



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF POWER, ENERGY AND MINERAL RESOURCES
POWER DIVISION

**Request for Quotation
For
Supplying of MLSS and Cleaner**

OFFICE OF THE NATIONAL PROJECT DIRECTOR
“TECHNICAL ASSISTANCE PROJECT FOR DEVELOPMENT OF SUSTAINABLE
RENEWABLE ENERGY POWER GENERATION (SREPGEN)”
IEB BHABAN LEVEL-11, RAMNA
DHAKA-1000.

October, 2018

Prof *AB* *Savel* *DT*

**“Technical Assistance Project for Development of Sustainable Renewable
Energy Power Generation (SREPGen)”
IEB BHABAN LEVEL-11,
RAMNADhaka.**

**REQUEST FOR QUOTATION (RFQ)
FOR
SUPPLING OF MLSS AND CLEANER**

RFQ No: 27.02.0000.100.011.18. **32**

Date: 08.10.2018

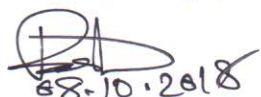
To

1. The National **Project Director, SREPGen Project** 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 Works and physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate** basis.
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 execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or 14.10.2018 before 12.00**. The envelope containing the Quotation must be clearly marked “Quotation for “**SUPPLING OF MLSS AND CLEANER**” and **DO NOT OPEN** before **on or 14.10.2018 before 12.30**. 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.



13. 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.
14. 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, Bank solvency certificate** without which the Quotation may be considered non-responsive.
15. 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.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The execution of Works and physical services shall be completed within **365 days** from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within **3 days** of receipt of approval from the Approving Authority. The Contract shall have to be signed within **7 days** of issuing such Letter of Invitation.
19. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation



Name : Md. Rashedul Alam
 Designation : Assistant Project Director (General)
 Date : 08.10.2018
 Address : IEB Bhaban-11, Ramna, Dhaha-1000

Distribution:

1. Director (Admin), for information and wide circulation.
2. ICT Officer, SREDA to publish into website.
3. Notice Board.
4. Office File.



Bill of Quantities

Item No.	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Unit rates or prices(Taka)	Amount
Supplying of MLSS and Cleaner: Salary (Including VAT, TAX etc.)					
1	Consolidated Salary of nos. Of MLSS and Cleaner 01 October, 2018- 30 December, 2019	Man-Month	2*15		
2	Festival Bonus for 1 nos. MLSS:	Man-Bonus-Year	1*4		
3	Festival Bonus for 1 nos. cleaner:	Man-Bonus-Year	1*4		
4	Bangla new year Bonus for 2 nos. of MLSS and cleaner:	Man-Bonus-Year	2*1		
Major Tems:					
<ol style="list-style-type: none"> Contractor should be provided service for project Office as per instruction of the project authorities by supplying of experience MLSS and Cleaner with paying their consolidated Salary, Festival and Bangla New year bonus as per rules and circular. MLSS should have qualification –SSC, age 18-30 years. Capable of reading, writing, Bangla, Good in manner and cleaner should have qualification-V, age- 18-30 years, should be familiar in Dhaka city's Offices and other locations. If MLSS and Cleaner is sick or unable to do for any work for other reason the MLSS and Cleaner should be replaced by the contractor with the same or better capabilities of same category of MLSS and Cleaner verbal or written notice. As per Govt. rule & other circular, contractor should pay each MLSS and Cleaner monthly salary –taka 15,550.00 for fifteen months up to 31 December, 2019 yearly two festival Bonus (each taka-8250) and yearly one Bangla New year bonus (each 1650.00) in the Bank Account of MLSS and Cleaner. The Payment slip to be submitted with the monthly bill otherwise bill will not to be paid. 					
(Including VAT, Tax etc.) Total Amount :					

Total Amount (in words):

[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 :

Note (use only when this method deemed appropriate):

- Low value and simple and all the components of the Works can be estimated but not accurately determined.
- Works executed are re-measured for payments.
- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.

Raf *Abu* *havel* *QAD*

