

# Bangladesh Petroleum Institute

Sector-8, Plot- 5a, Uttara Model Town, Dhaka-1230

## REQUEST FOR QUOTATION

For

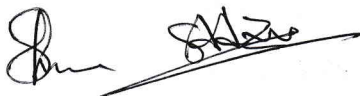
## The Supply of Liveries.

RFQ No: 28.04.0000.006.07.012.19- 502/1

Date: 12-12-2021


To

1. The Bangladesh Petroleum Institute 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 shall be submitted to the office of the undersigned **on or before 12.00 AM. Dated: 27-12-2021**. The envelope containing the Quotation must be clearly marked "Quotation for Supply of Liveries and **DO NOT OPEN before 12.30 PM. Dated: 27-12-2021**". Quotations received later than the time specified herein shall not be accepted.
7. All Quotations 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 Thirty (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. Quotation, 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) 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 Liveries shall be completed within Seven (07) 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 Seven (07) 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

  
(Md. Samsul Alam)  
(Principal Scientific Officer)  
Date: 12-12-2021.

Bangladesh Petroleum Institute.

Distribution:

- |   |  |
|---|--|
| 1. Petrobangla, Petrocentre, 3, Karwan Bazar, Dhaka.            | For information and circulation in their notice board. |
| 2. Titas Gas T&D Co. Ltd, 105, Kazi Nazrul Islam Avenue, Dhaka. |  |
| 3. Rupantarita Prakritik Gas Co. Ltd, 27, Nikunja-2, Dhaka.     |  |
| 4. Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.    | for information and wide circulation                   |
| 5. Customs House, Kurmitola, Dhaka.                             |  |
| 6. Assistant Director, Administration section, BPI, Dhaka.      | for Posting in the web site                            |
| 7. BPI Notice Board.  |  |
| 8. Office File.   |  |



## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 28.04.0000.006.07.012.19- 502A

Date: 12-12-2021

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods]

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 [insert date]

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:

Handwritten signature and a circular stamp, likely a seal, located at the bottom left of the page.

## Price Schedule for Goods and Related Services

RFQ NO.28.04.0000.006.07.012.19-

Date: 12-12-2021

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount
					In figure	In words	<u>In figure</u> <u>In words</u>
1	2	3	4	5	6	7	8
1.	a	Liveries for Drivers (Winter) :					
		I Full Safari Color: Chocolate. (As Per Sample)	Set	01			
		II Full Sweater Color : Navy Blue Neck: V-Shaped.	Set	01			
	b	Liveries for Drivers: (Summer)					
		I Half Safari Color: Chocolate (as per sample)	Set	03			
		II Cap	No	02			
		III Shoe Color: Black	Pair	02			
		IV Sandal Shoe Color: Black	Pair	02			
		V Socks Color: Black	Pair	04			
		VI Umbrella Color: Black	No	01			
		VII Name-Badge	No	01			
02.	a	Liveries for class IV Male Employees (Summer):					
		I Full Safari Color: Blue / Black. (As per Sample)	Set.	11			
		II Half Safari Color: Blue / Black. (As per Sample)	Set.	11			
		III Shoe (Bata, Oxford shoe) Color: Black.	Pair	22			

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		III	Shoe (Bata, Oxford shoe) Color: Black.	Pair	22			
		IV	Socks Color: Black.	Pair	22			
		V	Umbrella Color: Black	No.	11			
		VI	Name-Badge	No	11			
		VII	Waterproof Bag (Black)	No	01			
	b	Liveries for class IV Male Employees (Winter) :						
		I	Full Shirt Color: White (As Per Sample)	No.	11			
		II	Full Sweater Color : Navy Blue Neck: V-Shaped.	No.	11			
03	a	Liveries for class IV Female Employees (Summer):						
		I	Saree (As per sample)					
			(a) Cotton	No.	02			
			(b) Georgette	No.	02			
		II	Blouse (As per sample):					
			(a) High Neck (Long Sleeve)	No.	02			
			(b) Half Sleeve	No.	02			
		III	Petticoats (As per sample)	No.	04			
		IV	Sandal Shoe	Pair	02			
		V	Stocking Color: Black	Pair	02			
		VI	Color Umbrella	No	01			
		VII	Name-Badge	No	01			



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	b	Liveries for class IV Female Employees (Winter) :					
		I	Shawl/Full Sweater	No	01		
		II	Blouse: Full Sleeve	No	01		
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In Figure	
						In Words	
Destination for delivery of Goods				<b>Bangladesh Petroleum Institute.</b>			
Total Amount in Taka (in words)				[Enter the Total Amount as in Col.8 above for the delivery of Goods and related services].			
Delivery Offered				15 days from date of issuing the Purchase Order			
Warranty Provided				06 months from date of completion of the delivery.			

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

Name of Quotationer	Signature of Quotationer with Seal
Date:	

**Note:**

1. Col. 1, 2, 3, 4 and 5 to be filled in by the Procuring Entity and Col.6, 7& 8 by the Quotationer.
2. 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.	Item No	Description of Items	Specification	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	
01.	a	Liveries for Drivers (Winter) :	(I)	Full Safari Color: Chocolate. (As Per Sample)
			(II)	Full Sweater, Color: Navy Blue, Neck: V-Shaped.
	b	Liveries for Drivers (summer):	(I)	Half Safari, Color: Chocolate (As Per Sample)
			(II)	Shoe, Color: Black
			(III)	Sandal Shoe Color: Black
			(IV)	Socks, Color: Black
			(V)	Umbrella, Color: Black
02.	a	Liveries for class IV Male Employees (Summer):	(I)	Full Safari, Color: Blue / Black (As per Sample).
			(II)	Half Safari, Color: Blue /Black (As per Sample).
			(III)	Shoe (Bata, Oxford shoe), Color: Black.
			(IV)	Socks, Color: Black.
			(V)	Umbrella, Color: Black.
			(VI)	Bag, Water-Proof
	b	Liveries for class IV Male Employees (Winter):	(I)	Full Shirt, Color : White, (As Per Sample)
			(II)	Full Sweater, Color : Navy Blue, Neck : V-Shaped
03.	a	Liveries for class IV Female Employees (Summer):	(I)	Saree (As per sample) (a) Cotton (b) Georgette
			(II)	Blouse (As per sample) (a) High Neck Full sleeved (b) Half sleeved

*[Handwritten signatures]*

*[Handwritten mark]*

		(III)	Petticoats (As per sample)
		(IV)	Sandal Shoes
		(V)	Stocking, Color: Black.
		(VI)	Color Umbrella
		(VII)	Name-Badge
b	Liveries for class IV Female Employees (Winter):		
		(I)	Shawl/Full Sweater
		(II)	Blouse : Full Sleeved

I/We declare to supply and Replacement of Liveries offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove.

Name of Quotationer	Signature of Quotationer with Seal
Date:	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity.
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.



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