

Telephone Shilpa Sangstha (TSS) Limited
Tongi, Gazipur, Bangladesh



Standard Request for Quotations Document (National)
For Procurement of Goods

Procurement of office decoration materials for PABX section of TSS.

Invitation for Quotation No: 14.36.0000.017.07.16.74

Issued on: 26th Jun, 2019

June 2019

A handwritten signature in dark ink, appearing to be a stylized name, located below the date.

PG1



Telephone Shilpa Sangstha Limited

A State owned company.

Tongi, Gazipur-1710, Bangladesh. Phone : 9814747, 9802701-703

Fax : 880-2-9812700, Web Site : www.tss.com.bd

E-mail : mdtss@btcl.net.bd / info@tss.com.bd

A Symbol of Quality &
Pioneer in Reliable Service

Your Ref : **RFQ No: 14.36.0000.017.07.16.74**

Our Ref :

Refer to :
Date: 26/06/2019

To

.....
.....
.....

Sub: Procurement of office decoration materials for PABX section of TSS.

1. The **Telephone Shilpa Sangstha Limited** has been allocated **own** 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.

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. Quotation in a **sealed envelope** shall be submitted to the office of the undersigned (**Telephone Shilpa Sangstha Ltd, Tongi, Gazipur**) **on or before 11/07/2019 at 03.30 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of office decoration materials for PABX section of TSS**."

5. and **DO NOT OPEN** before **14/07/2019 at 03.30 PM**. Quotations received later than the time specified herein shall not be accepted.
6. Quotations received by fax or through electronic mail shall be **sealed-enveloped** by the Procuring Entity duly marked as stated in **Para 7** 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.
7. 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.
8. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. The supply of Goods and related services shall be completed within **10 days** from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **5 days** of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Name: Md. Rejaul karim

Designation: Assistant Engineer (Civil)

Date: 26.06.2019

Telephone Shilpa Sangstha Ltd. Tongi, Gazipur-1710.

E-mail: rejaul.tss@gmail.com

Distribution:

1. TSS notice board.
2. Posting in the website at www.tss.com.bd
3. Office File.

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 sample, 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 (**PG1a**) 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.


Md. Rejaul Karim
Assistant Engineer
Telephone
Shilpa Sangstha L.
Tongi, Gazipur

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 14.36.0000.017.07.16.74

Date: 26/06/2019

To,
Name: Md. Rejaul karim
Designation: Assistant Engineer (Civil)
Date: 26.06.2019
Telephone Shilpa Sangstha Ltd. Tongi, Gazipur-1710.
E-mail: rejaul.tss@gmail.com

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **decoration materials**.

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 **26.06.2019**

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.


Md. Rejaul Karim
Assistant Engineer
Telephone
Shilpa Sangstha Ltd.
Tongi, Gazipur

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

RFQ NO. 14.36.0000.017.07.16.74

Date: 26/06/2019

Sub : Interior Materials in your Boss Office Room.

Item No	Description of Item	Unity	Quantity	Unite Rate or Price	Total Amount
				In Figure	
1	2	3	4	5	6
1	Plastic Paint	Drum	5		
2	Wall Putting	Drum	2		
3	Roller Brash	pc	4		
4	4" Brash	pc	4		
5	120 no Serij Paper	pc	30		
6	95 mm Aluminum Bottom Section	Rft	20		
7	95 mm Aluminum Top Section	Rft	20		
8	33 mm Aluminum Top Section	Rft	80		
9	Wheel		4		
10	Rubber	Rft	115		
11	Aluminum Lock	pc	1		
12	Silicon Gum	pc	2		
13	5 mm Clear Glass	sft	72		
14	Aluminum Ribbit	Packet	2		
15	Glass Door 3'x7'	pc	1		
16	Floor Met	sft	120		
17	Venisining Blind	sft	88		
18	Sofa (2 + 1)	pc	1		
Total Taka:					
In word:					
Assemble Room					
1	95 mm Aluminum Bottom Section	Rft	200		
2	95 mm Aluminum Top Section	Rft	200		
3	33 mm Aluminum Top Section	Rft	400		
4	Wheel	pc	12		
5	Rubber	Rft	680		
6	Aluminum Lock	pc	6		
7	Silicon Gum	pc	20		
8	5 mm Clear Glass	sft	590		
9	Aluminum Rabbit	Packet	15		
10	Glass Paper	sft	152		
11	Plastic Paint	Drum	7		
	Wall Putting	Drum	2		
	Roller Brash	pc	3		
	4" Brash	pc	3		
	120 no Serij Paper	pc	15		
16	Venisining Blind	sft	190		
Total					


