

Government of the People's Republic of Bangladesh
Directorate of Primary Education
Section-2, Mirpur, Dhaka-1216
www.dpe.gov.bd

REQUEST FOR QUOTATION

For

Supply of Steel Trunk.

RFQ No. : 38.01.0000.005.07.581.17- *511*;

Date : 24 October 2017

Package No. GR 3.01

The request for Quotation (RFQ) for Supply of Steel Trunk as shown on the specifications of the Goods required is issued to:

Name of the Quotationer

Address of the Quotationer


Mahesh Chandro Roy
Joint Secretary
Director (Finance)
Phone : 55074914
E-Mail : dirfinancedpe@gmail.com
for
Director General

Government of the People's Republic of Bangladesh
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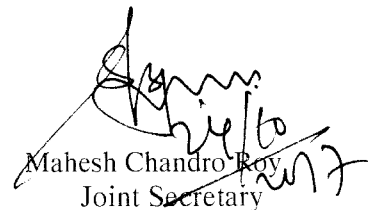
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To

1. The Directorate of Primary Education 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 on or before **12 pm, on 31.10.2017**. The envelope containing the Quotation must be clearly marked "**Quotation for** for Supply of Steel Trunk and **DO NOT OPEN** before TEC meeting. Quotations received later than the time specified herein shall not be accepted.
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of 10 (ten) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
8. All Quotations must be valid for a period of at least 30 (thirty) days from the closing date of the Quotation.



9. No public opening of Quotations received by the closing date shall be held.
10. 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.
11. Rates shall be quoted and subsequent payments under this Contract shall be made in Bangladeshi Taka. The price offered by the Quotation, if accepted shall remain fixed for the duration of the Contract.
12. ***Quotation shall have legal capacity to enter into Contract. Quotation, 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.***
13. 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.
14. 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.
15. Supply of office stationary & others shall be completed within 07 (Seven) days from the date of Sample Approval.
16. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Mahesh Chandro Roy
Joint Secretary
Director (Finance)
Phone : 55074914
E-Mail : dirfinancedpe@gmail.com
for
Director General

Quotation Submission Letter
[Use Letter-head Pad]

Supply of Steel Trunk.

RFQ No. : 38.01.0000.005.07.581.17- 511;

Date : 24 October 2017

Package No. GR 3.01

To:

Director (Finance)
Directorate of Primary Education
Section 2, Mirpur, Dhaka 1216

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply of Steel Trunk.

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. : 38.01.0000.005.07.581.17- 511;

Date : 24 October 2017

Package No. GR 3.01

Sl. No.	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount		Destination for Delivery of Goods
				In figure 5	In words 6	In figure 7		
1	Steel Trunk	1	200 Nos.					Central Store, Directorate of Primary Education, Section-2, Mirpur, Dhaka-1216

Directorate of Primary Education, Section 2, Mirpur, Dhaka-1216.

Delivery : 07 (Seven) days from date of Sample Approval

Warranty: Three Months

Signature of Quotationer with Seal

Name of Quotationer

Date:

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. 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.

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Technical Specification of Supply of Trunk :

- ১। সম্পূর্ণ জাপানী ২৪ গেজী কালার প্লেইন শীট দ্বারা নির্মিত (নির্দেশনা ও নমুনা অনুযায়ী)।
- ২। সাইজঃ
 - ক) লম্বা ৩০ ইঞ্চি।
 - খ) চওড়া ১৮ ইঞ্চি।
 - গ) উচ্চ ১৪ ইঞ্চি।
- ৩। দুপাশে ১টি করে হেভী টাইপ ভাবল তালা সিস্টেম।
- ৪। উভয় পাশে হেভী টাইপ হেডেল।
- ৫। ৩টি করে হেভী টাইপ কজা।
- ৬। পকেট বিহীন।
- ৭। ট্রাংকের ভিতরের দিকের ডালায় ২ ইঞ্চি মাপের ২৪ গেজী কালার প্লেইন স্টীলের আলাদা শিট দিয়ে ২টি প্রটেকশন সাপোর্ট (নমুনা অনুযায়ী)।
- ৮। ভিতরের গায়ে একই মানের শীট দ্বারা ১.৫ ইঞ্চি মাপের আলাদা আলাদা ৬টি প্রটেকশন সাপোর্ট (নমুনা অনুযায়ী)।
- ৯। প্রতিটি ট্রাংকের গায়ে কালো এনামেল পেইন্ট দ্বারা "প্রা.শি.স.প. প্রাথমিক শিক্ষা অধিদপ্তর" কথাটি পেস্টিং করে লিখে দিতে হবে (নমুনা অনুযায়ী)।

Note: A sample of trunk available in Administration Division, DPE. Supplied trunk will be as per sample only for setup but goods will be received as per specifications.

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Terms and Conditions

for

Supply of Goods 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 07 (Seven) days from date of Sample Approval 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 Challan.
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-----**
12. **The Procuring Entity shall retain or deduct from the Payment at the rate of 5-10% of the contract price as security Deposit and kept it until expiration of the Warranty Period. Supplier may submit a bank guaranty or pay order for the said amount instead of retention money.**
13. The Supplier shall remain liable to fulfill 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 shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.

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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:	For the Supplier:
Date:	Date:

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