

বাংলাদেশ জাতীয় সংসদ সচিবালয়
পরিবহন শাখা

REQUEST FOR QUOTATION

of

ঢাকা মেট্রো-চ-৫১-২৫১১ নম্বর মাইক্রোবাস মেরামত

RFQ No: ১১.৬০০.০২৬.০৩.২০১০. ৬১৯

Date: ২৯ চৈত্র, ১৪১৭ বঙ্গাব্দ
১২ এপ্রিল, ২০১১ খ্রিস্টাব্দ

To

Quotationers Name : ঢাকা মেট্রো-চ-৫১-২৫১১ নম্বর মাইক্রোবাস মেরামত

1. The Bangladesh Parliament Secretariat 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 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 or by fax or through electronic mail shall be submitted to the office (**Senior Assistant Secretary (Transport Section) (West Block, Room No-135, Level-Ground Floor)**) of the undersigned within 12-30 PM on or before **20/04/2011**. The envelope containing the Quotation must be clearly marked "Quotation for Dhaka Metro Cha-51-2511 Microbus and **DO NOT OPEN** before **20/04/2011**. 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 7** 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 45 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 (2009-2010)**, **Tax Clearance Certificate (2009-2010)**, (তবে কোম্পানীর ক্ষেত্রে কোম্পানী সর্বশেষ আয়কর পরিশোধের সার্টিফিকেট) **VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; 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 reappearing and related services shall be completed within 15 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 30 days of receipt of approval from the Approving Authority.
18. There should be 1 (One) year warranty period.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name: Md. Mohoshin Ali.

Designation: Senior Assistant Secretary

Date :

Address : Bangladesh Parliament Secretariat(Transport Section), Ground Floor, Room No-131

Phone No 9125742 Fax No e-mail

Distribution:

অনুলিপি সদয় অবগতির জন্য :

- ১। যুগ্ম-সচিব (এএস) মহোদয়ের ব্যক্তিগত কর্মকর্তা, বাংলাদেশ জাতীয় সংসদ সচিবালয়, ঢাকা।
- ২। উপ-সচিব (প্রশাসন-১) মহোদয়ের ব্যক্তিগত কর্মকর্তা, বাংলাদেশ জাতীয় সংসদ সচিবালয়, ঢাকা।

অনুলিপি সদয় কার্যার্থে :

- ১। ঢাকা বিভাগীয় কমিশনার এর কার্যালয়, সেগুন বাগিচা, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ২। নির্বাহী কর্মকর্তা, ঢাকা সিটি কর্পোরেশন, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৩। প্রধান প্রকৌশলীর কার্যালয় (এলজিআরডি ভবন), আগারগাও, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৪। জেলা প্রশাসকের কার্যালয়, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৫। নির্বাহী প্রকৌশলী (গণপূর্ত ই/এম, বিভাগ-৭), শেরে বাংলা নগর, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৬। সিনিয়র সিস্টেম এনালিস্ট, কম্পিউটার সেল, জাতীয় সংসদ সচিবালয়, ঢাকা। কোটেশনটি সংসদ সচিবালয়ের ওয়েব সাইট (www.parliament.gov.bd) এ প্রকাশের ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো।
- ৭। সুপারিনটেন্ডেন্ট, শেরে বাংলা নগর সদস্য ভবন, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৮। সুপারিনটেন্ডেন্ট, নাখালপাড়া সদস্য ভবন, ঢাকা। কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।
- ৯। সংসদ ভবন নোটিশ বোর্ড।

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: ১১.৬০৭.০২৬.০৩.২০১০. ৬১৯

Date: ২৯ চৈত্র, ১৪১৭ বঙ্গাব্দ
১২ এপ্রিল, ২০১১ খ্রিস্টাব্দ

To:

*Bangladesh Parliament Secretariat
Transport Section*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named 12(4)- Purses of Two Switches for the Internet of Parliament Secretariat.

The total Price of my/our Quotation is BDT -----

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 12/04/2011.

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:

Price Schedule for Goods and Related Services

RFQ No: ১১.৬০৫.০২৬.০৩.২০১০.

Date:

এপ্রিল, ২০১০ খ্রিঃ ।

Sl no	Description of items	Quantity	Unit Rate of Price		Total Amount		Destination for Delivery of Goods
			In figure	In words	In figure	In words	
1	2	3	4	5	6	7	
01.	ঢাকা মেট্রো-৮-৫১-২৫১১ নম্বর মাইক্রোপাস মোরামত	০১ টি					
Total Amount for reappearing (Inclusive of VAT and all taxes)		In figure					
		In words					
Delivery Offered							
Warranty Provided		One Year					

[insert number] number corrections made by me/us have been duly initiated 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:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 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.

Technical Specification of the Goods Required

Sl No	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5
	ঢাকা মেট্রো-চ-৫১-২৫১১ নম্বর মহিক্রোবাস মেরামত	চার চাকার ব্রেক সু ও ব্রেক প্যাড	-১ সেট	
		সামনের চাকার ডিস্ক ড্রাম		
		মাস্টার সিলিভার কিট	-১ সেট	
		বল পয়েন্ট	- ১ সেট	
		হুইল সিলিভার বাকেট	-১ সেট	
		বল জয়েন্ট	- ১ সেট	
		ন্যাকেল জয়েন্ট	-১ সেট	
		টাই রড এন্ড	-১ সেট	
		সাসপেনশন রাবার বুশ	-১ সেট	
		হ্যাঙ্গার বুশ	-১ সেট	
		শকএ্যাবজারবার	- ৪ টি	
		টায়ারসহ টিউব	-১ টি	
		জগ	-১ টি	
		ফ্লোর ম্যাট ও কার্পেটিং	-১ সেট	
		ফ্যান বেল্ট	-১ টি	
		আংশিক ডেকিং		
		আংশিক পেইন্টিং		
		ম্যাট	-৩ টি	
		সিট মেরামত		
	পাওয়ার সিটয়ারিং বক্স বদলী			
	সম্পূর্ণ ইলেকট্রিক লাইন চেকিং ও মেরামত			
	Warranty	1 (One) year full Warranty		

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:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications 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.
- 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.

18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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.

For the Purchaser:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date

