

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
 গৃহায়ন ও গণপূর্ত মন্ত্রণালয়
 নগর উন্নয়ন অধিদপ্তর
 www.udd.gov.bd

স্মারক নং: ২৫.৪৫.০০০০.০০০.১৩.৮০.১৬

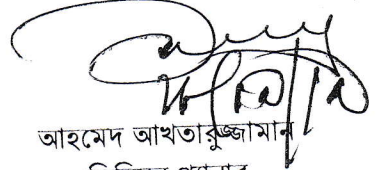
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তারিখ: ২৬/৯/২০১৯

বিষয়: **Request for Quotation for Supply of Food and others for Seminar on
 "World Habitat Day 2019"**
 To

1. The Director, Urban Development Directorate 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. Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) shall not be required for submission of the Quotation and Performance Security shall not be required for 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 26/09/2019 at 2.00 pm. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Food and others for Seminar on "World Habitat Day 2019"**" and DO NOT OPEN before 26/09/2019 at 2.30 pm. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by 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) and VAT Registration Number; 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 7(Seven) 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(Thirty) 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.


 আহমেদ আখতারুজ্জামান
 সিনিয়র প্ল্যানার
 নগর উন্নয়ন অধিদপ্তর

তারিখ-১৭ সেপ্টেম্বর, ২০১৯

স্মারক নং: ২৫.৪৫.০০০০.০০০.১৩.৮০.১৬

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) পরিচালক, পরিচালক এর দপ্তর, নগর উন্নয়ন অধিদপ্তর
- ২) প্রধান হিসাব রক্ষণ অফিসার, গৃহায়ন ও গণপূর্ত মন্ত্রণালয়, ২য় ১২ তলা সেগুনবাগিচা, ঢাকা।
- ৩) উপ-পরিচালক (অতিরিক্ত দায়িত্ব), উপ-পরিচালক এর দপ্তর(গবেষণা ও সমন্বয়), নগর উন্নয়ন অধিদপ্তর
- ৪) সিনিয়র প্ল্যানার, আরবান প্ল্যানিং, নগর উন্নয়ন অধিদপ্তর, ঢাকা। (কোটেশন বিজ্ঞপ্তিটি দপ্তরের ওয়েবসাইটে প্রকাশের অনুরোধ সহ)
- ৫) সিনিয়র প্ল্যানার, থানা সেন্টার প্ল্যানিং-১ ও সভাপতি, QEC নগর উন্নয়ন অধিদপ্তর, ঢাকা।
- ৬) মো: নুরনবী, সহকারী প্রকৌশলী, বাংলাদেশ রুরাল ওয়াটার সাপ্লাই এন্ড স্যানিটেশন প্রকল্প জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা ও সদস্য, QEC, নগর উন্নয়ন অধিদপ্তর, ঢাকা।
- ৭) সহকারী প্রকৌশলী, সহকারী প্রকৌশলী(সার্ভে), নগর উন্নয়ন অধিদপ্তর
- ৮) হিসাব রক্ষণ কর্মকর্তা (অতিরিক্ত দায়িত্ব), হিসাব শাখা, নগর উন্নয়ন অধিদপ্তর
- ৯) প্রশাসনিক কর্মকর্তা, প্রশাসন শাখা, নগর উন্নয়ন অধিদপ্তর (নোটিস বোর্ড, নগর উন্নয়ন অধিদপ্তর, গণপূর্ত অধিদপ্তর, এন.এইচ.এ ও অন্যান্য)

Quotation Submission Letter

[Use Letter-head Pad]

To:
Director
Urban Development Directorate
82, Segunbagicha Dhaka-1000.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply of Food and others stationary for Seminar on “World Habitat Day 2019”

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 19(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

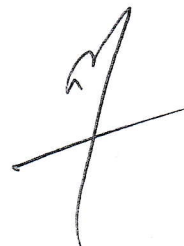
I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

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:

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Price Schedule

Sl no	Description of Items	Unit	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words		
1	2	3	4	5	6	7	8
১।	মধ্যাহ্ন ভোজ সরবরাহ (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক)	প্যাঃ	২৫০				Dhaka
২।	ব্যাগ (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক)	টি	২৫০				
৩।	নোট বুক ও কলম (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক)	টি	২৫০				
৪।	কি-পেপার ফটোকপি (আনুমানিক ১৫ পাতার ১ সেট, উভয় পৃষ্ঠা)	সেট	২৫০				
৫।	ডিজিটাল ব্যানার (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক), ৮ফুটX১৬ফুট	টি	১				
৬।	আমন্ত্রণ পত্র (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক)	টি	২৫০				
৭।	ডায়েস সাজানো (সংশ্লিষ্ট কর্মকর্তার নির্দেশনা মোতাবেক)	টি	১				
৮।	প্রজেক্টর ভাড়া	টি	১				
৯।	মূল প্রবন্ধকারের সম্মানী (সরকারি সর্বশেষ পরিপত্র মোতাবেক)	জন	৬				
১০।	সঞ্চালকের সম্মানী (সরকারি সর্বশেষ পরিপত্র মোতাবেক)	জন	১				
১১।	সহায়ক কর্মচারীদের সম্মানী (সরকারি সর্বশেষ পরিপত্র মোতাবেক)	জন	৩				
১২।	আলোচকের সম্মানী (সরকারি সর্বশেষ পরিপত্র মোতাবেক)	জন	৩				
১৩।	র‍্যাপোর্টিয়ার্স এর সম্মানী (সরকারি সর্বশেষ পরিপত্র মোতাবেক)	জন	২				
Total amount							
Total Amount for Supply of Foods, Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below) for One Seminar					In figure		
					In words		
Goods to be supplied to		Dhaka					
Delivery Offered		07 (Seven) days from date of issuing the Purchase Order					
Warranty Provided							

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

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Terms and Conditions and Payment for


Supply of Food and others stationary for Seminar on "World Habitat Day 2019"

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 [None] 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.

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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:
- fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - 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.
 - 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.

For the Purchaser: 	For the Supplier:
Date ২০/১/১৮ (স্বাক্ষরিত) আর্থিক কর্মসূচী সিনিয়র প্রোগ্রামার রপ্তানী উন্নয়ন অধিদপ্তর, ঢাকা।	Date

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