Md. Rezaul Karim
 Assistant Engineer
 Telephone
 Shilpa Sangstha Ltd

Office Store Room

S. No	Description of Item	Unity	Quantity	Unite Rate or Price	Total Amount
01	3/4" Melamine Board (Star Particle Board)	sft	2507.33		
02	2''' Melamine MDF Board(Star Particle Board)	sft	624		
03	Gum	pc	9.50		
04	Agin	Rft	600		
05	Lock	pc	19		
06	2'' Star Screw	Dozen	51		
07	1.5'' Star Screw	Dozen	46		
08	2'' parak	kg	6		
09	1''/1'' SS Clamp	pc	153		
10	Royal Pluge	packet	12		
11	Ms Calm	pc	8		
12	Markin Cloth	Gus	21		
12	5mm Clear Glass by Nasir ,php	sft	904.20		
14	1/2" Melamine Board (Star Particle Board)		208		
16	2''/2'' Mehagoni Wood	cft	6.20		
17	Plastic Paint	Drum	6.5		
18	Wall Putting	Drum	3		
19	Roller Brash	pc	4		
20	4'' Brash	pc	4		
21	120 no Serij Paper	pc	19		
22	95 mm Aluminum Bottom Section	Rft	162.50		
23	95 mm Aluminum Top Section	Rft	162.50		
24	33 mm Aluminum Top Section	Rft	325		
25	Wheel		10		
26	Rubber	Rft	259		
27	Aluminum Lock	pc	4		
28	Silicon Gum	pc	9		
29	Aluminum Rabbit	Packet	12		
30	Glass Paper, fitting fixing ,hardware materials.	sft	272		
31	Vanishing blind, Hardware Materials, Fitting ,fixing charge	sft	96		
	Total				
	Ground Total				

In ward:


Md. Rejaul Karim
 Assistant Engineer
 Telephone
 Shilpa Sangstha Ltd
 Tongi, Gazipur

[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.


Md. Rejaul Karim
Assistant Engineer
Telephone
Shilpa Sangstha Ltd
Gangi Gazipur

Technical Specification of the Goods Required

SL no	Description of Items	Full Technical Specification and Standards .	Country of Origin and Manufacture	Brand and Model
1	2	3	4	5
01	3/4" Melamine Board	<ul style="list-style-type: none"> • Best Quality particle board imported from malaysia • Best quality melamine paper imported from hong kong which made furniture scratch free and enhances glossiness. • Melamine paper is jointed by heat pressed machine which enhances the durability of the board. • Finest quality imported accessories ensure the strong structure. • Dimensions: Height 2400 mm Width 1200 mm Thickness: 17 mm • Limited Warranty Minimum 1 years (from date of purchase); • Product must be intact and brand new. 		
02	2" Melamine Board	<ul style="list-style-type: none"> • Best Quality particle board imported from malaysia • Best quality melamine paper imported from hong kong which made furniture scratch free and enhances glossiness. • Melamine paper is jointed by heat pressed machine which enhances the durability of the board. • Finest quality imported accessories ensure the strong structure. • Dimensions: Height 2400 mm Width 1200 mm Thickness: 6 mm • Limited Warranty Minimum 1 years (from date of purchase); • Product must be intact and brand new. 		


