



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF POWER, ENERGY AND MINERAL RESOURCES**

**POWER DIVISION**

**OFFICE OF THE CHAIRMAN**

**SREDA, Power Division**

**IEB BHABAN, LEVEL-10, RAMNA**

**DHAKA-1000**

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**Request for Quotation (RFQ)  
For Supply of Furniture**

**AS PER PPR-2008**

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**November, 2021**

Ministry of Power Energy & Mineral Resources  
Power Division  
Sustainable and Renewable Energy Development Authority  
IEB Bhaban (10<sup>th</sup> Floor), Ramna, Dhaka-1000.

RFQ No: 27.02.0000.013.07.059.21-189

Date: 23/11/2021

**Subject : Request for Quotation (RFQ) for supply of Furniture**

To :	M/S. .... ..... ..... Phone : Mobile :
Date :	

1. **SREDA, Power Division** Ministry of Power, Energy & Mineral Resources has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation 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 of 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 PM, 02/12/2021**. The envelope containing the Quotation must be clearly marked "**Quotation for the Supply of Furniture**" and **DO NOT OPEN** before **12:30 PM., 02/12/2021.**" Quotations received later than the time specified herein shall not be accepted.
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of 10 (ten) days pursuant to Rule 71 (4) of the public procurement Rules, 2008.
8. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of tax, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
11. Rates shall be Quotationed 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.





12. Quotationer shall have legal capacity to enter into Contract, 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 **Bank Solvency Certificate** without which the Quotation may be considered non-responsive.
13. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least 3 (three) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
14. 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 issuing bound to accept the arithmetic corrections made by Evaluation Committee.
15. The supply of Goods and related services shall be completed within 7 days from the date of issuing the Purchase Order.
16. The Purchase Order constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 5 days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



23.11.2021

Shamim Anowar

Assistant Director (Logistics & Protocol)

**SREDA, Power Division**

Date: 23/11/2021

Address: Level-10, IEB Bhaban, Ramna, Dhaka.

**Distribution:**

1. Member (Administration), SREDA for information.
2. Director (Administration), BTRC for circulation in the BTRC notice board and in the website.
3. Executive Officer (Administration), IEB for circulation in the IEB notice board and in the website.
4. ....
5. PO to Chairman, SREDA, Power Division.
6. Notice Board, SREDA.
7. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: \_\_\_\_\_

Date: .....

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 **Furniture at SREDA, Power Division, IEB Bhaban 9<sup>th</sup> & 10<sup>th</sup> Floor**

**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 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:

Specification of **Furniture**:

Sl	Types of Furniture	Specification	Quantity
1.	Sofa (3 Seater)	H-670mm, W-780, L-1900 High Quality Fabrics	2
2.	Sofa (2 Seater)	H-670mm, W-780, L-1295 High Quality Fabrics	1
3.	Sofa (1 Seater)	H-670mm, W-780, L-685 High Quality Fabrics	2
4.	Center Table	H-475, W-600, L-900 High Quality Glass	2

**PRICE SCHEDULE FOR GOODS AND RELATED SERVICES**

Sl	Types of Furniture	Quantity	Unit Price	Total Price
1.	Sofa (3 Seater)	2		
2.	Sofa (2 Seater)	1		
3.	Sofa (1 Seater)	2		
4.	Center Table	2		

Goods to be supplied to <b>SREDA, Power Division</b>			
<b>Total Amount in Taka (in words)</b>			
Delivery Offered	7 (Seven) Days	Days delivered to Purchaser from date of issue of the Purchase Order by the Purchaser	
Warranty Provided		As mentioned in Technical Specification	

Signature of Quotationer with Seal	Date:
Name of Quotationer	





**Terms and Conditions**  
**for**  
**Supply of Services 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 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.
4. 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.
5. 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.
6. 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.
7. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. 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.
10. The total Contract Price is BDT [Insert Amount] [In word].
11. The minimum Warranty Period of the Supplies shall be **(As mentioned in the technical specification)** 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.
12. The Supplier shall remain liable to fulfil the obligations pursuant to Relevant Rule of the Public Procurement Rules, 2008.
13. 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 .
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
16. **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.**
17. 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 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.
18. 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.
19. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section Relevant of the Public Procurement Act, 2006 and Relevant Rule of the Public Procurement Rules, 2008.