



**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 0.5 million/5 Lac)

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

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 12 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.



Government of the People's Republic of Bangladesh
Directorate of Secondary & Higher Education
Finance and Procurement Wing
Shikkha Bhaban
16, Abdul Gani Road, Dhaka-1000

REQUEST FOR QUOTATION
For
Supply of Office Stationary Goods

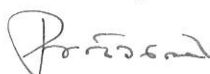
RFQ No: 37.02.0000.114.30.145.19. **3231**

Date: **23/10/2019**

To

M/S-----

1. The Finance & Procurement Wing 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 (**Room No. 310, 1st Block, 16 Abdul Gani Road, Shikkha Bhaban, Dhaka-1000**) or by fax or through electronic mail (dir-f_p@dshe.gov.bd) shall be submitted to the office of the undersigned **on or before** 31 October 2019, 1.00 pm. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Office Stationary Goods**" for Finance and Procurement Wing, DSHE and **DO NOT OPEN** before 31 October 2019, 1.30 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 15 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 [insert number] 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 [insert number] 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.



(Prof. Serajul Islam Khan)

Director, Finance and Procurement Wing

Directorate of Secondary & Higher Education

Shikkha Bhaban, 1st Block, 16 Abdul Gani Road, Dhaka 1000.

Distribution:

1. Notice Board (DSHE) Dhaka.
2. Website (www.dshe.gov.bd)
3. Office Copy.

Quotation Submission Letter

RFQ No: 37.02.0000.114.30.145.19. 3231

Date: 23/10/2019

To:

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]

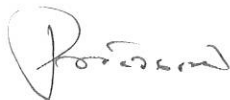
My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

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:

Supply of Office Stationary Goods

RFQ No: 37.02.0000.114.30.145.19.3231

Date: 23/10/2019

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		অফসেট কাগজ (এ-৪)	রীম	৭৭				Finance and Procurement Wing
2		অফসেট কাগজ (লিগ্যাল)	রীম	৩৭				
3		বলপেন (কালো)	টি	১১৬				
4		বলপেন (লাল)	টি	৪১				
5		পাইলট কলম	টি	৩৫				
6		মার্কার	টি	১৯				
7		রেডলিফ মার্কার (বোর্ড)	টি	১৬				
8		পেন স্ট্যান্ড	টি	৩				
9		পেনসিল	টি	৩১				
10		সার্পনার	টি	১৮				
11		ইরেজার	টি	২০				
12		ষ্টীলের ফ্লেল	টি	৭				
13		স্কচ টেপ	টি	৮				
14		গু ষ্টীক	টি	১২				
15		ক্যালকুলেটর	টি	৬				
16		ষ্ট্যাপলার মেশিন	টি	৬				
17		ষ্ট্যাপলার পিন (৩৬৯)	টি	২৫				
18		পিন রিমোভার	টি	৮				
19		ফাইল বোর্ড (ফিতাসহ)	টি	১০৪				
20		নোটশীট প্যাড	টি	১৪				
21		বাইন্ডিং ক্লিপ (বড়)	টি	৭৪				
22		বাইন্ডিং ক্লিপ (মাঝারি)	টি	৮১				
23		বাইন্ডিং ক্লিপ (ছোট)	টি	৮৮				
24		পাঞ্চ মেশিন সিংগেল	টি	৭				
25		পাঞ্চ মেশিন ডাবল	টি	৫				
26		টিস্যু পেপার (ফেসিয়াল)	বক্স	১০৮				
27		টিস্যু পেপার (হেড)	বক্স	২				
28		টয়লেট পেপার	টি	৬৯				
29		এয়ার ফ্রেশনার	টি	২৯				
30		এরোসল ৪০০ ml	টি	২৩				
31		খাম (খাঁকি)	টি	৬৪৪				
32		সাদা খাম (লিগ্যাল)	টি	৪৭২				
33		সাদা খাম (এ৪)	টি	৫৬১				
34		খাকি খাম (লিগ্যাল)	টি	২৮৭				
35		খাকি খাম (এ৪)	টি	৪৮৭				
36		ষ্ট্যাম্প প্যাড	টি	৫				
37		রেজিষ্ট্রার	টি	১০				
38		ষ্টক রেজিষ্ট্রার	টি	৩				
39		রিমোটের ব্যাটারী	টি	১২				
40		ক্লথ ডাষ্টার	টি	৮৯				
41		তোয়ালে	টি	১৩				

