



**Cumilla Palli Bidyut Samity-2**  
Uttar Rampur(Bishwaroad), Cumilla.



ISO 9001:2015 Certified

## Standard Tender Document

**বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে “জীপ গাড়ী নং- কুমিল্লা-ঘ-১১-০১৫৯ এর কম্প্রিহেনসিভ বীমা” নবায়ন করণের দরপত্র আহ্বান প্রসঙ্গে।**

দরদাতা কর্তৃক দাখিলতব্য দরপত্র অবশ্যই নিম্নোক্ত কাগজপত্রসহ দাখিল করিতে হইবেঃ

- (ক) পূরণকৃত দরপত্র ফরম
- (খ) প্রতিষ্ঠানের হাল নাগাদ ট্রেড লাইসেন্স
- (গ) ব্যাংক সলভেন্সি সার্টিফিকেট
- (ঘ) Tax Identification(TIN) নম্বর
- (ঙ) ভ্যাট রেজিস্ট্রেশন এর সত্যায়িত ফটোকপি এবং
- (চ) বীমা উন্নয়ন ও নিয়ন্ত্রণ কর্তৃপক্ষ কর্তৃক প্রদানকৃত নিবন্ধনের/প্রমাণকের অনুলিপি ~~হইবে।~~

---

**বিঃদ্রঃ দরপত্র দলিলটি ওয়েব সাইটঃ ([www.pbs2.comilla.gov.bd](http://www.pbs2.comilla.gov.bd)) হতে ডাউন লোড করে প্রিন্ট করে প্রয়োজনীয় কাগজপত্রসহ দাখিল করিতে হইবে।**

---

## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) Service Provider pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.



10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty/Policy Period shall remain 12 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

A handwritten signature in black ink, consisting of a circular initial followed by a cursive name and a horizontal line extending to the right.

## Cumilla Palli Bidyut Samity-2

Uttar Rampur(Bishwaroad), Cumilla.

REQUEST FOR QUOTATION

For

**বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে অত্র সমিতির জীপ গাড়ী নং- কুমিল্লা-ঘ-১১-০১৫৯ এর কম্প্রিহেনসিভ বীমা নবায়ন করণের দরপত্র আহবান প্রসংগে।**

RFQ No:27.12.1933.542.01.038.22.409

Date: 30/07/2022

To

M/S.....

.....


1. The **Cumilla Palli Bidyut Samity-2, Uttar Rampur(Bishwaroad), Cumilla** 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 or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 01.08.2022, 12:00 am**. The envelope containing the Quotation must be clearly marked "Quotation for **Vehicles Comprehensive Insurance** and **DO NOT OPEN** before **01.08.2022, 12:00 am**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be open on **01.08.2022, 12:05am** 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 **07(Seven)** 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.

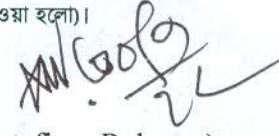
**অন্যান্য শর্তাবলীঃ**

- ক) কম্প্রহেনসীভ বীমার সকল কুকি (যেমনঃ বন্যা, সাইক্লোন, ঘূর্ণিকড়, জলোচ্ছাস, ভূমিকম্প, অগ্নিকার্ড, চুরি-ছিনতাই, দাঙ্গা-হাঙ্গামা, চালক ও যাত্রীসহ অন্যান্য দুর্ঘটনা জনিত ক্ষতিসহ ইত্যাদি) গ্রহণের জন্য FIV উল্লেখ পূর্বক দরপত্র দাখিল করিতে হইবে।
- খ) কার্যাদেশ প্রাপ্ত প্রতিষ্ঠানকে জরুরী ভিত্তিতে বীমা সংক্রান্ত যাবতীয় কাজ সম্পাদন করিয়া পরবর্তী ০১(এক) বৎসরের জন্য সার্টিফিকেট ও সিডিউল অব পলিসি প্রদান করিতে হইবে।
- গ) দরপত্র গৃহীত হইলে এবং কার্যাদেশ প্রাপ্ত হইলে উল্লিখিত যানবাহনের বীমাকরণ সাপেক্ষে বিল দাখিল করতঃ অত্র পবিসের একাউন্টপেয়ী চেকের মাধ্যমে বিল পরিশোধ করা হইবে এবং বিল হইতে সরকারি নিয়মানুযায়ী ভ্যাট ও আয়কর কর্তন করা হইবে।
- ঘ) শর্তাবলীতে উল্লেখ নাই এমন বিষয়ে সমিতি কর্তৃপক্ষের সিদ্ধান্তই চূড়ান্ত বলিয়া বিবেচিত হইবে।