Md. Rejaul Karim
 Assistant Engineer
 Telephone
 Shilpa Sangstha Ltd
 Tongi, Gaziur

SL no	Description of Items	Full Technical Specification and Standards .	Country of Origin and Manufacture	Brand and Model
03	½ " Melamine Board	<ul style="list-style-type: none"> • Best Quality particle board imported from malaysia • Best quality melamine paper imported from hong kong which made furniture scratch free and enhances glossiness. • Melamine paper is jointed by heat pressed machine which enhances the durability of the board. • Finest quality imported accessories ensure the strong structure. • Dimensions: Height 2400 mm Width 1200 mm Thickness: 12 mm • Limited Warranty Minimum 1 years (from date of purchase); • Product must be intact and brand new. 		
04	Mehgoni Wood	<ul style="list-style-type: none"> • Supply Mehgoni wood matured seasoned required size. • Size 2" * 1" * 5'-0" 		
05	Venetian Blind	Material Aluminium Color Off White Suitable For Window Pattern Plain Thickness 1 to mm(Slat thickness)		
06	95mm Outer bottom Section	<ul style="list-style-type: none"> • U.S. Architectural Aluminium Manufacturer's Association (AAMA) standard specification having 1.20 mm thick outer bottom section. 		
07	95mm Outer top Section	<ul style="list-style-type: none"> • U.S. Architectural Aluminium Manufacturer's Association (AAMA) standard specification having 1.20 mm thick outer top section. 		
08	33 mm Outer top Section	<ul style="list-style-type: none"> • U.S. Architectural Aluminium Manufacturer's Association (AAMA) standard specification having 1.20 mm thick outer top section. 		
09	5 mm Clear glass	<ul style="list-style-type: none"> • 5 mm thick clear glass use as Aluminium door frames, petitions and curtain wall distortion free glass of approved quality and shade. 		


Md. Rejaul Karim
Assistant Engineer
Telephone
Iba Sangstha Ltd
Dhaka, Gazipur

SL no	Description of Items	Full Technical Specification and Standards .	Country of Origin and Manufacture	Brand and Model
11	Plastic Emulsion Paint.	<ul style="list-style-type: none"> Plastic Emulsion Paint is high quality exterior Emulsion Paint. Plastic Emulsion Paint gives the wall a perfect finish with smooth touch. Plastic Emulsion Paint is excellent for exterior coating. 		
		<ul style="list-style-type: none"> 		

