

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF TEXTILES & JUTE**



Bangladesh Sericulture Development Board, Rajshahi

Request for Quotation Document (National)

Name of work: "Supply of Liveries for 4th Class employee & Drivers"

Issue to -----

May, 2016

(SRFQ)

**Bangladesh Sericulture Development Board
Rajshahi.**

**Request For Quotation
for
“Supply of Liveries for 4th Class employee & Drivers”**

RFQ No.. 6

Date:

To

1. The Bangladesh Sericulture Development Board, Rajshahi 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 Specification 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 --24-05-2016 at 12.00. The envelope containing the Quotation must be clearly marked "Quotation for “liveries” and don't before 12.00 A.M. Quotation received later than the time specified herein shall not be accepted.
7. All Quotation 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 20 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, which without 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 of Goods and related services shall be completed within 10 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 3 (three) 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.

Signature of the official inviting Quotation

Name.....

Designation.....

Date.....

Memo No. 24.06.0000.008.30.005.16-2665

Date: 16-05-2016

Copy to:

1. Deputy Commissioner, Rajshahi.
2. Secretary, City Corporation, Rajshahi.
3. Senior Post master, GPO, Rajshahi.
4. Caretaker-Cum-Security In charge,
Bangladesh Sericulture Board, Rajshahi.
5. Public Relation Officer, Bangladesh Sericulture Development Board, Rajshahi.
6. P.A-To-Director General, Bangladesh sericulture Development Board, Rajshahi. he is instructed to publish this notice in the wibesite of Bangladesh Sericulture Development Board, Rajshahi
7. Concerned local Institutions,-----Rajshahi.
8. Office copy.

They are requested to take necessary action to get this notice hung in their respective Notice-Board for wide circulation.


(Md. Jayedul Islam)

Secretary

Bangladesh Sericulture Development Board,
Rajshahi.

Quotation Submission Letter
[Use Letter-head Pad]

RFQ No. :

Date :

To:

Secretary
Bangladesh Sericulture Development Board,
Rajshahi.

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 Liveries for 4th Class employee & Drivers”**
The total Price of my/our Quotation is BDT : Tk.

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:

Bangladesh Sericulture Development Board
Rajshahi.
Price Schedule for Liveries

RFQ NO.

Date:

A. ৪র্থ শ্রেণীর কর্মচারী।

গ্রীষ্মকালীন সাজ পোষাক (পুরুষ)

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
১	১	মোট কর্মচারী (পুরুষ) ১৬ জন	ফুল সাফারী সেট সেলাই মজুরীসহ (কাপড় নমুনা অনুযায়ী)	১৬ সেট				
২	২		হাফ সাফারী সেট সেলাই মজুরীসহ (কাপড় নমুনা অনুযায়ী)	১৬ সেট				
৩	৩		নাম ফলক নমুনা অনুযায়ী	১৬ টি				
৪	৪		জুতা, বাটা কাল অক্সফোর্ড সু	১৬ জোড়া				
৫	৫		মোজা কালো	৩২ জোড়া				
৬	৬		ছাতা কালো (নমুনা অনুযায়ী)	১৬ টি				

গ্রীষ্মকালীন সাজ পোষাক (মহিলা)

১	১	মোট কর্মচারী (মহিলা) ৭ জন	শাড়ী জর্জেট নমুনা অনুযায়ী	১৪ টি				
২	২		শাড়ী সূতী নমুনা অনুযায়ী	১৪ টি				
৩	৩		ব্লাউজ ফুল হাতা কাপড় নমুনা অনুযায়ী	১৪ টি				
৪	৪		ব্লাউজ হাফ হাতা কাপড় নমুনা অনুযায়ী	১৪ টি				
৫	৫		পেটি কোট কাপড় নমুনা অনুযায়ী	২৮ টি				
৬	৬		নাম ফলক নমুনা অনুযায়ী	৭ টি				
৭	৭		জুতা/সেন্ডেল	১৪ জোড়া				
৮	৮		মোজা কালো নমুনা অনুযায়ী	১৪ জোড়া				
৯	৯		ছাতা রঞ্জীন নমুনা অনুযায়ী	৭ টি				