(Signature)

42	এন টি কাটার	টি	৫			
43	স্লীপ প্যাড (রংগীন)	বক্স	১২			
44	লিকুইট হ্যান্ড ওয়াশ সোপ	টি	৩৮			
45	পেনসিল ব্যাটারী (সান লাইট)	টি	৯৪			
46	গুটি বল (চিকন)	টি	৯			
47	গুটি বল (মোটো)	টি	৫			
48	চাকু	টি	৮			
49	কাচি	টি	৫			
50	ভ্রমর	টি	৭			
51	লিকুইড টয়লেট ক্লিনার	টি	৮			
52	লিকুইড ডিশ ক্লিনার	টি	২২			
53	স্পঞ্জ	টি	২২			
54	টয়লেট ব্রাশ	টি	২			
55	লিকুইড ফ্লোর ক্লিনার	টি	৯			
56	প্লাস্টিকের বাস্কেট	টি	১১			
57	প্লাস্টিকের বালতি	টি	৫			
58	ফিল্টার (পিওরিট-২৫লিটার)	টি	৩			
59	তালাচারি	টি	২			
60	কলিং বেল	টি	২			
61	ইলেকট্রিক কেটলি	টি	৬			
62	প্রিন্টার টোনার	টি	১৭			
63	কী-বোর্ড	টি	৭			
64	মাউস (কট ল্যাছ)	টি	১৩			
65	এন্টি ভাইরাস	টি	২৪			
66	পেন ড্রাইভ	টি	১৭			
67	ডাস্ট বিন	টি	৩			
68	অটো সীল	টি	৩			
69	ফুলদানি	টি	৪			
70	কাপ-প্রিচ	টি	১৮			
71	ফটোকপি টোনার	টি	৪			
72	জগ	টি	২			
73	গ্লাস	টি	২৭			
74	গ্লাসের ঢাকনা	টি	৮			
75	ফুল প্লেট	টি	৮			
76	হাফ প্লেট	টি	২৪			
77	কাটা চামচ	টি	১০			
78	চামচ (চা)	টি	১৮			
79	প্লাস্টিকের মগ	টি	৪			
80	ছাতা বড়	টি	১			
81	ফ্লাস্ক	টি	৩			
82	ফাইল ফোল্ডার	টি	৩১			
83	পাপোস	টি	৯			
84	দেয়াল ঘড়ি	টি	২			
85	ওয়াল ফ্যান	টি	৩			
86	মাল্টি প্ল্যাগ	টি	৮			
87	ফেদার ডাস্টার	টি	১২			
88	কার সেন্ট	টি	১২			
89	গামছা	টি	১২			

Proton

90		ডিকশনারী বাংলা টু বাংলা	টি	১				
91		কারী চামচ	টি	৬				
92		কারী বল	টি	৭				
93		রাইস চামচ	টি	২				
94		দ্রৈ	টি	১				
95		টেলিফোন সেট	টি	৩				

**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	Date: dd/mm/yy
Name of Quotationer	

Note:

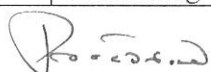
1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; 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

Purchase of Office Stationary items Code: 3255105

Sl No.	Item Name	Description of Items	Quantity	Total
1	Offset Paper A4 size	Brand: Double A Size: 8.5"×11.75" Wight: 80 gsm Packing: 500 sheet per pack	Ream	77
2	Offset Paper Legal size	Brand: Double A Size: 8.5"×14" Wight: 80 gsm Packing : 500 sheet per pack	Ream	37
3	Ball point pen	Brand: Matador/RFL Color: Black (0.5 point)	Nos	116
4	Ball point pen	Brand: Matador/RFL/equivalent Color: Red (0.5 point)	Nos	41
5	Pilot Pen	Standard	Nos	35
6	Marker pen	Brand: Red leaf/stadler Colour: (Yellow-9 Green-10)	Nos	19
7	Redleaf Marker(Board)	Original	Nos	16
8	Pen stand	Size: Official (Standard) Made: Hard Plastic / Jute	Nos	3
9	Wood pencil	Brand: Fever castle Size: 2 B/ HB	Nos	31
10	Pencil cutter(Sharpner)	Brand: Tiko/ Deli Size: Standard Size for Office	Nos	18
11	Eraser	Brand: RFL / Stadler Size: Standard Standard Size for Office	Nos	20
12	Scale(Steel)	Made: Steel Brand: Dolphin Size: 12inch / 30 cm	Nos	50
13	Scotch tape	Brand: Scotia Size: 2.5inch (30 meter)	Nos	8
14	Glue Steak	Medium size	Nos	12
15	Calculator Machine (Good Quality)	Brand: Casio/citizen 12/14 Digit two way power	Nos	6
16	Stapler machine (Good Quality)	Brand: Kangaroo/Dali/equivalent Size: Medium	Nos	6
17	Stapler Pin (369)	Brand: Great wall Size: 24/6	Box/ Packet	25
18	Pin Remover	Brand: Deli Size: Standard	Nos	8
19	File Board With Ribon	Color: White Size:20.5"×14.5" Weight: 300 gsm made by kornofuli paper According to the official sample	Nos	104



