

নং- ১৪.৩৯.০০০০.০১২.০৭.০০৬.২২-৯৩

তারিখ: ২২/০৩/২০২৩ খ্রিঃ

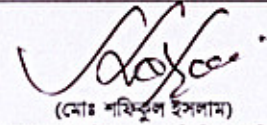
## কোটেশন বিজ্ঞপ্তি

বাংলাদেশ স্যাটেলাইট কোম্পানি লিমিটেড (বিএসসিএল) এর জন্য জরুরী ভিত্তিতে "স্টেশনারী ও ক্লিনিং আইটেম" RFQ পদ্ধতিতে ক্রয়ের নিমিত্ত প্রকৃত সরবরাহকারী/ব্যবসায় প্রতিষ্ঠানের নিকট হতে (কোটেশন প্রদানের অনুরোধ জ্ঞাপন) Request for Quotation (RFQ) পদ্ধতিতে নিম্নোক্ত পণ্য সরবরাহের জন্য দরপত্র আহ্বান করা যাচ্ছেঃ

ক্রঃ নংঃ	মালামালের বিবরণ	পরিমাণ
১।	"Stationary & Cleaning Items for BSCL"	বিবরণ অনুযায়ী

### কোটেশন শর্তাবলীঃ

০১	মন্ত্রণালয়/বিভাগ	: ডাক ও টেলিযোগাযোগ বিভাগ
০২	প্রকিউরিং এনটিটি	: ব্যবস্থাপনা পরিচালক, বাংলাদেশ স্যাটেলাইট কোম্পানি লিমিটেড (বিএসসিএল)
০৩	দরপত্র আহ্বানের সূত্র ও তারিখ	: নং- ১৪.৩৯.০০০০.০১২.০৭.০০৬.২২.৮৮ ; তারিখ: ২২/০৩/২০২৩ খ্রিঃ
০৪	প্রকিউরিং পদ্ধতি	: Request For Quotation (RFQ)
০৫	বাজেট এবং অর্থায়নের উৎস	: ২০২২-২০২৩ অর্থ বছরের বাজেট
০৬	কোটেশন প্রকাশের তারিখ	: ২২.০৩.২০২৩ খ্রিঃ
০৭	কোটেশন বিতরণের শেষ তারিখ ও সময়	: ২৮.০৩.২০২৩ খ্রিঃ, বেলা ০২:০০ টায়
০৮	কোটেশন দাখিলের তারিখ ও সময়	: ২৯.০৩.২০২৩ খ্রিঃ, বেলা ১২:০০ টায়
০৯	কোটেশন খোলার তারিখ ও সময়	: ২৯.০৩.২০২৩ খ্রিঃ, বেলা ১২:১৫ টায়
১০	কোটেশন দলিল সরবরাহের অফিস ও কোটেশন গ্রহণকারীর অফিস	: ব্যবস্থাপনা পরিচালক, বাংলাদেশ স্যাটেলাইট কোম্পানি লিমিটেড (বিএসসিএল), সেল রোড-এন-ডেল, ১১৬ কাজী নজরুল ইসলাম এ্যাভিনিউ ঢাকা-১০০০, বাংলাদেশ।
১১	কোটেশন দাতার যোগ্যতা	: পাবলিক প্রকিউরিং বিধিমালা ২০০৮ এবং সংশ্লিষ্ট কাজের জন্য প্রণীত কোটেশন দলিলের শর্তানুযায়ী।
১২	কোটেশন আহ্বানকারীর নাম, পদবী ও ঠিকানা	: ব্যবস্থাপনা পরিচালক, বাংলাদেশ স্যাটেলাইট কোম্পানি লিমিটেড (বিএসসিএল), সেল রোড-এন-ডেল, ১১৬ কাজী নজরুল ইসলাম এ্যাভিনিউ ঢাকা-১০০০, বাংলাদেশ।
১৩	কোটেশন শর্তাবলী	: ক) পাবলিক প্রকিউরিং এ্যাক্ট ২০০৬ ও বিধিমালা ২০০৮ এর শর্তাবলী ছাড়াও সিডিউলে বর্ণিত এবং বিসিএসসিএল কর্তৃক নির্ধারিত ও যে কোন সময় আরোপিত শর্তাবলী মানতে বাধ্য থাকবে। খ) ভ্যাট রেজিস্ট্রেশন, ট্রেড লাইসেন্স, আয়কর প্রদানের সনদপত্র ইত্যাদি হালনাহাদ থাকতে হবে। গ) কোটেশন সংক্রান্ত যাবতীয় তথ্যাবলী নিম্নস্বাক্ষরকারীর অফিসে অফিস চলাকালীন সময়ে জানা যাবে। ঘ) কর্তৃপক্ষ কোন কারণ প্রদর্শন ব্যতীত দাখিলকৃত যে কোন / সকল কোটেশন গ্রহণ বা বাতিল করার ক্ষমতা সংরক্ষণ করেন। ঙ) দাবীকৃত বিল হতে সরকারী নিয়মানুসারে আয়কর ও ভ্যাট ( প্রযোজ্য ক্ষেত্রে) কর্তন করা হবে। চ) দাখিলকৃত দর বাজার দরের সাথে সামঞ্জস্যপূর্ণ না হলে কোটেশন বাতিল করা হবে। ছ) সফল দরদাতাকে কাজ সম্পন্ন করার পর নিয়মনুযায়ী কাজের গ্যারান্টি/ওয়ারেন্টি প্রদান করতে হবে।



