Request for Quotation for the Supply of Leveries (Summer) For ACC.

স্মারক নং-দুদক/সাধাঃ/৯/৯২(অংশ-৯)/ ১২৪৫০   তারিখঃ ০৩/৫/২০২০

Contract Package No:

This Request for Quotation for the Supply of Liveries (Summer) as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: Shake Mohammed Humayun kabir

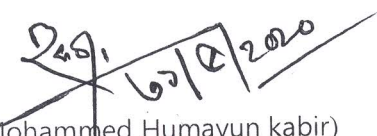Job Title of Issuing Officer: Deputy Director (Admin.)
Date:

[Note the Issuing Officer should keep a photocopy of this Issue Sheet for record purposes].

Summer Dress (Driver).doc

Request for Quotation for the Supply of
Leveries (Summer) For ACC.

To:

Date:

1. The *Anti-Corruption Commission* has a budget allocation for the supply of *Liveries (Summer)* to apply some of that allocation for these items for which this Request for Quotation is issued.

2. Sample should be given with the tenders documents during submission of the tender.

3. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Take. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.

4. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before 07/6/2020 Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for Liveries (Summer) and *DO NOT OPEN* before 07/06/2020 ; Time 11:00 am .

5. All quotations must be valid for a period of thirty 45 (Forty five) days from the closing date of the Request for Quotations.

6. The quotation shall be completed and signed by an authorised representative of the Supplier.

7. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.

8. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.

9. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

(Shake Mohammed Humayun kabir)
Deputy Director (Admin.)
Anti-Corruption Commission
1, Segun Bagicha, Dhaka.

Schedule of Items and Priced Quotation

[describe below the items, unit and quantity of the goods required].

Sl.	Item	Description & Details	Qty	Total Qty	Unit Rate Tk	Total Amount Tk
১.	হাফ সাফারী			২৩ সেট		
২.	ফুল সাফারী			১১ সেট		
৩.	জুতা (কালো)			৩০ জোড়া		
৪.	স্যান্ডেল সু (গাড়িচালক)			০৮ জোড়া		
৫.	স্যান্ডেল জুতা(মহিলা)	দুর্নীতি দমন কমিশনের ৩য় ও ৪র্থ শ্রেণির কর্মচারীদের গ্রীষ্মকালীন সাজ পোশাক(নমুনা মোতাবেক)।		০৪ জোড়া		
৬.	মোজা			৪২ জোড়া		
৭.	ছাতা			১৫টি		
৮.	নামফলক			১৭টি		
৯.	ক্যাপ			০৮টি		
১০.	রেইনকোর্ট			০২টি		
১১.	হেলমেট			০২টি		
১২.	ব্যাগ			০২টি		
১৩.	জর্জেট শাড়ী			০৪টি		
১৪.	সুতির শাড়ী			০৪টি		
Sub-Total for Supply of Goods						
Additional Costs for delivery to Purchaser (if applicable)						
Total Amount for Supply of Goods, excluding VAT/Taxes						
VAT/Taxes						

Total Amount for Supply of Goods to Purchaser (Including Vat/Taxes)

Goods to be supplied to [*Destination of Goods*]

Total Amount in Taka (in words)	*[enter the Total Amount for Supply of Goods, excluding VAT/Taxes].*
Delivery Offered	Weeks delivered to Purchaser from date of issue of the Purchase Order by the Purchaser
Warranty Provided	Months from date of supply or commissioning of the Goods.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

[The Supplier should attach copies of relevant brochures/catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation].

Technical Specification of the Goods Required

Sl	Item	Specification
১.	হাফসাফারী	
২.	ফুল সাফারী	
৩.	জুতা (কালো)	
৪.	স্যান্ডেল সু (গাড়িচালক)	
৫.	স্যান্ডেল জুতা	
৬.	মোজা	
৭.	ছাতা (গাড়িচালক)	দুর্নীতি দমন কমিশনের ৩য় ও ৪র্থ শ্রেণির কর্মচারীদের গ্রীষ্মকালীন সাজ পোশাক(নমুনা মোতাবেক)।
৮.	নামফলক	
৯.	ক্যাপ	
১০.	রেইনকোট	
১১.	হেলমেট	
১২.	ব্যাগ	
১৩.	জর্জেট শাড়ী	
১৪.	সুতির শাড়ী	

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilisation of the equipment over a period of two (2) years.

This priced schedule will not be taken into account in the quotation evaluation, but will be used to determine anticipated operational costs of the equipment.

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

(a)   A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;

(b)   A valid Trade License;

(c)   A valid TIN Certificate;

(d)   A Manufacturer's Authorization Letter (if applicable);

(e)   Technical Specification of the Goods to be supplied; and

(f)   A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

(a)   the Supplier shall not be required to submit a performance security;

(b)   the supply of the goods shall be completed within 30*(Thirty)* days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);

(c)   after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;

(d)   payment of the Invoice shall be arranged by the Purchaser, within 30 (thirty) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;

(e)   payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:

    (i)   through the Accountant General's Office, at the time of settlement of the Invoice; or

    (ii)   in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);

(f)   the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:

    (i)   if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or

    (ii)   if the Supplier fails to perform any other obligation(s) under the Purchase Order, or

    (iii)   if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or

    (iv)   if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and

(g)   The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.