

Government People's Republic of Bangladesh
Urban Development Directorate
Sylhet Regional Office
Sylhet City Corporation Building, Topkhana (4th Floor), Sylhet

REQUEST FOR QUOTATION

for

Supply of Stationary Goods

Memo No: 25.45.9162.103.07.001.18- **473**

Date: 03/02/20210

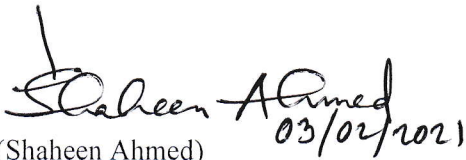
To

1. The Senior Planner, Urban Development Directorate, Sylhet Regional Office, Sylhet City Corporation Building (4th Floor), Topkhana, Sylhet 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. Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) shall not be required for submission of the Quotation but Performance Security may be required for 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 11/02/2021 at 2.00 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Stationary Goods**" and **DO NOT OPEN** before **11/02/2021 at 2.30 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 sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
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) and VAT Registration Number**; without which the Quotation may be considered non-responsive.

Radsha

Shahin

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 of Goods and related services shall be completed within 7 (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 30 (Thirty) 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.**



03/02/2021

(Shaheen Ahmed)
Senior Planner,
Urban Development Directorate
Sylhet Regional Office,
Sylhet City Corporation Building (4th Floor),
Topkhana, Sylhet
Phone: 0821-729089
Email: uddsylhet@yahoo.com

Badsha

Distribution: For kind information & necessary action:

1. Director, Urban Development Directorate (UDD), 82, Segunbagicha, Dhaka-1000.
2. Divisional Controller of Accounts, Sylhet Division, Sylhet
3. Senior Planner (Urban Planning), Urban Development Directorate (UDD), 82, Segunbagicha, Dhaka-1000.
[Requested to taking necessary action immediately for uploading the Quotation Notice in UDD's official Website].
4. Shaheen Ahmed, Senior Planner, UDD, Sylhet Regional Office, Sylhet & Chairman, QEC, UDD, Sylhet Regional Office, Sylhet.
5. G.M Abu Bokkor Sidque, Assistant Forest Conservator & Member, QEC, UDD, Sylhet Regional Office, Sylhet.
6. Accounts Officer, Urban Development Directorate (UDD), 82, Segunbagicha, Dhaka.
7. Administrative Officer, Urban Development Directorate (UDD), 82, Segunbagicha, Dhaka.
8. Badsha Mia, Office Assistant Cum Computer Typist & Member Secretary, QEC, UDD, Sylhet Regional Office.
9. Notice Board: UDD- Sylhet/PWD/SCC
10. Information Portal, Sylhet Regional Office, Urban Development Directorate (UDD), Sylhet.
11. Office Copy.


03/02/2021

(Shaheen Ahmed)
Senior Planner,
Urban Development Directorate
Sylhet Regional Office,
Sylhet City Corporation Building(4th Floor),
Topkhana, Sylhet
Phone: 0821-729089

Badsha

Quotation Submission Letter

[Use Letter-head Pad]

To:
Senior Planner,
Urban Development Directorate
Sylhet Regional Office, Sylhet
Sylhet City Corporation Building (4th Floor)
Topkhana, Sylhet.

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 Stationary Goods.

The total Price of my/our Quotation is BDT []

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 []

