



**TELEPHONE SHILPA SANGSTHA LTD**  
**TONGI, GAZIPUR-1710.**

**Request for Quotation Document (National)**

Establishment of Mujib Corner at Tss and seating management work of MD office staff.

**[Request for Quotation Method]**

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RFQ No: 14.36.0000.017.026.02.22.01

Date: 08.02.2022

PW1 (SRFQ)


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Date: 08.02.2022

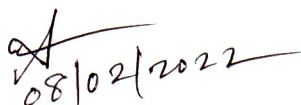
To

**Subject: Establishment of Mujib Corner at Tss and seating management work of MD office staff.**

1. The **TELEPHONE SHILPA SANGSTHA LTD TONGI, GAZIPUR-1710** 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 by post/currier/directly or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 17.02.2022 Time: 12.00 pm. The envelope containing the Quotation must be clearly marked "Quotation for Establishment of Mujib Corner at Tss and seating management work of MD office staff and DO NOT OPEN before 17.02.2022 Time 02.30 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 **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 photo copies 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 works shall be completed at **Establishment of Mujib Corner at Tss and seating management work of MD office staff** within 15 (Fifteen) 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 **3 (Three) 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.

  
08/02/2022

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Name: Md. Miganur Rahaman Mollah  
Designation: DGM (Maintenance )  
Date: 08.02.2022  
Address: Tongi, Gazipur.  
Phone No. 01550017329

**Distribution:**

1. TSS notice board.
2. Posting in the website at [www.tss.com.bd](http://www.tss.com.bd)
3. Office File.





# Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 14.36.0000.017.026.02.22.01

Date: 08.02.2022

To:

**DGM (Maintenance)**

**&**

**Convenor, Purchase Committee**

Telephone Shilpa Sangstha Ltd.

Tongi, Gazipur-1710.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named For Procurement of **Establishment of Mujib Corner at Tss and seating management work of MD office staff** 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:





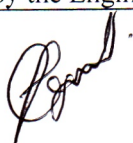
## Revised Price Schedule for Goods and Related Services.

RFQ No: 14.36.0000.017.026.02.22.01

Date: 08.02.2022

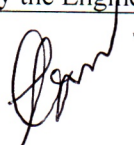
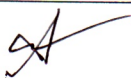
### Bill of Quantities.

Item No.	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Unit rates or prices quoted by the Quotationer (Including Vat & IT)		Amount
				In figures	In words	
1	2	3	4	5	6	7 = 4x5
01	Dismantling of unserviceable/damaged brick works (with cement or lime mortar) of thickness 75/125 mm in foundation and superstructure and removal of debris to a safe distance.	sft	150.00			
02	Supplying, fitting and fixing foreign (China or equivalent) made homogeneous matt finished/ rustic floor tiles complying BDS ISO 13006: 2015, water absorption $\leq 0.5\%$ , modulus of rupture (MOR) $\geq 27$ N/mm <sup>2</sup> , irrespective of color &/or design, with cement sand (F.M. 1.2) mortar (1:4) base and raking out the joints with white cement including cutting and laying the tiles in proper way and finishing with care etc. all complete and accepted by the Engineer-in-charge. (Cement: CEM-II/A-M) In ground floor Matt or rustic floor tiles of size 600 mm x 600 mm	sft	314.00			
03	Supplying Fitting and fixing BT veneered board Type: Both side face Density: 550 kg / m <sup>3</sup> Thickness: 12 mm all complete in all respect as per drawing and accepted by the Engineer.	sft	1400.00			
04	Providing Minimum 12 mm thick cement sand (F.M. 1.2) plaster (1:4) with fresh cement to both inner and outer surface wall, finishing the corner and edges in/c. washing of sand cleaning the surface, scaffolding and curing at least for 7 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (CEM -II/A-M)	sft	25.00			
05	Supplying Fitting and fixing BT veneered board Type : Both side face Density : 550 kg / m <sup>3</sup> Thickness : 18 mm all complete in all respect as per drawing and accepted by the Engineer.	sft	1451.00			




