

বাংলাদেশ পরমাণু শক্তি নিয়ন্ত্রণ কর্তৃপক্ষ

ই-১২/এ, আগারগাঁও, ডাক বাব্ব নং-২৪০, ঢাকা-১২০৭।

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সূত্র নংঃ ৩৯.০৭.০০০০.০০১.০১৮.১৮৬.১৭-০০১

তারিখঃ ২৯/০১/২০১৮ খ্রি.

ফ্রেম ওয়ার্ক দরপত্র বিজ্ঞপ্তি

১.	দরপত্রের নাম	ফ্রেম ওয়ার্ক এর মাধ্যমে কর্তৃপক্ষের দাপ্তরিক কার্যক্রম পরিচালনার জন্য যাবতীয় মালামাল সরবরাহ।
২.	দরপত্রের বিবরণ	দরপত্র সিডিউলের বর্ণনা অনুযায়ী।
৩.	দরপত্র আহবানকারী প্রতিষ্ঠানের নাম ও ঠিকানা	বাংলাদেশ পরমাণু শক্তি নিয়ন্ত্রণ কর্তৃপক্ষ (বাপশনিক), আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭।
৪.	দরপত্র সংগ্রহ	খোলা দরপত্র
৫.	অর্থের উৎস	রাজস্ব।
৬.	দরপত্র প্যাকেজ সংখ্যা	০১ (এক) টি
৭.	দরপত্র সিডিউলের সংখ্যা	৫০০/- (পাঁচশত) টাকা মাত্র (অফেরৎযোগ্য)।
৮.	দরপত্র সিডিউলের বিক্রয়ের শেষ তারিখ ও সময়	২৫/০২/২০১৮ ইং তারিখ দুপুর ০১.৩০ মিনিট পর্যন্ত।
৯.	দরপত্র সিডিউল জমা দেয়ার শেষ তারিখ ও সময়	২৬/০২/২০১৮ ইং তারিখ দুপুর ০১.৩০ মিনিট পর্যন্ত।
১০.	দরপত্র দাখিলের স্থান	উর্ধ্বতন প্রশাসনিক কর্মকর্তা, কক্ষ নং-৬০৫, অর্থরিটি ভবন, বাংলাদেশ পরমাণু শক্তি নিয়ন্ত্রণ কর্তৃপক্ষ (বাপশনিক), আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭ ঠিকানায় তার দাপ্তরিক কক্ষে রক্ষিত টেন্ডার বাস্তবে।
১১.	দরপত্র উন্মুক্ত করার তারিখ, সময় এবং স্থান	২৬/০২/২০১৮ ইং তারিখ দুপুর ০২.০০ মিনিট। অর্থরিটি ভবনের ৪০১ নং কক্ষ।
১২.	দরপত্র দাতা/ ঠিকাদানের যোগ্যতা	দরপত্রদাতাকে কোন সরকারী/আধা-সরকারী/স্বায়ত্বশাসিত প্রতিষ্ঠানে সংশ্লিষ্ট কাজের কমপক্ষে ০৩(তিন) বছরের বাস্তব অভিজ্ঞতা থাকতে হবে। (ক) চলতি অর্থ বছরের বৈধ ট্রেড লাইসেন্স (খ) টি আই এন সনদপত্র (গ) ডাট নিবন্ধন সনদপত্র (ঘ) ব্যাংক সচ্ছলতার মূল সনদপত্র এবং অভিজ্ঞতার সনদপত্রের সত্যায়িত ফটোকপি দরপত্রের সাথে সংযুক্ত করতে হবে।
১৩.	দরপত্র সিডিউল প্রাপ্তির স্থান	হিসাব বিভাগ, কক্ষ নং-৬১৩, অর্থরিটি ভবন, বাপশনিক, আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭।
১৪.	দরপত্রের শর্ত ও নিয়মাবলী	সিডিউলের বর্ণনা অনুযায়ী।
১৫.	নির্দেশনা	কর্তৃপক্ষের কোন কারণ দর্শানো ব্যতিরেকে যে কোন অথবা সকল দরপত্র গ্রহণ কিংবা বাতিলের ক্ষমতা সংরক্ষণ করেন।

বিশেষ জ্ঞাতব্য :

- ০১। নিজস্ব প্রতিষ্ঠানের প্যাডে আবেদনের মাধ্যমে দরপত্র ক্রয় করতে হবে।
- ০২। যে কোন কারণ দর্শানো ব্যতিরেকে যে কোন দরপত্র গ্রহণ বা বাতিল করার ক্ষমতা কর্তৃপক্ষ সংরক্ষণ করেন।
- ০৩। দরপত্রের সাথে প্রয়োজ্য সকল দলিলাদি দাখিল না করা হলে ঐ দরপত্র বাতিল বলে গণ্য হবে।
- ০৪। নির্বাচিত দরপত্র দাতাকে প্রয়োজ্য মূসক ও অগ্রিম আয়কর পরিশোধ করতে হবে।

বিঃ দ্রঃ

দরপত্র গ্রহণের শেষ দিবসে এবং খোলার দিবসে যদি কোন ছুটি থাকে অথবা অন্য অনিবার্য কারণে অফিস বন্ধ থাকলে ঐ দিবসে পরবর্তী কার্যদিবস প্রযোজ্য হবে।