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

Sl no	Description of Items	Unit	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	In figure	
1	2	3	4	5	6	7	8
১	টয়লেট টিস্যু (সাদা)বসুন্ধরা/সমতুল্য	সংখ্যা	৩৬				
২	হারপিক পাওয়ার গ্লাস ১০/১০ স্টেইন রিমোভাল (৭৫০ এম.এল)	সংখ্যা	৪				
৩	পিওরইট ক্লাসিক জার্মকিল কিট (ইউনিভিভার) - ১৫০০ লিটার	সংখ্যা	৪				
৪	Offset Paper A4 Size (80GSM)Double A /সমতুল্য	সংখ্যা	৩০				
৫	Anticeptive Disinfectant -1000 ML,Savlon (ACI)/সমতুল্য	সংখ্যা	৬				
৬	ব্লিচিং পাউডার বাঘ মার্কা/সমমান (৫০০ গ্রাম)	প্যাকেট	৬				
৭	Hand Rub (250 ML) ACI Haxisol/সমতুল্য	সংখ্যা	১৫				
৮	Hand Wash (200 ML),Lifebouy/সমতুল্য	সংখ্যা	২৪				
৯	Aerosol Insect spray (800 ML), ACI/সমতুল্য	সংখ্যা	৩				
১০	Push Locking তালা, রোলার্ড সুইফট/সমতুল্য	সংখ্যা	৪				
১১	নগর উন্নয়ন অধিদপ্তর, সিলেট আঞ্চলিক অফিসের নাম সম্বলিত সাইনবোর্ড (সাইজ ৭'x৩'), 1" SS Pipe Frame, Flex Print with Design/Equivalent	সংখ্যা	১				
১২	সিনিয়র প্ল্যানারের নাম সম্বলিত নেমপ্লেট (সাইজ: ১১"x৪", উপাদান: পিতল, স্ট্যান্ডার্ড/সমতুল্য)	সংখ্যা	১				
১৩	ফ্লোর ওয়াশ লিকুইড (১০০০ এমএল), ডিম্বল/সমতুল্য	সংখ্যা	৬				
১৪	বাথরুম ওয়াশ লিকুইড (১০০০ এমএল) ডিম্বল/সমতুল্য	সংখ্যা	৬				
১৫	পেনসিল ব্যাটারী AAA, সানলাইট /সমতুল্য	সংখ্যা	২				
১৬	স্টীলের Ladder (৮ ফুট)-বেঞ্জল/সমতুল্য	সংখ্যা	১				
১৭	Clip Arch File, Huajie/সমতুল্য	সংখ্যা	২০				
১৮	ন্যাপথলিন - ১০০ গ্রাম ,ডায়মন্ড ফ্রেস/সমতুল্য	প্যাকেট	৬				
১৯	ওয়াটার গ্লাস (হাতলযুক্ত) (মনু সিরামিকস/সমতুল্য)	সংখ্যা	৫				
২০	ফাইল ফাস্টনার (8cm, Plastic, 50 Pcs/Box, VT-580/সমতুল্য)	প্যাকেট	২				
২১	Monthly Planner (Size: 1'-9"x1'-4.5" লেদার কভার, স্ট্যান্ডার্ড/সমতুল্য)	সংখ্যা	১				
২২	Laser Pointer (Red Laser Pointer, LED Light Lamp Ball Pen Torch Telescopic Pointer/সমতুল্য)	সংখ্যা	১				
২৩	Liquid Pump Bottle (2 Litre) (Plastic Handle, PET/Equivalent)	সংখ্যা	১				
২৪	Anti Mosquito Repellent Machine (45 ML), Good Night /সমতুল্য	সংখ্যা	২				
২৫	Anti Mosquito Refill, Good Night Power Active/সমতুল্য	সংখ্যা	৬				

