

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
গৃহায়ন ও গণপূর্ত মন্ত্রণালয়  
নগর উন্নয়ন অধিদপ্তর, রাজশাহী আঞ্চলিক অফিস  
সপুরা, রাজশাহী  
ওয়েবসাইটঃ



<http://udd.rajshahidiv.gov.bd>

নম্বর ২৫.৪৫.৫০০০.১০১.১০.০০১.১৮.৩৭৯

তারিখ: ২৩ অগ্রহায়ণ ১৪২৮

০৮ ডিসেম্বর ২০২১

বিজ্ঞপ্তি/নোটিশ

বিষয়: **Request for Quotation for Supply of Different Accessories, Snacks and Lunch for Arrangement of Seminar**

To

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\_\_\_\_\_

\_\_\_\_\_

1. The Urban Development Directorate, Rajshahi Regional Office 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 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 or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 14/12/2021 at 12.00 pm. The envelope containing the Quotation must be clearly marked "QUOTATION For "Supply of Different Accessories, Snacks and Lunch for Arrangement of Seminar" and DO NOT OPEN before 14/12/2021 at 12.30 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 the documents related to (1) **Trade License**, (2) **Tax Identification Number (TIN) Certificate**, and (3) **VAT Registration No.** 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 delivery of Different Accessories, Snacks and Lunch for Arrangement of Seminar shall be completed as per direction of officer in charge 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.



৮-১২-২০২১

মোঃ ফখরুল ইসলাম

সিনিয়র প্ল্যানার (অতিরিক্ত দায়িত্ব)

ফোন: ০৭২১৭৬১৬৮২

ইমেইল: [spr@udd.gov.bd](mailto:spr@udd.gov.bd)

অনুলিপি অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) নিরীক্ষা ও হিসাব রক্ষণ অফিসার, বিভাগীয় হিসাব নিয়ন্ত্রকের কার্যালয়, রাজশাহী বিভাগ, রাজশাহী
- ২) মোঃ আব্দুল ওয়াহাব, সহকারী প্ল্যানার, নগর উন্নয়ন অধিদপ্তর, রাজশাহী আঞ্চলিক অফিস
- ৩) সহকারি পরিচালক (আলুবীজ), বিএডিসি হিমাগার, বিএডিসি, রাজশাহী ও সদস্য, স্বল্পমূল্যের দরপত্র মূল্যায়ন কমিটি, নগর উন্নয়ন অধিদপ্তর, রাজশাহী আঞ্চলিক অফিস, রাজশাহী
- ৪) নোটিশ বোর্ড কপি
- ৫) অফিস কপি

## Quotation Submission Letter

Memo No: .....

Date:DD/MM/YY

To:

Senior Planner  
Urban Development Directorate (UDD)  
Urban Development Directorate, Rajshahi Regional Office  
Sopura, Rajshahi

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named "Different Accessories, Snacks and Lunch for Arrangement of Seminar" for Urban Development Directorate (UDD), Rajshahi Regional Office, Rajshahi.

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 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

Seal:

Date:





Schedule of Items and Priced Quotation

Memo No: .....

Date:DD/MM/YY

Sl no	Item No	Description of Items	Unit	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
১	১	ব্যানার পিভিসি প্রিন্ট (সাইজ ৫'x১৬')	টি	১				UDD, Rajshahi Regional Office, Sopura, Rajshahi
২	২	রাইটিং প্যাড, সাইজঃ A4	টি	৫০				
৩	৩	কলম Matador Pin Point Pen বা সমমান	টি	৫০				
৪	৪	ফেস্টুন ও পোস্টার, প্যানা ফ্লেক্স প্রিন্ট (সাইজঃ ৩'x৪')	টি	১৫				
৫	৫	ফটোকপি	সেট	৫০				
৬	৬	অংশগ্রহণকারীদের জন্য হ্যান্ড স্যানিটাইজার	টি	৫০				
৭	৭	অংশগ্রহণকারীদের জন্য তিন স্তর বিশিষ্ট কাপড়ের মাস্ক	টি	৫০				
৮	৮	নাস্তা	জন	৮৫				
৯	৯	খাবার	জন	৮৫				
১০	১০	পানির বোতল, ৫০০ এমএল	জন	৮৫				
১১	১১	মঞ্চ ও সেমিনার কক্ষ ফুল, বেলুন ও জরি দিয়ে সাজানো এবং সাউন্ড সিস্টেম	টি	১				
১২	১২	সেমিনার হল রুম ভাড়া	টি	১				
১৩	১৩	ফুলের ডালি	টি	৩				
১৪	১৪	ফুলের তোড়া	টি	৪				
১৫	১৫	এ্যারোসল ACI Aerosol Insect Spray 350 ml সমমান	টি	১				
১৬	১৬	এয়ার ফ্রেশনার, Fresh N Fresh Air Freshener Lavender 300 ml বা সমমান	টি	২				
১৭	১৭	ফেসিয়াল টিস্যু	টি	৫				
১৮	১৮	টয়লেট টিস্যু	টি	৫				
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			UDD, Rajshahi Regional Office, Sopura, Rajshahi					
Total Amount in figure			[Enter the Total Amount as in Col. 7 above for the delivery of Goods and related services].					
Taka (in words)								
Delivery Offered			01 (One) weeks from date of issuing the Purchase Order]					
Warranty Provided			N/A					

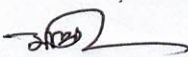
[ ] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until [insert Quotation Validity date].

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Note:

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









**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 as per direction of officer in charge from the date 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 .....
12. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. 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 .



14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. 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.
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. **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.**
18. 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.
19. 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.
20. 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.

<b>For the Purchaser:</b>	<b>For the Supplier:</b>
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date



## Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation.  
Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if any); and
- (e) A Paper of VAT Registration Number

