

RURAL POWER COMPANY LIMITED

Tender Document

For

Procurement of Office Accessories For

RPCL-Raozan Power Plant

Procurement Method: Request for Quotation (RFQ)

Tender Inquiry No: PUR-003 (LG/RPP/RFQ)/2022-23, Dated: 02.10.2022

TENDER CLOSING DATE: 11.10.2022

Memo No: 27.26.1574.008.06.001.22.144

Date: 02.10.2022

REQUEST FOR QUOTATION (RFQ)
For
Procurement of Office Accessories for RPCL- Raozan Power Plant


To

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.....

Ref: PUR – 003 (LG/RPP/RFQ)/2022-23

1. The **RPCL-Raozan Power Plant** intends to procure **Office Accessories for RPCL-Raozan Power Plant** by its own fund under the contract for which this Quotation Document is issued.
2. Detail technical specifications of the particular item are attached herein.
3. Quotation shall be prepared and submitted using the Terms & Conditions of '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) shall be required for submission of the Quotation.
6. Quotation in a sealed envelope or through electronic mail (**raz_032014@yahoo.com**) shall be submitted to the office of the undersigned **on or before 11.10.2022** at 12 Noon. The envelope containing the Quotation must be clearly marked "**Procurement of Office Accessories for RPCL-Raozan Power Plant**" and "**DO NOT OPEN**" before **11.10.2022** at 12 Noon. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received 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. Quotations must be valid for a period of at least **60 (Sixty) 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 Purchase Order shall be made in BDT currency. The price offered by the Quotationer, if accepted shall remain fixing 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 photocopies of latest documents related to Latest **Trade License, TIN Certificate and VAT Registration Certificate (BIN)**.

13. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and the lowest evaluated responsive Quotationer will be awarded for 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. **Delivery of Goods shall be completed within 30 [Thirty] days from the date of issuance of the Purchase Order.**
16. **The supplier will be responsible for supply and installation of Office Accessories at RPCL-Raozan Power Plant.**
17. If the supplier fails to supply the items within delivery period then liquidity damage shall be imposed .The value of L/D The amount of liquidated damages shall be assessed @ 0.10% (zero point one) percent per day of default up to maximum 10% of the value of goods remaining undelivered within the contracted delivery period.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.


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(Khan Md. Abdur Razzak)

Executive Engineer

RPCL-Raozan Power Plant

Address: RPCL-Raozan Power Plant,
Kallumarar Taq, Kaptai Road, Noapara, Raozan, Chittagong.

E-mail: raz_032014@yahoo.com

Distribution:

1. Managing Director, RPCL, Dhaka.
2. Executive Director (Engg./F&A), RPCL, Dhaka.
3. Chief Engineer (O&M), RPCL, Dhaka.
4. Office File.



Quotation Submission Letter
[Use Letter-head Pad]

Tender Inquiry No: PUR-003 (LG/RPP/RFQ)/2022-23

Date:

To
Executive Engineer
RPCL-Raozan Power Plant
Noapara, Raozan,
Chattogram.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Procurement of Office Accessories for RPCL-Raozan Power Plant.**

The total Price of my/our Quotation is BDT [.....]
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.

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 [.....]

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:



Price Schedule for Goods and related services

Ref: PUR-003 (LG/RPP/RFQ)/2022-23

Date:

Sl no	Description of Items	Unit	Qty	Unit Price (BDT)	Total Amount (BDT)	Delivery periods of the Materials
1	2	3	4	5	6	7
01	Canon CanoScanLide 300 Flatbed Scanner	Pcs	2			
02	Epson L130 Ink Tank Printer	Pcs	1			
03	Samsung T35 22 Inch FHD (1920x1080) IPS LED Flat Professional Monitor with Borderless Design (HDMI, VGA)	Pcs	2			
04	Canon imageCLASS LBP6230DN Single Function Mono Laser Printer	Pcs	1			
05	Dell Inspiron 15 3501 11th Gen Intel Core i3 1115G4	Pcs	1			
06	Toshiba e-Studio 2823AM Photocopier (28ppm, Lan)	Pcs	1			
Total Amount Supply of Goods and related services (inclusive of VAT and all applicable taxes)				In figure		
Goods to be supplied and installed :		RPCL- Raozan Power Plant, Noapara, Raozan, Chattogram.				
Total Amount in BDT (in words)						

[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 Tender Validity date].