✓ Badsha

Shahin

২৬	Hand Wash Refill (170 ML) Life Liferbuoy/সমতুল্য	সংখ্যা	২৪				
২৭	Spray Sanitizing Bottle (0.5 Litre, PET, Transparent/Equivalent)	সংখ্যা	৪				
২৮	Flower Broom	সংখ্যা	৮				
২৯	Dish Wash Liquid, (500 ML) ,Vim/সমতুল্য	সংখ্যা	৬				
৩০	Air Freshner - 300 ML, ACI /সমতুল্য	সংখ্যা	২				
৩১	Scented Facial Tissue (2 ply*150pcs), Fay/সমতুল্য	সংখ্যা	৮				
৩২	সুতি ডাস্টার (১৮" অথবা সমতুল্য)	সংখ্যা	২৪				
৩৩	টাওয়েল (৬০" X ২৪")	সংখ্যা	১				
৩৪	বলপেন (কালো) (ম্যাটাডোর হাইস্কুল/সমতুল্য)	ডজন	৬				
৩৫	Marker Yellow Redleaf 303/সমতুল্য	সংখ্যা	৩				
৩৬	Glue Stick 22 GM Size (Fevi Stick Super/Equivalent)	সংখ্যা	১২				
৩৭	Binding Cloth Tape (2" Dia) (Hunter /সমতুল্য)	সংখ্যা	৪				
৩৮	Maskin Tape 2" Scotch Hunter/সমতুল্য	সংখ্যা	৪				
৩৯	Face Mask (Disposable) (50 Pcs)	প্যাকেট	৮				
৪০	White Board (2.10" x 2.6")	সংখ্যা	১				
৪১	White Board Marker (Black) Redleaf/সমতুল্য	সংখ্যা	১২				
৪২	বগ্ন কার্টুন	সংখ্যা	৪				
৪৩	প্লাস্টিক বয়াম আরএফএল/সমতুল্য	সংখ্যা	৪				
৪৪	ক্রথ হ্যাংগিং স্ট্যান্ড	সংখ্যা	১				
৪৫	ভিজিটিং কার্ড অব সিনিয়র প্ল্যানার (১০০০ পিছ)	প্যাকেট	১				
৪৬	পর্দা (৭*৪') বিডি চায়না/সমতুল্য	সংখ্যা	২৪				
৪৭	IPS এর পানির বোটল (৫ লিটার)	সংখ্যা	৪				
৪৮	গ্রীজ (১০০ গ্রাম)	প্যাকেট	১২				
৪৯	প্লাস্টিক কল (সিংক) আরএফএল/সমতুল্য	সংখ্যা	৬				
৫০	প্লাস্টিক কল (বেসিন) আরএফএল/সমতুল্য	সংখ্যা	৬				
৫১	লো-ডাউন পাইপ ২৪ ইঞ্চি, আরএফএল/সমতুল্য	সংখ্যা	২				
৫২	পা-পোস (বড়) নারকেল ছোবড়ার তৈরী	সংখ্যা	৩				
৫৩	মেজারমেন্ট টেপ (স্টিল), ৫.০০ মিটার, EHBL/সমতুল্য	সংখ্যা	১				
৫৪	সিঙ্গেল হোল পাঞ্চ মেশিন	সংখ্যা	২				
৫৫	পানির ড্রাম (১৮০ লিটার)	সংখ্যা	২				
৫৬	Water Bucket/বালতি 5 Litre RFL/সমতুল্য	সংখ্যা	৪				
৫৭	Envelop (A4 Size, ভিতরে কাপড়)	সংখ্যা	১০০				
৫৮	Wet Mop Stick with Wet Mop Cotton	সংখ্যা	৬				
৫৯	Plastic Magh RFL 2 Litre/সমতুল্য	সংখ্যা	৪				
৬০	Scotch Tape 1/2" Widh, 3.5" Dia Hunter/সমতুল্য	সংখ্যা	৬				
৬১	Multi-Purpose Pen Holder	সংখ্যা	১				
৬২	তরল গাম (৫০০ মি:লি)	সংখ্যা	১০				
৬৩	Washing Powder Mini Pack (22gm)Surf Excel/সমতুল্য	সংখ্যা	৩৬				
৬৪	এন্ড্রি কাটার (বড়)	সংখ্যা	৪				
৬৫	কঁচি (৮", স্টেইনলেস স্টীল)	সংখ্যা	২				
৬৬	ওয়াটার ফিল্টার (২৩লি:) পিওরইট/সমতুল্য	সংখ্যা	১				

badsha Shahin

৬৭	আউটডোর হ্যান্ড ওয়াশিং মেশিন উইথ ইন্সটলেশন (Steel Fabricated Angel Frame of 3mm Dia (Size: Height-4'-0" x Length-2'-9" x Width-2'-0"); Single Plastic Drum (Perimeter: 6'-0", Height-2'-6"); Single Basin (Size: 3' x 1.5') with Water Connections Wastage Pipe & Water Tap Standard/Equivalent)	সংখ্যা	১				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)					In figure		
					In words		
Goods to be supplied to		Urban Development Directorate , Sylhet Regional Office, Sylhet					
Total Amount in Taka (in words)							
Delivery Offered		7 (Seven) days from date of issuing the Purchase Order					
Warranty Provided		[6 months from date of completion of the delivery]					

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

<p>Signature of Quotationer with Seal</p> <p>Name of Quotationer</p>	<p>Date:</p>
---	--------------

Note: 1. Col. 5, 6 & 7 to be filled in 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.

bidder

Signature

Terms and Conditions
for
Supply of Stationary Goods

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 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 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- **only.**
12. The Supplier furnish a Performance Security in Pay order/Bank draft format at the rate of (N/A) percent of the contract price and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **[As per price schedule]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. 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 .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. 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.

Badsha

Shahen

19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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

Badsha

Shah