



**Pabna Palli Bidyut Samity-1**  
Chatmohor, Pabna



ISO 9001:2015 Certified

## Standard Tender Document

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে পাবনা পল্লী বিদ্যুৎ সমিতি-১ এর আওতাধীন নবনির্মিত দাশুড়িয়া জোনাল অফিস ভবন ও আবাসিক ভবনে "গ্যাসের সিলিন্ডার ও চুলা" সরবরাহসহ স্থাপনের দরপত্র আহ্বান প্রসঙ্গে।

**দরপত্র নং- ০৮/২০২৩-২০২৪**

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) নম্বরএবং
- (ঙ) ভ্যাট রেজিস্ট্রেশন এর সত্যায়িত ফটোকপি ইত্যাদি।

বিঃদ্রঃ দরপত্র দলিলটি ওয়েব সাইটেঃ ([www.pbs1.pabna.gov.bd](http://www.pbs1.pabna.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) 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 Goods and related 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 Period shall usually remain between 01 Year from the date of supply; 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.





**Pabna Palli Bidyut Samity-1**  
**Chatmohor, Pabna**

**REQUEST FOR QUOTATION**

For

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে অত্র সমিতির আওতাধীন নবনির্মিত দাশুড়িয়া জোনাল অফিসে “গ্যাসের সিলিন্ডার ও চুলা” সরবরাহসহ স্থাপন করণের দরপত্র আহবান প্রসঙ্গে।

RFQ No:27.12.7622.507.01.038.23. ৪৪০৪

Date: 10/08/2023


To

M/S.....

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1. The **Pabna Palli Bidyut Samity-1, Chatmohor, Pabna** 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, 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 before 17/08/2023 11:00 pm**. The envelope containing the Quotation must be clearly marked “Quotation for Supply & including set up “Gas Cylinders and Stoves” at **Dasuria Zonal office and DO NOT OPEN before 17/08/2023 11:00 pm**. 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 **17/08/2023 11:05pm** 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.

  
 10.08.23  
 (মোঃ আকমল হোসেন)  
 জেনারেল ম্যানেজার

অনুলিপিঃ সদয় অবগতি ও নোটিশ বোর্ডের মাধ্যমে প্রচারের অনুরোধ সহ (জ্যেষ্ঠতার ক্রমানুসারে নয়)।

- ১। পরিচালক, পবিস মনিটরিং ও ব্যবস্থাপনা পরিচালন (পঃঅঃ) পরিদপ্তর, বাপবিবোর্ড, ঢাকা।
- ২। সিনিয়র সিস্টেম এনালিস্ট, আইসিটি পরিদপ্তর, বাপবিবোর্ড, ঢাকা-বিআরইবি ওয়েব সাইটে প্রকাশের অনুরোধসহ।
- ৩। তত্ত্বাবধায়ক প্রকৌশলী, রাজশাহী জোন, বাপবিবোর্ড, রাজশাহী।
- ৪। জেলা প্রশাসক, পাবনা।
- ৫। পুলিশ সুপার, পাবনা।
- ৬। নির্বাহী প্রকৌশলী, এলজিইডি/ গণপূর্ত বিভাগ / সওজ বিভাগ, পাবনা।
- ৭। নির্বাহী প্রকৌশলী, এসওডি, বাপবিবোর্ড, পাবনা।
- ৮। সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার .....পল্লী বিদ্যুৎ সমিতি-১/২/৩/৪।
- ৯। ডিজিএম, (কারিগরী)/ দাশুড়িয়া /আটঘরিয়া/ভাংগুড়া জোনাল অফিস, পাবনা পবিস-১।
- ১০। সহকারী প্রকৌশলী, বাপবিবোর্ড, পাবনা।
- ১১। এজিএম (ওএন্ডএম), ফরিদপুর সাব-জোনাল অফিস, পাবনা পবিস-১।
- ১২। এজিএম (ওএন্ডএম/এমএস/অর্থ/ইএন্ডসি/আইটি), পাবনা পবিস-১।
- ১৩। জুনিয়র ইঞ্জিনিয়ার (আইটি), পাবনা পবিস-১ (পবিসের ওয়েব সাইটে প্রকাশের নির্দেশনাসহ)।
- ১৪। মেসার্স.....।
- ১৫। নোটিশ বোর্ড, পাবনা পবিস-১।

  
 10.08.23  
 (মোঃ আকমল হোসেন)  
 জেনারেল ম্যানেজার

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:27.12.7622.507.01.038.23. ৪৪০৪

Date: 10/08/2023

To:

Pabna Palli Bidyut Samity-1  
Chatmohor, Pabna

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods/Services named Supply & including set up "Gas Cylinders and Stoves" **In Office Building at Dasuria Zonal.**

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 14.02.2023

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:

৪৪০৪

## Price Schedule for Goods and Related Services

RFQ No:27.12.7622.507.01.038.23. ৪৪০৪

Date: 10/08/2023

SL. NO	Description of Item	Quantity	Unit Price(TK)	Total Price(TK)	Remarks
০১	<u>গ্যাস সিলিন্ডারঃ</u> ১২.৫ কেজি (বসুন্ধরা/টোটাল/অরিয়ন/সমমানের) এবং ফিটিং করনের মালামালসহ। (নমুনা মোতাবেক)	১৩ টি			অত্র সমিতির আওতাধীন নবনির্মিত দাশুড়িয়া জোনাল অফিস ভবন ও আবাসিক ভবনে মালামাল সরবরাহপূর্বক স্থাপন করে দিতে হবে।
০২	<u>গ্যাসের চুলাঃ</u> ০২ বার্নার/চুলা আরএফএল/বলাকা/সমমান, এসএস বডি, প্রতিটি চুলার সাথে ০৬ ফুট উন্নতমানের পাইপ এবং ফিটিং করণের মালামালসহ। (নমুনা মোতাবেক)	১৩টি			
			Grand Total=		

In words-(TK) .....

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule.

Signature of Quotationer with Seal	Date:
Name of Quotationer	

### Note:

1. 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)





**Pabna Palli Bidyut Samity-1**  
**Chatmohor, Pabna**

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

[insert name of the supplies in brief]

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

Date: dd/mm/yy

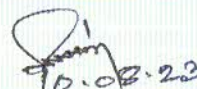
RFQ No: 27.12.7622.507.01.038.23.	Date: 10/08/2023
To:[name and address of the Supplier]	
Delivery Date: [Within 07Days]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated 19/02/2023 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:

  
10.08.23  
(Md. Akmal Hossain)  
General Manager

Date

Attachments: As stated above

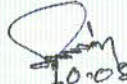
2



## **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 Contract 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>  10.08-23 (Md. Akmal Hossain) General Manager	<b>For the Supplier:</b>  Signature of the Supplier with name Designation
Date	Date

21



SL. NO	Description of Item	Quantity	Unit Price(TK)	Total Price(TK)	Remarks
০১	<b>Gas cylinder (Brand New): 12.5 kg</b> (Basundhara/Total/Orion/Equivalent) With Including fitting material.	১৩ টি			অত্র সমিতির আওতাধীন নবনির্মিত দাশুড়িয়া জোনাল অফিস ভবন ও আবাসিক ভবনে মালামাল সরবরাহপূর্বক স্থাপন করে দিতে হবে।
০২	<b>Gas Stove: Double Burner/Stove.</b> RFL/BALKA/EQUIVALENT. Auto ignition with smoke free blue flame. Big burner on both side. Teflon coated body & capable of saving 50,000match sticks. SS body. With 06 feet pipe and fittings for each stove.	১৩ টি			
			Grand Total=		

১১

১১