20	Note Sheet Pad	Size: 8.5"×14" Wight: 80gm offset paper Page: 100, Bind: Side binding According to the official sample	Nos	14
21	Binding Clip	Large	Nos	74
22	Binding Clip	Medium	Nos	81
23	Binding Clip	Small	Nos	88
24	Punch Machine(Single)	Brand: Kangaroo (Original)	Nos	7
25	Punch Machine(Double)	Brand: Kangaroo (Original) Size: Double punch	Nos	5
26	Tissue Box(Facial)	Brand: Bosundhora 120*2 = 240 ply box	Nos	108
27	Tissue Box(hand)	Brand: Bosundhora 120*2 = 240 ply box	Nos	2
28	Toilet tissue	Brand: Bosundhora Color: white/pink	Nos	69
29	Air Freshener	Brand: Angelic / Spring /fay Minimum 300 ml (Various flavors) (manufacture data cannot more than 4 month from supply date)	Nos	29
30	Aerosol 400 ml	Brand: ACI / Xpel 475 ml container (manufacture data cannot more than 4 month from supply date)	Nos	23
31	Brown Envelop	Standard	Nos	644
32	White Envelop	Legal (Standard)	Nos	472
33	White Envelope A4	Size: 10"×12" (72 pound made by kornofuli Paper) According to the official sample.	Nos	561
34	Brown Envelop	Legal	Nos	287
35	Brown Envelop A4	Size: 10"×12" (72 pound made by kornofuli Paper) According to the official sample.	Nos	487
36	Stamp Pad	Brand: Art line/Horse Size: Large Colour: billet	Nos	5
37	Register Khata	Size: 15.5"×18.5" Weight: 60 gsm offset paper Page: 120, Bind: 4 Ounces up a corner of the board and bindings	Nos	10
38	Stock Register	Size: Standard Page: 300	Nos	3
39	Duster cloth	Size: 18"×24"(Advanced made garment) According to the official sample	Nos	89
40	Towel	Brand: Rose land/Cat band/Jemini Size: 30"*60" (Large)	Nos	13
41	Entycutter	Standard	Nos	5
42	Slip Pad (Official)	Colorful	Box	12
43	Liquid Hand wash	Brand: Savlon / Sepnil /lifeboy 180 ml pot, (manufacture data cannot more than 4 month from supply date)	Nos	38
44	Pencil Battery	Brand: Sunlight Size: AA 1.5 V	Nos	94
45	Guti Ball	Small	Nos	9
46	Guti Ball	Large	Nos	5

