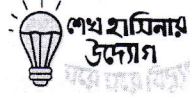




ISO 9001: 2015 Certified



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



Tender Document

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে ঢাকা পল্লী বিদ্যুৎ সমিতি-৪ এর ২০ জন কর্মকর্তা/কর্মচারির জন্য “ফাইডেলিটি বীমা” করণের দরপত্র আহ্বান প্রসংগে।

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



Dhaka Palli Bidyut Samity-4
Zinzira Keranigonj, Dhaka.

Subject: In the context of inviting tenders for renewal of fidelity insurance of 20 officers/employees of this association through Request for Quotation (RFQ) method.

RFQ No:27.12.2638.580.01.035.23.4701


Date: 04/11/2023

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 before 09.11.2023, 11:00 am**. The envelope containing the Quotation must be clearly marked "Quotation for **Vehicles Comprehensive Insurance** and **DO NOT OPEN** before **09.11.2023, 11:05 am**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be open on **09.11.2023, 11:05 am** 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.




- Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of 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/provider of Goods/services 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.


08/02/26
(Sheikh Mohammad Ali)
General Manager

Copy to: For kind notice and necessary (where applicable) action copy is sent to:

01. Director, PBS Monitoring and Enforcement (Central) Directorate, BREB, Dhaka.
02. Superintending Engineer, Dhaka Zone (South), BREB, Dhaka.
03. District Commissioner / Superintendent of Police, Dhaka.
04. Senior System Analyst, ICT Department, BREB, Dhaka (Requested to publish RFQ on BREB web site).
05. Senior General Manager/General Manager..... Pbs 1/2/3/4.
06. Upazila Nirbahi Officer, Keraniganj, Dhaka.
07. Executive Engineer, SOD, Dhaka Zone (South), BREB, Dhaka.
08. Executive Engineer, LGED Office/ Roads and Highway, Dhaka.
09. DGM, HQ-Technical/Hasnabad/Kalatia/Shubhadya/Abdullahpur/HQ-Technical, Dhaka PBS-4.
10. AGM (Accounts)/AGM (O&M), Atibazar/ Ruhitpur Sub-Zonal Office, Dhaka PBS-4.
11. Junior Engineer (IT), Dhaka Pbs-4. (with instructions to publish on the DBPS-4's website)
12. Notice Board, Dhaka Pbs-4.
13. Office/Master Copy.


08/02/26
(Sheikh Mohammad Ali)
General Manager





Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:27.12.2638.580.01.035.23.4701

Date: 04/11/2023

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 **Fidelity Insurance**.

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 04.11.2023

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:



Price Schedule for Goods and Related Services

No:27.12.2638.580.01.035.23.4701

Date: 04/11/2023

ক্র. নং	কর্মকর্তা/কর্মচারীর নাম	পদবী	বীমা অংক	প্রিমিয়াম হার (%)	মোট প্রিমিয়াম
০১	জনাব হৈয়দ আব্দুল্লাহ আল মাসুদ	এজিএম (অর্থ-রাজস্ব)	৫,০০,০০০.০০		
০২	জনাব মহিমা আক্তার	এজিএম (অর্থ-হিসাব)	৫,০০,০০০.০০		
০৩	জনাব মোঃ মিনাজ উদ্দিন সেখ	এজিএম (ইএন্ডসি)	৩,০০,০০০.০০		
০৪	জনাব মোঃ মাহবুবুল হক ভূঁইয়া	হিসাব রক্ষক	২,০০,০০০.০০		
০৫	জনাব মোঃ মিজানুর রহমান	হিসাব রক্ষক	২,০০,০০০.০০		
০৬	জনাব মোঃ জামিরুল ইসলাম	ষ্টোরকিপার	৫,০০,০০০.০০		
০৭	জনাব রতন কুমার সাহা	ক্যাশিয়ার	৫,০০,০০০.০০		
০৮	জনাবা নুরুন্নাহার	ক্যাশিয়ার	৫,০০,০০০.০০		
০৯	জনাবা লুৎফুন্নাহার	ক্যাশিয়ার	৫,০০,০০০.০০		
১০	জনাব মোল্লা মুহাম্মদ কুব্বাত আলী	ক্যাশিয়ার	৫,০০,০০০.০০		
১১	জনাব পংকজ কুমার বিশ্বাস	ক্যাশিয়ার	৫,০০,০০০.০০		
১২	জনাবা দিলরুবা সাইফুন্নাহার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৩	জনাবা শিখা রানী হাওলাদার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৪	জনাবা সোমা দে	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৫	জনাবা নুরুন্নাহার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৬	জনাবা ফারহানা আক্তার স্মৃতি	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৭	জনাবা ফুলন আক্তার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৮	জনাবা রিংকিয়া আক্তার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
১৯	জনাবা মোছাঃ রোকসানা আক্তার	সহকারী ক্যাশিয়ার	৩,০০,০০০.০০		
২০	জনাব মোঃ ফিরোজ আহমেদ	সহকারী ষ্টোর কীপার	৩,০০,০০০.০০		
		সর্বমোট=	৭৪,০০,০০০.০০		

কথায়ঃ চূড়ান্ত লক্ষ টাকা মাত্র।

[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:/11/2023
Name of Quotationer	



Technical Specification of the Goods Required

SI 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

Signature of Quotationer with Seal	Date:/05/2023
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:27.12.2638.580.01.035.23.4701	Date: 04/11/2023
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/...../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.

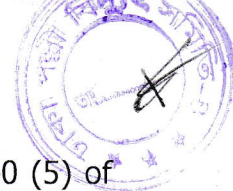
ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser: <div style="text-align: right;">(Sheikh Mohammad Ali) General Manager</div>
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 **10 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 **1 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.



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: (Sheikh Mohammad Ali) General Manager	For the Supplier: Signature of the Supplier with name Designation
Date	Date