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06	Supplying Fitting and fixing of garjan plywood (plytex) of following size and categories as per sample accepted / approved by the engineer. Type : One side face & other side commercial Thickness : 6 mm	sft	900.00			
07	Interior design paint of approved best quality and colour delivered from authorized local agent of the manufacturer (Berger illusion/Elite elunima/Asian royal play or equivalent brand) in a sealed container; applying to interior wall and ceiling with surface preparation including cleaning drying, making free from dirt, grease, wax, removing all chalked and scaled materials, fungus, mending good the surface defects using sand paper and necessary scaffolding; applying 1 coat of interior sealer of specified brand on prepared surface; then applying 1 coat of interior putty of specified brand for levelling, spot filling, crack filling and cutting by sand paper/zero water paper; applying 3 coats of interior design paint; 1st coat on prepared surface, then applying 1 design coat on the 1st coat and finally applying 1 protection coat on the design coat for protecting the design spreading by brush/roller/spray & necessary scaffolding etc. upto desired finishing, elapsing specified time for drying or recoating; all complete in all floors and accepted by the Engineer- in-charge.	sft	1500.00			
08	Surface channel wiring for the following point looping at the switch board with earth terminal with 1C-2x1.5 sqmm PVC insulated and sheathed stranded cable (BYM) and same size PVC insulated ECC(BYA) (Green / White Color) including circuit wiring with 1C-2x2.5 sqmm PVC insulated and sheathed stranded cable (BYM) & same size PVC insulated ECC(BYA) Green / White color through minimum 1 mm thick PVC channel complete with 18 SWG GP sheet / PVC switch board (preferably concealed) with 3mm thick ebonite sheet cover, circular box, without switch, fixing materials, other accessories etc. as required and mending the damages good. All electrical contacts shall be of brass / copper connected through connector or soldering (no twisting shall be allowed) and cables shall be manufactured and tested according to relevant IEC / BDS / BS / VDE standards and as per detailed specification mentioned in Annexure-1. The work shall be carried out as per direction & approval of the Engineer. <b>Cables manufactured by govt. of Bangladesh owned / shared company ltd. (Eastern cables) Light / exhaust or wall bracket fan point</b>	each	24.00			
09	Supplying Fitting and fixing of following sized wood including loading & unloading. Garjon Wood (2" x 2"). complete in all respect accepted by the Engineer-in-charge.	cft	5.00			



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10	Supplying, fitting and fixing Iron nail 2-1/2", 2", 1-1/2" light. complete in all respect accepted by the Engineer-in-charge.	kg	20.00			
11	Supplying, fitting and fixing of Iron nail 2-1/2", 2", 1-1/2" heavy . complete in all respect accepted by the Engineer-in-charge.	kg	20.00			
12	Supplying, fitting and fixing of Iron Screw 1-1/2", 1-1/4" complete in all respect accepted by the Engineer-in-charge.	dozen	18.00			
13	Supplying fitting & fixing of Drawer handle (Normal) complete in all respect accepted by the Engineer-in-charge.	each	2.00			
14	Supplying, fitting, fixing of Drawer Lock (Normal) complete in all respect accepted by the Engineer-in-charge.	each	2.00			
15	Supplying, fitting, fixing of Rubber Solution complete in all respect accepted by the Engineer-in-charge.	kg	3.00			
16	Supplying, fitting, fixing of gum complete in all respect accepted by the Engineer-in-charge.	liter	24.00			
17	Supplying, fitting, fixing of Cilicon Gum. complete in all respect accepted by the Engineer-in-charge.	liter	02.00			
18	Renewing of wood varnishing with varnish (yacht)	sft	150.00			
19	Supplying, fitting and fixing of 10 mm plain white glass (local). complete in all respect accepted by the Engineer-in-charge.	sft	50.00			
20	Glass cutting charge (plain) complete in all respect accepted by the Engineer-in-charge.	sft	50.00			
21	Supplying, fitting and fixing LED spot ciling Light 10 W . Complete approved and accepted by the Engineer- in- charge.	each	16.00			
22	Supplying, fitting and fixing of 13 Amp Switch & Socket. complete approved and accepted by the Engineer- in- charge.	each	8.00			
23	Supplying, fitting and fixing of Anti Glare Spotlight Surface Mounted Ceiling LED Ligh 5-7w. all complete approved and accepted by the Engineer- in- charge. white (porcelain)	each	8.00			
24	Surface conduit wiring with the following PVC insulated and sheathed cable (BYM) & Green / White colour PVC insulated ECC wire (BYA) through PVC conduit of reputed manufacturer complete with 18 SWG GP sheet pull box with 3 mm thick ebonite sheet cover, fixing materials, other accessories etc. as required including mending the damages good. All electrical contacts shall be of brass / copper connected through connector or soldering (no twisting shall be allowed) and cables shall be manufactured and tested according to relevant IEC / BDS / BS / VDE standards and as per detailed specification mentioned in Annexure-1. The work shall be carried out as per direction & approval of the Engineer. <b>Cables manufactured by govt. of Bangladesh owned / shared company ltd. (Eastern cables) approved by the Engineer.</b>	meter	30.00			