  
(Engr.Md. Mostafizur Rahman)  
Senior General Manager

**অনুলিপিঃ** জ্যেষ্ঠতার ভিত্তিতে নয় (সদয় অবগতি ও নোটিশ বোর্ডে বহুল প্রচারের অনুরোধ সহ)

- ০১। পবিস মনিটরিং ও ব্যঃ পঃ (পূর্বাঞ্চল) পরিদপ্তর, বাপবিবোর্ড, ঢাকা (নির্ধারিত সময়ে দরপত্র গ্রহণ ও খোলার প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য সদয় অনুরোধ করা হইল)।
- ০২। জেলা প্রশাসক/পুলিশ সুপার, কুমিল্লা
- ০৩। তত্ত্বাবধায় প্রকৌশলী, বাপবিবো, চট্টগ্রাম জোন, বাপবিবো, কুমিল্লা।
- ০৪। সিনিয়র সিস্টেম এনালিস্ট, আইসিটি পরিদপ্তর, বাপবিবো, ঢাকা (বাপবিবোর্ডের ওয়েব সাইটে প্রকাশের অনুরোধসহ)
- ০৫। সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার.....পবিস-১/২/৩/৪
- ০৬। উপজেলা নির্বাহী অফিসারঃ....., কুমিল্লা।
- ০৭। নির্বাহী প্রকৌশলী, এলজিইডি/গণপূর্ত বিভাগ, কুমিল্লা।
- ০৮। নির্বাহী প্রকৌশলী, বাপবিবো, কুমিল্লা (দক্ষিণ)
- ০৯। ডিজিএম-চৌদ্দগ্রাম/বাগমারা/বুড়িচং/বিঃপাড়া/গুনবর্তী/ময়নামতি/সদর দপ্তর (কারিগরি), কুমিল্লা পবিস-২।
- ১০। সহকারী প্রকৌশলী, প্রকল্প বিভাগ, বাপবিবো, কুমিল্লা
- ১১। এজিএম (অর্থ-হিসাব/ওএন্ডএম), কুমিল্লা পবিস-২।
- ১২। সহঃ জুনিঃ ইঞ্জিঃ(আইটি)/জুনিয়র ইঞ্জিনিয়ার (আইটি), কুমিল্লা পবিস-২। (অত্র পবিস এর ওয়েব সাইটে প্রকাশ করে তার স্ক্রীন শর্ট প্রিন্ট দিয়ে এজিএম(প্রশাসন) এর নিকট প্রদান করার নির্দেশ দেওয়া হলো)।
- ১৩। মেসার্স .....
- ১৪। নোটিশ বোর্ড/, কুমিল্লা পবিস-২।
- ১৫। পিবিএস/আরইবি ওয়েব সাইট/ই-মেইল সকল পবিস।
- ১৬। অফিস কপি/মাস্টার কপি।

  
(Engr.Md. Mostafizur Rahman)  
Senior General Manager

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:27.12.1933.542.01.038.22.409

Date: 30/07/2022

To:

Senior General Manager  
Cumilla Palli Bidyut Samity-2  
Uttar Rampur(Bishwaroad), Cumilla.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of related services named **Vehicles Comprehensive Insurance Renew.**

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 01.08.2022

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:

CPTUL-PG1 (SRFQ) 6



## Price Schedule for Goods and Related Services

RFQ NO. RFQ No:27.12.1933.542.01.038.22.409

Date: 30/07/2022

ক্রঃ নং	যানবাহনের বিবরণ	পরিমাণ	ক্রয় মূল্য এবং ক্রয়ের তারিখ	উদ্ধৃত প্রিমিয়াম একক মূল্য (টাকা)	উদ্ধৃত প্রিমিয়াম মোট মূল্য (টাকা)
০১	কুমিল্লা-ঘ-১১-০১৫৯ সিসি-২৪৭৭ মডেলঃ KS3WGYMFR, 2019 চেসিস নং- PILSUVKS3W 1900893 ইঞ্জিন নং- 4D56UAY9535	০১ টি	৯৪,০০,০০০/= ৩০/০৬/২০২০ খ্রিঃ		
				সর্বমোট =	

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: 07/08/2022
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

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

<b>Signature of Quotationer with Seal</b>	Date: 01/08/2022
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)





**Cumilla Palli Bidyut Samity-2**  
**Uttar Rampur(Bishwaroad), Cumilla.**

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

[insert name of the supplies in brief]

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

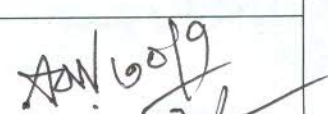
RFQ No:27.12.1933.542.01.038.22.409	Date: 30/07/2022
To:[name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated 01/08/2022 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:

  
(Engr. Md. Mostafizur Rahman)  
Senior 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 **[07 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 **[01 (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.

<b>For the Purchaser:</b>  (Engr. Md. Mostafizur Rahman) Senior General Manager	<b>For the Supplier:</b>  Signature of the Supplier with name Designation
Date	Date