Signature of Tenderer with Seal	Date:
Name of Tenderer	




Technical Specification of the Goods Required

Ref: PUR-003 (LG/RPP/RFQ)/2022-23

Date:

Sl no	Name of Items and description	Full Technical Specification and Standards	Country of Origin	Manufacturer and Model
1	2	3	4	5
01	Canon CanoScanLide 300 Flatbed Scanner 13.01.010.19 Warranty: 1 year			
02	Epson L130 Ink Tank Printer #C11CE58504 12.02.015.44 Warranty: 1 year/15,000 pages Which One Comes First			
03	Samsung T35 22 Inch FHD (1920x1080) IPS LED Flat Professional Monitor with Borderless Design (HDMI, VGA) #LF22T350FHW/LF22T350FHCXXK/LF22T350FHCXXL 08.02.039.130 Warranty: 1 Year			
04	Canon imageCLASS LBP6230DN Single Function Mono Laser Printer 12.01.010.69 Warranty: 1 year			
05	Dell Inspiron 15 3501 11th Gen Intel Core i3 1115G4 (Up to 4.10GHz, 4GB DDR4, 1TB HDD, No-ODD) 15.6 Inch FHD (1920x1080) Display, Win 10, Black Laptop #BULLN315TGL21051021POPP/BULLN315TGL21051021P-2Y 33.01.013.1428 Warranty: 1 Year (1 year for Battery and Adapter)			
06	Toshiba e-Studio 2823AM Photocopier (28ppm, Lan) 57.01.046.105 Warranty: 1 year			

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





Signature of Tenderer with Seal	Date:
Name of Tenderer	

Note:

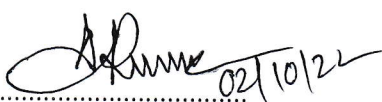
1. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

**Terms and Conditions
for
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the RPCL and the Supplier for the purpose of administration and management of this Contract.
2. The Supplier shall have to complete the delivery and related services in all respects within **30 [Thirty]** days from the date of issuance of the Purchase Order.
3. The Supplier shall be entitled to an extension of the Delivery Schedule if RPCL delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the RPCL on justifiable grounds duly recorded.
4. The RPCL shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
5. If the Goods are found to be defective or otherwise not in accordance with the specifications, the RPCL may reject the supplies by giving due notice to the Supplier, with reasons.
6. The Supplier shall be entirely responsible for payment of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
7. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the price schedule and specifications. 100% of the contract price of the Goods shall be paid after material receiving report, quality certificate. A Work Completion Certificate shall be issued by Plant in-charge after successful delivery of goods. Store receiving date/Delivery challan date will be counted as the delivery date of the respective material provided that goods are received by the plant.




8. If the supplier fails to supply the goods within delivery period (30 days) then liquidated damage shall be imposed 0.1% per day but not more than 10% of the purchase order value of the undelivered item.
9. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the RPCL-RPP authorized representative.
10. The Supplier 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 delivering the Goods and related services .
11. The supplier will be responsible for **supply and installation works**.
12. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
13. The Warranty Period of the Supplies shall be **Twelve months** starting from the date of supply and all Warranty Card should be submitted from manufacturer.
14. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply by the Supplier.
15. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
16. **The RPCL-Raozan Power Plant authority shall amend the Purchase Order incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
17. The RPCL-Raozan Power Plant and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

<p>For the Purchaser:</p>  <p>..... Khan Md. Abdur Razzak Executive Engineer (Plant In-Charge)</p>	<p>For the Supplier:</p> <p>..... Name: Designation: Email:</p>
<p>Date</p>	<p>Date</p>