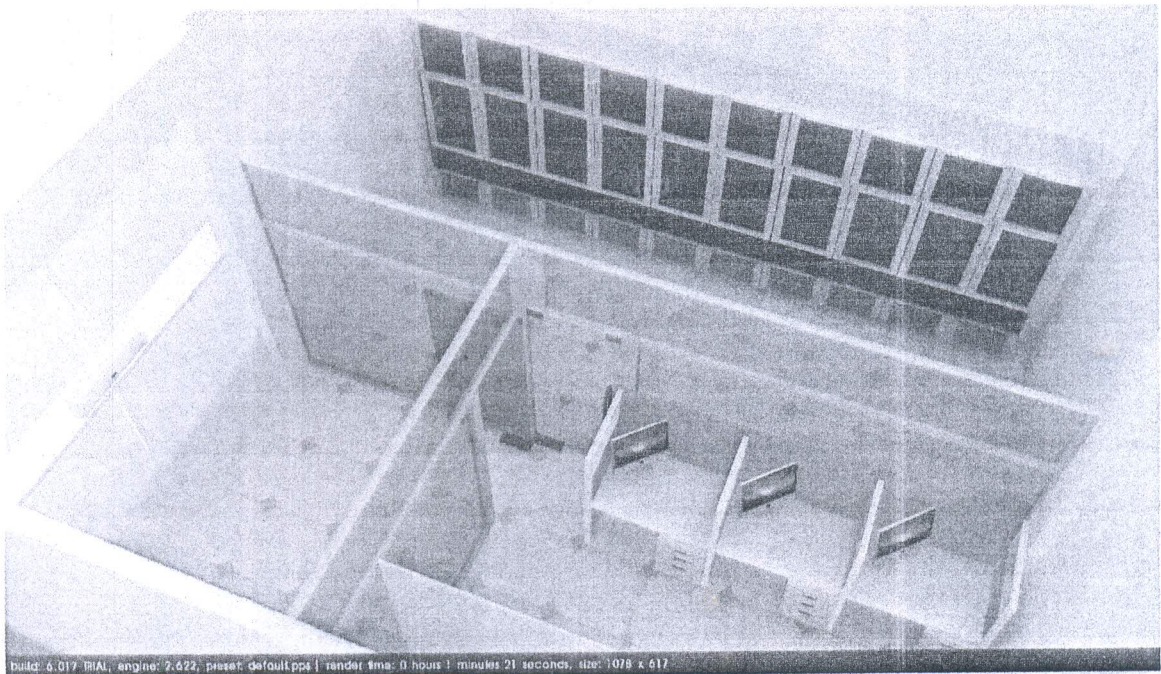
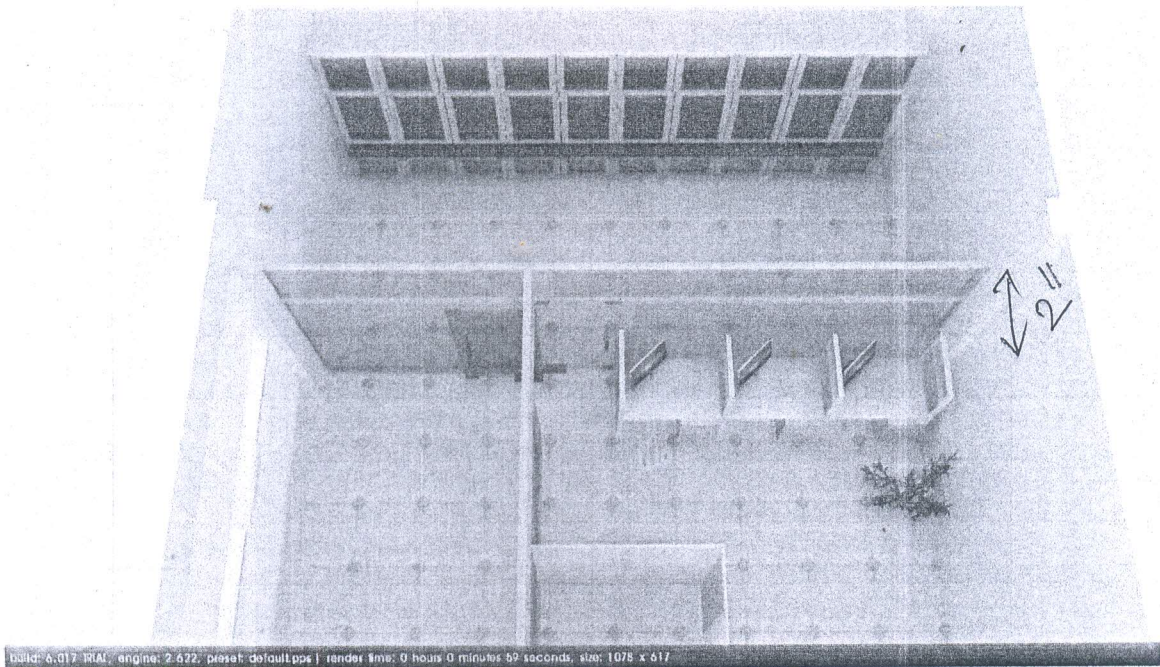
I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

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

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- 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.
- 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.