(মোঃ শফিকুল ইসলাম)  
ব্যবস্থাপনা পরিচালক (অতিরিক্ত দায়িত্ব),  
বিসিএসসিএল  
ফোন : ৪১০০০৯১-৯৩

অনুলিপি সদয় অবগতি/অবিগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলঃ

০১। নোটিশ বোর্ড, বিএসসিএল।

০২। ওয়েবসাইট (www.bscl.gov.bd)।







## **Bangladesh Satellite Company Limited (BSCL)**

### **Request for Quotation Document (National) For Procurement of**

### **Stationary & Cleaning Items for BSCL.**

**Invitation Ref No.-14.39.0000.012.07.006.22-88; Dated: - 21 March, 2023**



**Bangladesh Satellite Company Limited (BSCL)  
SEL Rose-N-Dale (Level 7 & 8)  
116 Kazi Nazrul Islam Avenue, Dhaka**

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PG1 (SRFQ)



## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that Video in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.





Bangladesh Satellite Company Limited (BSCL)  
Sel Rose-N-Dale, 116 Kazi Nazrul Islam Avenue

## REQUEST FOR QUOTATION

For

Procurement of

Stationary & Cleaning Items for BSCL.

RFQ No: 14.39.0000.012.07.006.22-88

Date: 21/03/2023

To

[insert name and address of the Quotationers]

1. The **Bangladesh Satellite Company Limited (BSCL)** 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 of the undersigned before **29 March 2023 12:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of Stationary & Cleaning Items for BSCL.**" and **DO NOT OPEN** before before **29 March 2023 12:15 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 latest documents related to valid **Trade License, Tax Identification Number (TIN), 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 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 7 days 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: Md. Shafiqul Islam

Designation: **Managing Director (Additional Charge)**

Date: 21 March 2023

Address: 116 Kazi Nazrul Islam Avenue, Dhaka-1000

Phone No: 02-41030091-92

**Distribution:**

1. Notice Board.
2. Website ([www.bscsl.com.bd](http://www.bscsl.com.bd))





## Quotation Submission Letter

[Use Letter-head Pad]

Ref : 14.39.0000.012.07.006.22-88;

Date: 21/03/2023

To:

*Managing Director  
Bangladesh Satellite Company Limited (BSCL)  
Sel Rose-N-Dale,  
116 Kazi Nazrul Islam Avenue*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named 'Procurement of Stationary & Cleaning Items for BSCL.'

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 have examined and have no reservations to the RFQ Document issued by you on dd yy mmmm.

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:



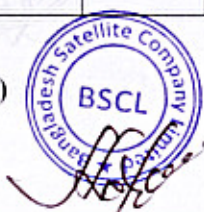


## Price Schedule for Goods and Related Services

Ref: 14.39.0000.012.07.006.22-88;

