



Bangladesh Power Management Institute
Plot No. 2, Road-104, Sector-4, Purbachal New Town, Dhaka



REQUEST FOR QUOTATION
for
Procurement of Office Stationary

RFQ No: 27.04.0000.101.07.011.19.987

Date: 24/11/2022

Dear.....

1. **Bangladesh Power Management Institute (BPMT)** intends to procure **Office Stationary** for which this Quotation Document is issued.
2. Detailed Specifications for the intended Goods and related services shall be available in the office by 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** [01/12/2022; 12:30PM]. The envelope containing the Quotation must be clearly marked "Quotation for [**Office Stationary**] and **DO NOT OPEN** before [01/12/2022; 12:30PM]. 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, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), Tax Certificate, VAT Registration Number**; without which the Quotation may be considered non-responsive.



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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 [as per delivery order] days from the date of issuing the Purchase/ Delivery Order.
17. The Purchase/ Delivery Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within [N/A] 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.

24.11.2022

(Md. Tohijul Islam)

Deputy Director (Planning & Programme), BPMT

Copy To : (Not according to seniority)

1. Director (Admin & Finance).
2. PO to Rector /MDS , BPMT.
3. DD/AD/Accountant (Finance), BPMT
4. Office Copy/ Master File.



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Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 27.04.0000.101.07.011.19.987 Date: 24/11/2022

To:

Bangladesh Power Management Institute (BPMT)

Represented by:

Director (Admin & Finance)

BPMT

&

Joint Secretary, Power Division.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [File Cover for the office of *Director (Admin & Finance)* BPMT & Deputy- Secretary, Power Division.]

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 24/11/2020

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:



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Price Schedule for Goods and Related Services

RFQ No: 27.04.0000.101.07.011.19.987

Date: 24/11/2022

S.N	Description	Qty	Unit Price (Tk.) (With VAT & Tax)	Total Price(Tk.) (with VAT & Tax)	Destination for Delivery of Goods
1.	Air Freshner (Sepnil 300 ml)	36			Plot no.-02, Road-104, Sector-4, Purbachal New Town, Dhaka
2.	Binder clip	300 pcs			
3.	James clip	50 Box			
4.	Highlighter (Faber Castel)	36			
5.	Pin Box	50 Box			
6.	Vim Liquid (500 ml)	36			
7.	Toilet Tissue (Bashundhara)	500			
8.	A4 Paper 80 Gram (Double A)	80			
9.	A4 Paper 70 Gram (Papertech)	100			
10.	Marker Pen (Gxin)	100			
11.	Hand Wash (Refill –Lifebuoy 170 ml)	70			
12.	Tissue Paper (Facial-Bashundhara)	200			
13.	Tissue Paper (Hand Towel-Bashundhara)	400			
14.	Pencil (Deli)	200			
15.	(Rubber) Eraser (DOMS)	200			
16.	Sharpener (DOMS)	200			
17.	File Board	200			
18.	Pen (Link Slycer - L.V))	500			
19.	Folder File (Transparent)	200			
20.	Color Tag	50			
21.	Tag Thread	500			
22.	Aerosol (ACI -475 ml)	15			
23.	Book Binding Tap	80			
24.	Paper Basket (RFL)	12			
25.	Ribbon +Holder	500			
26.	Towel	12			
27.	Toner (The best Challenger)	20			
Total (Including VAT & AIT)					
Total (in words):					

Delivery Offered	
Warranty Provided	

Signature of Quotationer with Seal	Date: dd/mm/yyyy
Name of Quotationer	



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Technical Specification of the Goods Required

RFQ No: 27.04.0000.101.07.011.19.987

Date: 24/11/2022

S.N	Description	Country of Origin	Make and Model
1.	Air Freshner (Sepnil 300 ml)		
2.	Binder clip		
3.	James clip		
4.	Highlighter (Faber Castel)		
5.	Pin Box		
6.	Vim Liquid (500 ml)		
7.	Toilet Tissue (Bashundhara)		
8.	A4 Paper 80 Gram (Double A)		
9.	A4 Paper 70 Gram (Papertech)		
10.	Marker Pen (Gxin)		
11.	Hand Wash (Refill –Lifebuoy 170 ml)		
12.	Tissue Paper (Facial-Bashundhara)		
13.	Tissue Paper (Hand Towel-Bashundhara)		
14.	Pencil (Deli)		
15.	(Rubber) Eraser (DOMS)		
16.	Sharpener (DOMS)		
17.	File Board		
18.	Pen (Link Slycer - L.V))		
19.	Folder File (Transparent)		
20.	Color Tag		
21.	Tag Thread		
22.	Aerosol (ACI -475 ml)		
23.	Book Binding Tap		
24.	Paper Basket (RFL)		
25.	Ribbon +Holder		
26.	Towel		
27.	Toner (The best Challenger)		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove.

Signature of Quotationer with Seal	Date: dd/mm/yyyy
Name of Quotationer	