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	1C-2x2.5 sqmm (BYM) cable with 2.5 sqmm (BYA)ECC wire through PVC pipe of minimum inner dia 25 mm having wall thickness of 1.5 mm					
<p>* Reference is drawn to Rule 69 (5) of the Public Procurement Rules, 2008 and to the Para 4 of the Guidance Notes before opting for this Format.</p>						<p><b>Total Amount</b> (in figure and words)</p>

[ insert number] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

\_\_\_\_\_  
Signature of the Quotationer with Seal  
Date :dd/mm/yy

- Note (use only when this method deemed appropriate):
1. Low value and simple and all the components of the Works can be estimated but not accurately determined.
  2. Works executed are re-measured for payments.
  3. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.



TELEPHONE SHILPA SANGSTHA LTD  
TONGI, GAZIPUR-1710.

Office of the Deputy General Manager (Maintenance)

Invitation for signing Contract

[ Rule 72 (5) of PPR,2008]

RFQ No. \_\_\_\_\_

Ref:

Date: dd/mm/yy

To:

[name of Contractor \_\_\_\_\_]  
[address \_\_\_\_\_]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Works and physical services named [insert name of work] for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name  
and designation  
Date: dd/mm/yy

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## Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between [name and address of Procuring Entity] (hereinafter called "the Procuring Entity") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named [insert name of Works] and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka [insert Contract price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - (a) the signed Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of Contract
  - (d) the Specifications
  - (e) the Design and Drawings
  - (f) the priced Bill of Quantities
  - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity      For the Contractor or

Signature

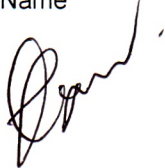
Name

Designation

National ID No.

In the presence of

Name





## Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Contractor shall have to commence the Works within **[insert days]** days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within **[insert days]**.
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Works.
5. The Contractor shall maintain Pro Rata progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Contractor shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Works executed by the Contractor and notify the Contractor of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Contractor to:
  - a. remove and replace any works or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
  - c. execute any work which is urgently required for the safety of the Works.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works executed less the cumulative amount certified previously.
10. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities (**choose any one of the two**) below:

### **Unit-rate Basis**

Measurement shall be made of the net quantity of each item of the Works actually executed in accordance with the Bill of Quantities. The first progressive payment shall be made only after twenty (20) percent progress achieved. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

or



### Lump-sum Basis

The Lump-sum payments shall be made in three instalments; the first progressive payment on completion of thirty (30) percent, the second progressive payment on completion of cumulative seventy five (75) percent and the remaining twenty five (25) percent payment shall be made on completion of 100% of the Works duly certified by the Procuring Entity. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

12. The Contractor'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.
13. The total Contract Price is BDT **[insert figure]** BDT **[in words]**.
14. No works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifteen (15) percent of the Contract Price subject to threshold specified in Rule 69 (1) and 69 (6) (ka) & (ga) of the Public Procurement Rules, 2008, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.
16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Contractor at the rate of ten (10) percent as Retention Money (i.e. the traditional Security Deposit) until completion of the whole of the Works under the Contract.
17. The Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Works, and the Procuring Entity shall do so upon deciding that the work is completed.
18. The Procuring Entity shall, within seven (7) working days after receiving the Contractor's application:
  - a. issue the Completion Certificate to the Contractor stating that the Works were completed in accordance with the Contract, or
  - b. reject the application, giving reasons and specifying the works required to be done/redone by the Contractor to enable issuance of the Completion Certificate.
19. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate.
20. The Procuring Entity may issue a notice for correction of Defects within fourteen (14) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.
21. The Defects Liability Period of the Works shall be **[insert months]** starting from the date of issuing the Completion Certificate by the Procuring Entity.
22. After the Defects Liability Period has passed and, the Procuring Entity has certified in the form of **Defects Corrections Certificate** that all Defects notified by the Procuring Entity to the Contractor before the end of this period have been corrected.
23. The Defects Liability Period may be extended for as long as the Defects





notified by the Procuring Entity remain to be corrected.

24. If the Contractor has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defects.
25. The Contractor 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 executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.
26. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.
27. The Retention Money shall be returned to the Contractor within twenty one (21) days after expiry of the Defects Liability Period.
28. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:
- a) fails to sign the Contract or commence the Work within the specified time.
  - b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works.
  - c) fails to complete the Work as per design, drawing and specifications.
  - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
  - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Work.
  - f) fails to perform any other obligation(s) under the Contract.
29. The Procuring Entity and the Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
30. The Contractor 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.







ADROIT  
DESIGN

Don.

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