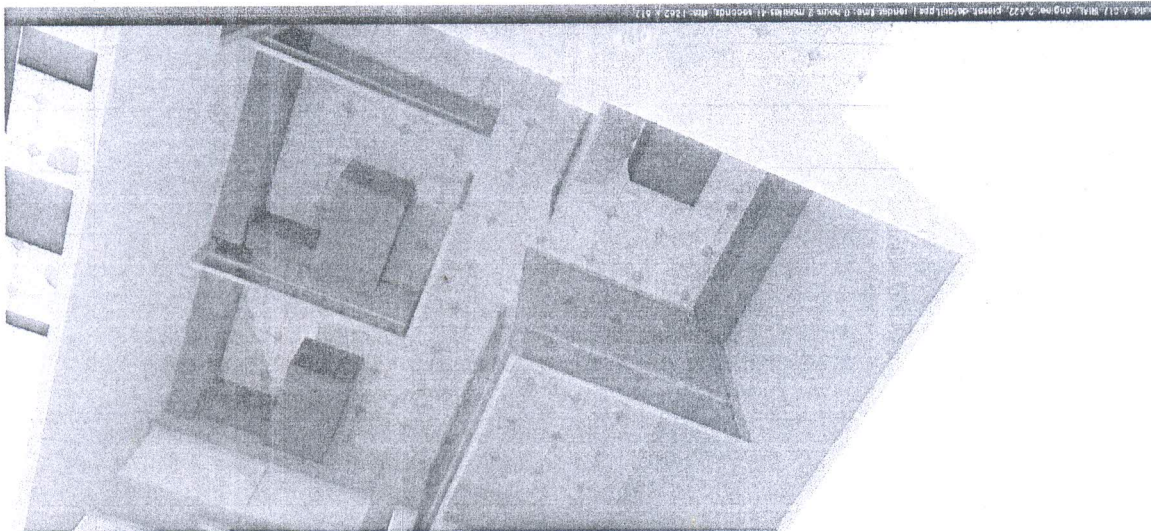
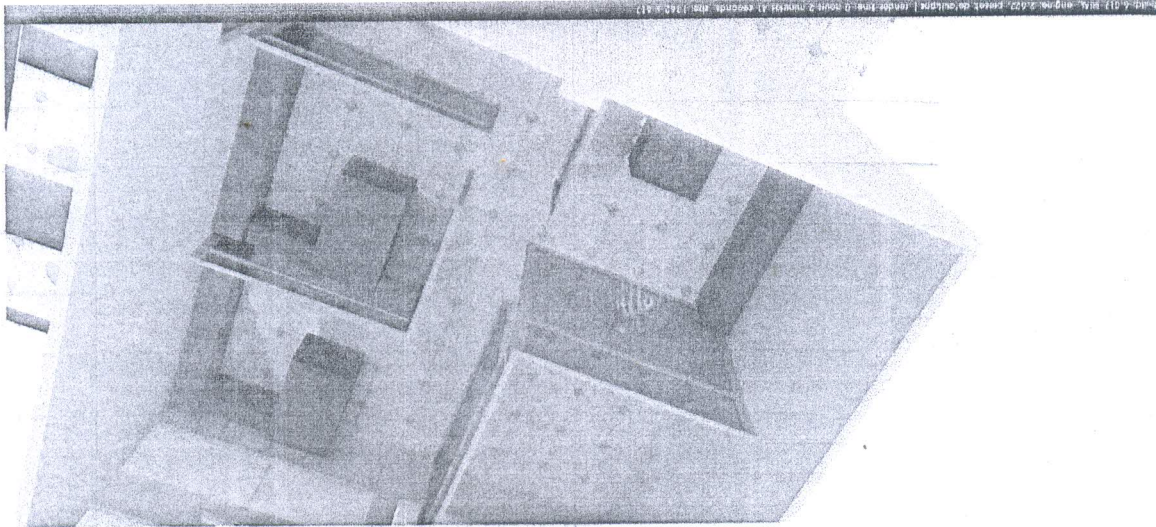

Md. Rejaul Karim
 Assistant Engineer
 Telephone
 Shilpa Sangstha Ltd
 Tongi, Gazipur



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Rah *Moh* *Jan*