

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



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

নম্বর ২৫.৪৫.৫০০০.১০১.০২.০০৩.১৮.২২১

তারিখ: ১২ জ্যৈষ্ঠ ১৪২৯

২৬ মে ২০২২

বিজ্ঞপ্তি/নোটিশ

বিষয়: **Request for Quotation for Supply of Uniform and Related Items for 4th Class Staff (Grade 17-20)**

To

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 items 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 05/06/2022 at 12.00 pm. The envelope containing the Quotation must be clearly marked "QUOTATION For "Supply of Uniform and Related Items for 4th Class Staff (Grade 17-20)" and DO NOT OPEN before 05/06/2022 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 Supply of Uniform and Related Items for 4th Class Staff (Grade 17-20) 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.

Attachment:

1. Standard Documents 05 (Five) Page



২৬-৫-২০২২

মোঃ ফখরুল ইসলাম

সিনিয়র প্ল্যানার (অতিরিক্ত দায়িত্ব)

ফোন: ০২৫৮-৮৮৬২৫২৬

ইমেইল: spr@udd.gov.bd

অবগতি ও কার্যার্থে (প্রয়োজ্য ক্ষেত্রে) প্রেরণ করা হল:

- ১) নিরীক্ষা ও হিসাব রক্ষণ অফিসার, বিভাগীয় হিসাব নিয়ন্ত্রকের কার্যালয়, রাজশাহী বিভাগ, রাজশাহী
- ২) সহকারি পরিচালক (আলুবীজ), বিএডিসি হিমাগার, বিএডিসি, রাজশাহী ও সদস্য, স্বল্পমূল্যের দরপত্র মূল্যায়ন কমিটি, নগর উন্নয়ন অধিদপ্তর, রাজশাহী আঞ্চলিক অফিস, রাজশাহী
- ৩) স্টাট লিপিকার(পিএ), পরিচালক এর দপ্তর, নগর উন্নয়ন অধিদপ্তর (পরিচালক মহোদয়ের সদয় অবগতির জন্য)
- ৪) জনাব মোঃ রমজান আলী, রেখাকার ও সদস্য সচিব, স্বল্পমূল্যের দরপত্র মূল্যায়ন কমিটি, নগর উন্নয়ন অধিদপ্তর, রাজশাহী আঞ্চলিক অফিস, রাজশাহী
- ৫) দাপ্তরিক ওয়েবপোর্টাল (<http://udd.rajshahidiv.gov.bd>)
- ৬) নোটিশ বোর্ড কপি
- ৭) অফিস কপি