



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Office of The Commissioner's, Dhaka**

**Standard Request for Quotation Document (National)**  
**For Procurement of Goods**  
**[Request for Quotation Method]**

**For Procurement of**  
**Supplying of Furniture for Commissioner's Office, Dhaka**

**Source of Fund : Revunue Fund**

**Quotation Number : 08/2016-17**

**Issued To :**

**Issued On :**

**Date of Issue :**

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**May/2017**

RFQ NO: PPRP-II (AF)/PU/2013-14/G-02

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**Divisional Commissioner's Office, Dhaka**

RFQ NO: 08/2016-17

Date : 21.05.2017

Memo No : 05.41.3000.016.02.078.16-196

Date : 21.05.2017

To

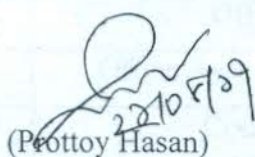
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Subject : Request for Quotation for Supply of Furniture for Commissioner's Office, Dhaka

01. The Assistant Commissioner (Accounts And Nezarat), of the Commissioner's Office, Dhaka 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.
02. Detailed Specifications and, Design and Drawings for intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotations during office hours on all working days.
03. Quotation shall be prepared and submitted using the ' Quotation Document'.
04. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory nad submitted by the date to the office as specified in Para 6 below.
05. No. Securities such as uotation Security (i.e. the traditonally Eermd Earnest Money, Tender Security) and Performance Security shall be required for submission of Quotation and delivery of Goods (if awarded) respectively.
06. Quotation in a sealed enveloped or by a fax or through electronic mail shall be submitted to the office of the undersigned on or before 12:00 p.m of 31.05.2017 of . The envelope containing the Quotation must be clearly marked "Quotation for Supplying of Furniture for Commissioner's Office, Dhaka" and DO NOT OPEN before 13:00 pm of .05.2017 Quotations received later than the time specified herein shall not be accepted.
07. Quotation 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.
08. The Procuring Entity may extend the deadline for submission of Quotations ofn justifiably accepted grounds duly recorded subject to threshold of ten(10) days pursuant to Rule 71(4) of the Public Procurement Rules, 2008.
09. All Quotations must be valid for a period of at least 60 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. Pates 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. Quotaioner, in support of its qualification shall be requiered to submit confied photocopies of latest documents related to valid Trade Licence, Tax identification Number (TIN), VAT Registration No. and Financial Solvency Certfcate from any scheduled Bank: without which the Quotation may be considered non-responsive.
14. Quotation shall be evaluated based on information and documents submitted with 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 prvail, In case of discrepancy between words and figures the format 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 30 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon be Supplier and the Procuring Entity shall be issued within 03(three) days of receipt of approval from Approval Authority.
18. The Procuring Entity reserves the right to reject all the Quotaions or annul the procurment Proceedings.

  
(Prottoy Hasan)

Assistant Commissioner (Account And Nezarat),  
Commissioner's Office, Dhaka

Distribution :

1. Additional Divisional Commissioner (General), Dhaka.
2. PS to Divisional Commissioner, Dhaka
3. Sub-Asst.Div. Engr. PWD, Segunbagicha-Dhaka
4. Deputy Director, Bangladesh Karmachari Kollan Board, Dhaka
5. Notice Board, Commissioner's Office, Dhaka
6. Office File.

**Technical Specifications**

## Technical Specifications

Description : Supply of Furniture Commissioner's Office, Dhaka

RFQ No : 08/2016-17

Date : 21.05.2017

The Goods and Related Services shall comply with following Technical Specifications :

### Furniture

Item No.	Description	Technical Specifications and Standards	Quantity
1.1	VIP Executive Table for Additional Divisional Commissioner (General)	8'X3' Woak Board	1 Pc
1.2	VIP Executive Table for Assistant Commissioner (Nezarat and Accounts)	6'X3' Woak Board	1 Pc
1.3	VIP Executive Table for Assistant Commissioner (ICT)	6'X3' Woak Board	1Pc
1.4	VIP Executive Table for Administrative Officer	5'X3' Woak Board	1Pc
1.5	Nazir	5'X3' Woak Board	1Pc
1.6	Asst. Nazir	4'X2' Woak Board	1Pc
1.7	Office Asst. (ICT)	4'X2. 1/2' Woak Board	2Pc
1.8	Office Asst. (establishment section)	4'X2. 1/2' Woak Board	2Pc
1.9	Court Pasker (Tax)	4'X2. 1/2' Woak Board	2Pc
1.10	Court Pasker (Rev.)	4'X2' Woak Board	1Pc
1.11	Office Asst. LA section)	4'X2' Woak Board	1Pc
1.12	Surveyer ( LA section)	4'X2' Woak Board	1Pc
1.13	Office Asst. (Rev. section)	4'X2. 1/2' Woak Board	2Pc
1.14	Office Asst. (Accounts section)	4'X2. 1/2' Woak Board	1Pc
1.15	Office Asst. (General)	4'X2. 1/2' Woak Board	2Pc
1.16	VIP Chair (Wood)	Segun Wood with leker	2 Pc
1.17	Chair	Steel	18 Pc
1.18	Door decoration of Commissioner', Room		01 Pc
1.19	Cabinet (Women's Toilet)		1 Pc

20/05/17  
প্রভাস হাজান  
স্বাক্ষর ও সিল  
ডাকা

Price Schedule for Supplying of Furniture for Commissioner's Office, Dhaka

RFQ No : 08/2016-17

Date : 21.05.2017

Sl. No	Item No	Description of Items	Unit of measurement	Quantity	Unit Rate Price		Total Amount		Description of Delivery of Goods
					In figure	In Words	In figure	In Words	
01	02	03	04	05	06	07	08	09	
1.									
Total Amount for Furniture for Commissioner's Office, Dhaka (inclusive of VAT and all applicable taxes; see Note 2 below)									
Goods to be supplied to					Commissioner's Office, Dhaka				
Total Amount of taka (in Words)					(enter the total Amount as in Col.8 above for the delivery of Goods and related services)				
Delivery offered					10 Days				
Warranty Provided					01(One) Year				

Signature of Quotationer With Seal Name of Quotationer :	Date :
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Note :

01. Col. 6, 7 and 8 by the Quotationer

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 etc. Whatsoever up to the point of delivery of Goods and