Prasad

47	Knife	Brand: Kai Size: 8 inch	Nos	8	
48	Scissor	Brand: Dali Size: 8 inch	Nos	5	
49	Vromor(Paper Sewing Machine)	Standard	Nos	7	
50	Liquid Toilet cleaner	Brand: Shokti / Vanish / XTra 500 ML (Boottle), (manufacture data cannot more than 4 month from supply date)	Nos	8	
51	Liquid Dish Cleaner	Veem (250 ml)	Nos	22	
52	Sponge	Standard	Nos	22	
53	Toilet Brush	Standard	Nos	2	
54	Liquid Floor Cleaner	Lizol (250-300 ml)	Nos	9	
55	Plastic Basket	Brand: RFL Size: 14" Standard	Nos	11	
56	Plastic Balti	Brand: RFL Size: 20 Litre	Nos	5	
57	Filter	(Pureit-25 litre)	Nos	3	
58	Lock	Brand: Kiko/Try circle Size: 63 MM	Nos	2	
59	Calling Bell	Remote Control	Nos	2	
60	Electric-kettle	Brand: Miako/sunny Size: 4.10 litter, Made: Stainless Steel	Nos	6	
61	HP Leserjet toner pro 400 M 401 DNE	Brand: HP Model: HP Leserjet pro 400 M 401 DNE (Original) Color: Black	Nos	11	
62	HP Leserjet toner pro 400 M 402 DNE	Brand: HP Model: HP Leserjet pro 400 M 402 DNE (Original) Color: Black	Nos	6	
63	key board	A4 Tec	USB Port	Nos	7
64	Mouse (Cordless)	A4 Tec		Nos	13
65	Anti-virus (Single)	Kaspersky / Bit Defender / Norton 1 PC 1 year's license Per Box		Nos	24
66	Pen Drive	Transcend/A-Data Capacity: 16 GB Warranty: Lifetime, USB: 3.0		Nos	17
67	Auto Seal	Standard		Nos	3
68	Flower Vase	Medium (Standard)		Nos	4
69	Cup Saucer (pirich) Ceramic (High Quality)	Brand: Monno/ Shinepukur Size: Large		Nos	18
70	Jug	Medium (Plastic)		Nos	2
71	Water Glass	Brand: Nasir/ php Size: Large		Nos	27
72	Glass Cover (Upper)	Standard		Nos	8



73	Full plate (ceramic)	Brand: Monnu/ Shinepukur Size: Large	Nos	8
74	Half plate (ceramic)	Brand: Monnu/ Shinepukur Size: 8 inch	Nos	24
75	Pulse Spoon Steel	Brand: Skill/Joni Size: Round and Large	Nos	10
76	Tea Spoon Steel	Brand: Skill/Joni Size: Round, Lunch/Dinner	Nos	18
77	Mug (For Washroom)	Plastic	Nos	4
78	Tea Flask	Brand: Simugi/Pilot/Tiger Size: 1 liter	Nos	3
79	Paposh	Size: A-3, 2'.50"-3'.50" Made: Rubber	Nos	9
80	Wall-Clock	Standard	Nos	2
81	Wall fan	Brand: GFC/Pak/Walton/Equivalent (Standard Series) Sweep Size: 16 Inch Power: 55 Watts Speed: 1475RPM Air Delievery: 45 m3/min Service Value: 28.89 ft3/min/watt 3 speed options and 90 Degree horizontal oscillation	Nos	2
82	Multi-Plug	3 pinhole 5 points	Nos	8
83	Dictionary Bangla to Bangla	Bangla Academy	Nos	1
84	Curry Spoon Steel	Brand: Sikol/Joni Size: Large	Nos	6
85	Curry bawl Ceramic	Brand: Monnu/ Shinepukur Size: Medium	Nos	7
86	Rice Spoon Steel	Brand: Sikol/Joni Size: Large	Nos	2
87	Tray	Large	Nos	1
88	Telephone set	Brand: Panasonic/Gawain Caller ID, Back light, Loud Speaker	Nos	3
89	Gamcha	Large	Nos	12
90	Car scent	Brand: popi/colam/myton Amount: 180 ML (Various flavors)	Nos	12
91	Feather Duster	Standard	Nos	12
92	File Folder (Paper Board)	Office Standard Size	Nos	31
93	Umbrella	Large	Nos	1
94	Photocopier Toner (Original)	Brand: SHARP Model: MX-M354N Toner Model MX-M354N Color: Black	Nos	2
95	Dust Bin	Plastic	Nos	3
96	Remote Battery	Pencil	Nos	12

Proced

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	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.



Government of the People's Republic of Bangladesh
Directorate of Secondary & Higher Education
Finance and Procurement Wing
Shikkha Bhaban
16, Abdul Gani Road, Dhaka-1000

PURCHASE ORDER FOR THE SUPPLY OF GOODS

RFQ No: 37.02.0000.114.30.145.19. 3231

Date: 23/10/2019

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

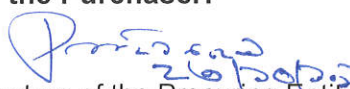


Terms and Conditions For Supply of Goods and Payment

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 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.

<p>For the Purchaser:</p>  <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>