (N/A)



Dhaka Palli Bidyut Samity-4
Zinzira, Keranigonj, Dhaka.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: 27.12.2638.580.01.038.22.	Date: 7/06/2022
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated 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

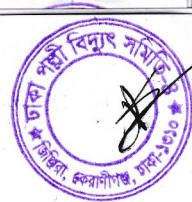
Attached Certified photocopy of approved Priced Schedule for Goods and related services
Attached Certified photocopy of approved Technical Specification of the Goods Required
Attached Certified photocopy of Terms and Conditions

For the Purchaser:

(Md. Abul Bashar Azad)
General Manager

Date

Attachments: As stated above



Terms and Conditions for Supply/Provide 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/Service Provider shall have to complete the delivery in all respects within **[15 days]** 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: _____ only].**
12. The minimum Warranty/Service Period of the Supplies shall be **[ONE YEAR]** starting from the date of completion of delivery Contact 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.
18. **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:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. 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.
 - c. 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.

For the Purchaser: (Md. Abul Bashar Azad) General Manager	For the Supplier: Signature of the Supplier with name Designation
Date	Date