B) গাড়ী চালক (২০১৬ ইং)

গ্রীষ্মকালীন সাজ-পোষাক গাড়ী চালক

1	2	3	4	5	6	7	8	9
১	১	মোট	নাম ফলক	৩ টি				
২	২	গাড়ী চালক ৩ জন	ছাতা কালো	৩ টি				

শীত কালীন সাজ-পোষাক (গাড়ী চালক)

1	2	3		4	5	6	7	8	9
১	১	মোট গাড়ী	ফুল সাফারী চকোলেট		৩ সেট				
১	২	চালক ৩ জন	ভি গলা ফুল সুয়েটার নেভী ব্লু		৩ টি				

Total Amount for supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)

In figure

In Words

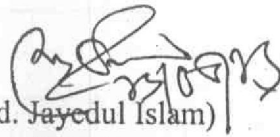
Goods to be supplied to	Bangladesh Sericulture Development Board,Rajshahi.
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	20 days from date of issuing the purchase order.
Warranty Provided	3 (Three) months from date of completion of the delivery.

[insert number] number corrections made by me/us have 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:
Name of Quotationer	

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 kind of takes, duties,fees,levies,and other charger earlier paid or to be paid under the Applicable Law, if the Contract is awarded; includng 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.


(Md. Jayedul Islam)

Secretary

Bangladesh Sericulture Development Board,
Rajshahi.

**Bangladesh Sericulture Development Board
Rajshahi.**

Technical Specification of the Goods Required

A) ৪র্থ শ্রেণীর কর্মচারী

গ্রীষ্মকালীন সাজ পোষাক (পুরুষ)

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
১	১	ফুল সাফারী সেট	গায়ের মাপ ও নমুনা অনুযায়ী	বাংলাদেশ	
২	২	হাফ সাফারী সেট	-ঐ-	বাংলাদেশ	
৩	৩	নাম ফলক	নমুনা অনুযায়ী	বাংলাদেশ	
৪	৪	জুতা, বাটা কালো	অক্সফোর্ড সু	বাংলাদেশ	
৫	৫	মোজা কালো	নমুনা অনুযায়ী	বাংলাদেশ	
৬	৬	ছাতা কালো	নমুনা অনুযায়ী	বাংলাদেশ	

গ্রীষ্মকালীন সাজ পোষাক (মহিলা)

১	১	শাড়ী জর্জেট	নমুনা অনুযায়ী	বাংলাদেশ	
২	২	শাড়ী সূতী	নমুনা অনুযায়ী	বাংলাদেশ	
৩	৩	ব্লাউজ নমুনা অনুযায়ী	ফুল হাতা	বাংলাদেশ	
৪	৪	পেটি কোট	হাফ হাতা	বাংলাদেশ	
৫	৫	নাম ফলক	নমুনা অনুযায়ী	বাংলাদেশ	
৬	৬	সুতা/সেভেল	নমুনা অনুযায়ী	বাংলাদেশ	
৭	৭	জুতা/সেভেলমোজা	নমুনা অনুযায়ী	বাংলাদেশ	
৮	৮	মোজা কালো নমুনা অনুযায়ী	কালো রং এর	বাংলাদেশ	
৯	৯	ছাতা রঞ্জীন	নমুনা অনুযায়ী	বাংলাদেশ	

B) গ্রীষ্মকালীন সাজ পোষাক (গাড়ী চালক)

১	১	নাম ফলক	নমুনা অনুযায়ী	বাংলাদেশ	
২	২	ছাতা কালো	নমুনা অনুযায়ী	বাংলাদেশ	

শীতকালীন সাজ পোষাক (গাড়ী চালক)

১	১	ফুল সাফারী সেট চকোলেট	নমুনা অনুযায়ী	বাংলাদেশ	
২	২	ফুল শুষ্টার নেভী ব্লু	ডি-গলা নমুনা অনুযায়ী	বাংলাদেশ	

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:
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 specification 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.



(Md. Jayedul Islam)
Secretary

Bangladesh Sericulture Development Board,
Rajshahi.