Special Instruction:

- ক) নির্ধারিত তারিখ ও সময়ের মধ্যে দরপত্র দাখিল না করলে তা সরাসরি বাতিল করা হবে এবং তা না করেই অংশগ্রহণকারীর নিকট ফেরত প্রদান করা হবে।
- খ) কোন কারণের দরপত্র কার্যক্রম বাতিল/বিলম্বিত হলে দরপত্রের অংশগ্রহণের জন্য দরদাতা/দরদাতাগণ কোনরূপ ক্ষতিপূরণ দাবী করতে পারবেন না। নির্ধারিত সময়ে সরবরাহ ব্যর্থ হলে পিপিআর-২০০৮ এর সংশ্লিষ্ট বিধি মোতাবেক ব্যবস্থা গ্রহণ করা হবে। নির্বাচিত রেসপনসিভ সরবরাহকারীকে নিজ দায়িত্বে সরবরাহ করতে হবে।
- গ) দরপত্রের কোনরূপ সংশোধন হলে তা এই দরপত্র বিজ্ঞপ্তির অংশ হিসেবে গণ্য করা হবে এবং দরপত্রদাতা তা পালনে বাধ্য থাকবে।

(মোঃ আফছার উদ্দিন)

উর্ধ্বতন প্রশাসনিক কর্মকর্তা

বাংলাদেশ পরমাণু শক্তি নিয়ন্ত্রণ কর্তৃপক্ষ

ফোনঃ ৮৮-০২-৮১৮১০৪০

বিতরণ: ১। জনাব মোঃ আমজাদ হোসেন, উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা, ফোকাল পয়েন্ট, আইসিটি, বাপশনিক (ওয়েবসাইটে প্রকাশের জন্য)।

২। নোটিশ বোর্ড, বাপশনিক।

৩। নোটিশ বোর্ড, বাপশক।



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]**

(for values up to Taka 0.3 million/3 Lac)

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

August 2014

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 advertisement 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 Atomic Energy Regulatory Authority
Authority Bhaban

E-12/A, Agargaon, G. P.O. Box No.140, Dhaka-1207

Fax No. : 88-02-9124846
 Phone No.: 88-02-8181040

REQUEST FOR QUOTATION

for

Multiple Video Conference System Installation at Authority Bhaban, at Agargaon, Dhaka only

RFQ No:39.07.0000.090.01.160.16-

Date: 01-02-2018

To

[insert name and address of the Quotationers]

1. The Bangladesh Atomic Energy Regulatory Authority 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 **on or before [07-02-2018, 200 PM]**. The envelope containing the Quotation must be clearly marked "Quotation for Multiple Video Conference Systems with standard accessories and **DO NOT OPEN** before **[07-02-2018, 2.30 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 60 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.

Z

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 07 (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 60 (Sixty) 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. Afsar Uddin

Designation : Senior Administrative Officer

Date : 01-02--2018

Address : E-12/A, Agargaon, Dhaka-1207

Phone No-8181040, Fax No-8181015, e-mail baera2013@yahoo.com

Distribution:

1. All Head, BAERA, Dhaka. for information and circulation in their notice board.
2. Principal Accounts Officer, BAERA, Dhaka_ for information and wide circulation.
3. Mr. Md. Amzad Hossain, Senior Scientific Officer, BAERA, Dhaka for posting in the website.
4. Notice Board on BAERA/BAEC
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date: dd/mm/yy

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 *[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 *[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:



Price Schedule for Goods and Related Services

RFQ NO. _____

Date: dd/mm/yy

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		
1	2	3	4	5	6	7	8	9
01		<u>Video Conference System</u>	Supply, fitting, fixing of Video Conference System as per direction of the Engr. in charge.	01 (One) Pcs				
02		<u>Camera Stand</u>	Supply Camera Stand as per direction of the Engr. in charge.	01 (One) Pcs				
03		<u>LED Minitor</u>	Supply of LED Monitor as per direction of the Engr. in charge.	01 (One) Pcs				
04		<u>Monitor Stand & Table</u>	Supply of Monitor Stand & Table, as per direction of the Engr. in charge.	01 (One) Pcs				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		

Goods to be supplied to

[insert destination of Goods]

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

[insert weeks/days] from date of issuing the Purchase Order]

Warranty Provided

[insert weeks/months from date of completion of the delivery; state none if not applicable]

[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].

Signature of Quotationer with Seal

Name of Quotationer

Date: dd/mm/yy

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	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
01		<u>Video Conference System</u>	Supply, fitting, fixing of Video Conference System as per direction of the Engr. in charge.		
02.		<u>Camera Stand</u>	Supply Camera Stand as per direction of the Engr. in charge.		
03.		<u>LED Minitor</u>	Supply of LED Monitor as per direction of the Engr. in charge.		
04.		<u>Monitor Stand & Table</u>	Supply of Monitor Stand & Table, as per direction of the Engr. in charge.		

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

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.



[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]
Delivery: As per Terms and Conditions	

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 **[insert days]** 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 **[insert months; state none if not applicable]** 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 [01 (One) year] 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:
 - 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.
22. The Supplier will arrange minimum 03 (three) days training programme on video conference operating system for the Staff/Officer of BAERA.

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