Date: 21/03/2023

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	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Aerosol spray	Bottle	05				Bangladesh Satellite Company Limited. 116 Kazi Nazrul Islam Avenue.
2	2	Air Freshener Packet	Packet	10				
3	3	Air Freshener Regular	Bottle	10				
4	4	Battery AA	Piece	20				
5	5	Car Wash Liquid	Bottle	03				
6	6	Facial Box Tissue	Box	36				
7	7	Gamcha	Piece	06				
8	8	Glass Cleaner Refill	Bottle	06				
9	9	Hand Wash Refill	Gallon	2 gallon				
10	10	Napkin Tissue	Packet	10				
11	11	Polythene Bag Transparent	KG	4 kg				
12	12	Toilet Cleaner	Bottle	12				
13	13	Toilet Tissue	Piece	100				
14	14	Polythene Bag Transparent	KG	5				
15	15	Hand towel	Piece	72				
16	16	Battery AAA	Piece	32				
17	17	Cartridge Paper	Piece	100				
18	18	Gel Pen	Piece	12				
19	19	Paper A4 Size 80 GSM	Ream	25				
20	20	Register Book General	Piece	5				
21	21	Masking Tape	Roll	10				
22	22	Ring File A4	Piece	5				
23	23	Ring File L-Size	Piece	5				





24	24	DVD	Piece	500			
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure	
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In words	
Goods to be supplied to:						Sel Rose-N-Dale 7 <sup>th</sup> & 8 <sup>th</sup> floor, 116 Kazi Nazrul Islam Avenue, Dhaka 1000.	
Total Amount in Taka (in words)							
Delivery Offered			[insert weeks/days] from date of issuing the Purchase Order]				
Warranty Provided			0				

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

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
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

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	Aerosol spray	<ul style="list-style-type: none"> <li>Minimum 800 ml can</li> <li>Able to kill Mosquitoes &amp; Flies, With non-flammable gas</li> <li>Without any harmful chemicals for humans</li> <li>With odor remover and good fragrance</li> <li>Expiry date should be min 12 months</li> </ul>		
2	2	Air Freshener Packet	<ul style="list-style-type: none"> <li>at least 50g weight each Block/Pcs</li> <li>Various Fragrance, Convenient and long-lasting air freshener,</li> <li>Can be placed anywhere (indoor)</li> <li>Expiry date should be min 12 months</li> </ul>		
3	3	Air Freshener Regular	<ul style="list-style-type: none"> <li>Volume 300ml can with good quality sprayer</li> <li>Made from natural perfumes,</li> <li>various fragrance, Deodorizes environment with long lasting bursts of fragrance</li> <li>Expiry date should be min 12 months</li> </ul>		
4	4	Battery AA	<ul style="list-style-type: none"> <li>AA Alkaline Battery,</li> <li>1.5 Volt</li> <li>Expiry date should be min 12 months</li> </ul>		
5	5	Car Wash Liquid	<ul style="list-style-type: none"> <li>Minimum 500ml good quality plastic container with curve neck</li> <li>PH natural and safe for human skin, Easily remove deep stain, oil etc</li> <li>Expiry date should be min 12-24 months</li> </ul>		
6	6	Facial Box Tissue	<ul style="list-style-type: none"> <li>Facial Tissue</li> <li>Sheet: 300</li> <li>Soft and Hygienic</li> <li>Perfumed</li> <li>Expiry date should be 24 months</li> </ul>		
7	7	Gamcha	<ul style="list-style-type: none"> <li>Minimum 58 inches * 24 Inches</li> <li>Soft Fabric &amp; soaking well,</li> <li>Material Description: 100% Cotton, Multicolor</li> </ul>		



Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
8	8	Glass Cleaner Refill	<ul style="list-style-type: none"> <li>Minimum 500 ml good quality plastic container</li> <li>With spot removing quality, useable on glass, plastic, laminates and other accessories such as car windshield, refrigerator, etc.</li> <li>Expiry date should be min 12 months</li> </ul>		
9	9	Hand Wash Refill	<ul style="list-style-type: none"> <li>Minimum 5000 ml bottle with a good quality gallon</li> <li>Ensure germ free hand and moisturize (preferable). Concentrate, fragrance, color &amp; attractive packaging are the visible supporting value; soap based</li> <li>Expiry date should be min 12 months</li> </ul>		
10	10	Napkin Tissue	<ul style="list-style-type: none"> <li>Size: Minimum 13*13", 1 Ply, 100 Pcs</li> <li>Good Quality Paper and Absorbent Capability, White color, NON-PERFUMED.</li> <li>Expiry date should be min 12 months</li> </ul>		
11	11	Polythene Bag Transparent	<ul style="list-style-type: none"> <li>36X24 Inches</li> <li>Color: White</li> <li>Good Quality</li> <li>Expiry date should be min 12 months</li> </ul>		
12	12	Toilet Cleaner	<ul style="list-style-type: none"> <li>Minimum 1 litre good quality plastic container with curve neck</li> <li>Toilet Cleaning Liquid for bathroom and toilet floor and accessories, cleans tough floor stains, kills 99% of the germs, fresh smelling and sparkling clean,</li> <li>Expiry date should be min 12 months</li> </ul>		
13	13	Toilet Tissue	<ul style="list-style-type: none"> <li>Size: minimum 100*110 to 100*120 mm, Core Diameter: minimum 48-50 mm, Number of Sheet: 174*2 ply or above, Weight: 75 gm or above</li> <li>Good Quality Paper and Absorbent Capability, White color</li> <li>Expiry date should be min 12 months</li> </ul>		



SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
14	14	Polythene Bag Transparent	<ul style="list-style-type: none"> <li>a) 55 x 35 inches</li> <li>b) Color: Black</li> <li>Good Quality</li> <li>Expiry date should be min 12 months</li> </ul>		
15	15	Hand towel	<ul style="list-style-type: none"> <li>Hand Towel (250X1 Ply)</li> <li>High absorbency</li> <li>Smooth texture</li> <li>Fade resistance</li> <li>Good quality and Fresh product</li> </ul>		
16	16	Battery AAA	<ul style="list-style-type: none"> <li>AAA Alkaline Battery,</li> <li>1.5 Volt</li> <li>Expiry date should be min 12 months</li> </ul>		
17	17	Cartridge Paper	<ul style="list-style-type: none"> <li>Standard Quality in Market</li> </ul>		
18	18	Gel Pen	<ul style="list-style-type: none"> <li>0.55 mm.</li> <li>Waterproof Ink.</li> <li>Comfortable textured Grip.</li> <li>Leak proof Technology for higher writing length.</li> <li>Smudge-free writing for document safety.</li> </ul>		
19	19	Paper A4 Size 80 GSM	<ul style="list-style-type: none"> <li>A4 Size 80 GSM White Offset Paper,</li> <li>Quantity Per Ream/Box: 500 Sheets,</li> <li>Thick, Bright &amp; Smooth</li> <li>Color: White,</li> <li>Made from 100% Virgin Pulp</li> </ul>		
20	20	Register Book General	<ul style="list-style-type: none"> <li>Single Line Long register with page numbers,</li> <li>80 GSM Thickness,</li> <li>More than 100 pages with margin</li> <li>Design will be approved by BSCL</li> </ul>		
21	21	Masking Tape	<ul style="list-style-type: none"> <li>Length: 14 Yards</li> <li>Width: 48 mm</li> <li>Leaves no residue</li> <li>Paper-based adhesive tape</li> </ul>		
22	22	Ring File A4	<ul style="list-style-type: none"> <li>Color: Assorted</li> <li>Size: A4, 1.5 Inches</li> <li>Material: PVC</li> <li>Contains: 1 Document Ring File</li> </ul>		
23	23	Ring File L-Size	<ul style="list-style-type: none"> <li>Color : Assorted</li> <li>Material : Plastic</li> <li>Size: 1.5 Inch</li> </ul>		
24	24	DVD	<ul style="list-style-type: none"> <li>Minimum Speed: 16x</li> <li>120 Min</li> <li>Capacity: 4.7GB,</li> <li>Type: DVD-R</li> </ul>		



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 _____ _____ Name of Quotationer	Purchase Order No. _____ _____ Date: dd/mm/yy
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**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 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.
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.

Signature of the Procuring Entity with name and Designation _____ _____ Date: _____	For the Purchaser _____ _____ Date: _____
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[enter here the name and address of the Procuring Entity]

## PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

### ORDER ITEMS

Attached Certified photocopy of approved Priced Schedule for Goods and related services  
Attached Certified photocopy of approved Technical Specification of the Goods Required  
Attached Certified photocopy of Terms and Conditions

For the Purchaser:

Signature of the Procuring Entity with name and Designation

Date

**Attachments:** As stated above





## **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 within **07 days** 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 [insert figure] [in words].
12. The minimum Warranty Period of the Supplies shall be **3 Months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. 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.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.





18. **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.**
19. 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.
20. 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.
21. 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 Supplier with name Designation
Date	Date

