

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

District Cooperative Office, Bogra

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জেলা সমবায় কার্যালয়
বগুড়া

www.cooperative.bogra.gov.bd

REQUEST FOR QUOTATION

For

জেলা সমবায় কার্যালয়, বগুড়া এর আসবাবপত্র ক্রয় কাজ

RFQ No: District Cooperative Office, Bogra/RFQ- 03/2020-2021

Memo no: 140

Date: 25/02/2021

To,

M/S Manob Kallyan Group

Shabgram Southprara, Chandanbisha Road, Bogura.

01. The **District Cooperative Office, Bogra** 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.

02. Detailed Specification, Design & Drawings for the intended Works and physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.

03. Quotation is being requested on **Unit-Rate** basis.

04. 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.
05. 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 execution of the Works (if awarded) respectively.
06. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before** up to **24/03/2021 at 09.00 AM to 01.00 PM**. The envelope containing the Quotation must be clearly marked **“Quotation for “জেলা সমবায় কার্যালয়, বগুড়া এর আসবাবপত্র ক্রয় কাজ”** and **DO NOT OPEN** before up to **03.00 PM 24/03/2021**. Quotations received later than the time specified herein shall not be accepted.
07. 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.
08. 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.
09. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at least **30 (Thirty) days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.
13. 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.
14. 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.
15. 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.

16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The execution of Works and physical services shall be completed within 07 (**Seven**) days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 01(**one**) day of receipt of approval from the Approving Authority. The Contract shall have to be signed within 07 (**Seven**) day of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Md. Ferdus Rahman
Member Secretary

Quotation Committee

&
Deputy Assistant Registrar
District Cooperative Office
Bogra.

Memo no: 140

Date: 25/02/2021

Copy Forwarded for Kind Information/Information and necessary action to:

1. Notice Board, District Cooperative Office, Bogura.
2. Office File.

Md. Ferdus Rahman
Member Secretary

Quotation Committee

&
Deputy Assistant Registrar
District Cooperative Office
Bogra.

Bill of Quantities

NAME OF THE WORK: জেলা সমবায় কার্যালয়, বগুড়া এর আসবাবপত্র ক্রয় কাজ।

Item No.	Description of Items of Works	Technical Specification/Description	Unit	Price per Pices	Total
01.	জেলা সমবায় কার্যালয়, বগুড়া এর আসবাবপত্র ক্রয়	মালয়েশিয়ান (মায়া) বোর্ড দ্বারা তৈরী র্য়াক/ ফাইল ক্যাবিনেট	12P		
02.	জেলা সমবায় কার্যালয়, বগুড়া এর কম্পিউটার ও আনুষঙ্গিক	ভালো মানের কাঠ দ্বারা তৈরী অফিসিয়াল চেয়ার	5P		

Md. Ferdus Rahman
Member Secretary

Quotation Committee

&

Deputy Assistant Registrar
District Cooperative Office
Bogra.