

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিকল্পনা মন্ত্রণালয়
পরিকল্পনা বিভাগ
সামাজিক বিজ্ঞান গবেষণা পরিষদ
www.ssrc.portal.gov.bd

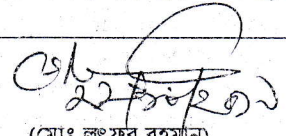
নং-২০.০০.০০০০.৩০৯.০৭.০৮৭.১৮-২৩৮

তারিখঃ ২২ অক্টোবর, ২০১৯ খ্রিঃ
০৭ কার্তিক, ১৪২৬ বঙ্গাব্দ

কোটেশন আহবান বিজ্ঞপ্তি

১।	মন্ত্রণালয়/বিভাগ	পরিকল্পনা মন্ত্রণালয়, পরিকল্পনা বিভাগ।
২।	সংগ্রহকারী সংস্থার নাম	সামাজিক বিজ্ঞান গবেষণা পরিষদ।
৩।	কি জন্য আহবান	কোটেশন ফর গুডস
৪।	সংগ্রহ পদ্ধতি	কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতি।
৫।	বাজেট ও সোর্স অব ফান্ড	রাজস্ব খাত।
৬।	কাজের নাম	স্টেশনারী মালামাল ক্রয়।
৭।	দরপত্র প্রকাশের তারিখ	২২/১০/২০১৯ খ্রিঃ।
৮।	দরপত্র সিডিউল বিতরণের শেষ তারিখ ও সময়	তারিখঃ ২৭/১০/২০১৯ সময়ঃ ১২.০০ ঘটিকা।
৯।	দরপত্র জমাদানের শেষ তারিখ ও সময়	তারিখ ২৮/১০/২০১৯ সময়ঃ ১২.০০ ঘটিকা।
১০।	দরপত্র খোলার তারিখ ও সময়	তারিখঃ ২৮/১০/২০১৮ সময়ঃ ১২.৩০ ঘটিকা।
১১।	দরপত্র আহবানকারী অফিসের নাম ও ঠিকানা	সামাজিক বিজ্ঞান গবেষণা পরিষদ ব্লক নং ০৬ (২য় তলা), কক্ষ নং ১৯, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়, শেরেবাংলা নগর, ঢাকা-১২০৭।
১২।	দরপত্র গ্রহণকারীর দপ্তর	সামাজিক বিজ্ঞান গবেষণা পরিষদ ব্লক নং ০৬ (২য় তলা), কক্ষ নং ১৯, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়, শেরেবাংলা নগর, ঢাকা-১২০৭।
১৩।	দরপত্র খোলার দপ্তর	সামাজিক বিজ্ঞান গবেষণা পরিষদ, ব্লক নং ০৬ (২য় তলা), কক্ষ নং ২২, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়, শেরেবাংলা নগর, ঢাকা-১২০৭।
১৪।	দরদাতার যোগ্যতা	The Public Procurement Rules-2008 এবং এতদসংক্রান্ত সংশোধনীসহ সংশ্লিষ্ট কাজের জন্য প্রণীত কোটেশন দলিলের বর্ণিত শর্তানুযায়ী।
১৫।	বিশেষ নির্দেশাবলী	১। The Public Procurement Rules-2008 এবং এতদসংক্রান্ত সংশোধনী-এর বিধি বিধান অনুসরণে বাধ্য থাকবেন। ২। উপসচিব, সামাজিক বিজ্ঞান গবেষণা পরিষদ, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়, শেরেবাংলা নগর, ঢাকা বরাবর প্রতিষ্ঠানের নিম্নস্থ লেটার হেড প্যাডে লিখিত আবেদনের মাধ্যমে সিডিউলের শর্ত মোতাবেক কোটেশন দাখিল করতে হবে। ৩। বর্ণিত মাইক্রোবাসের চাকা (টায়ার ও টিউব) কার্যাদেশ প্রাপ্তির ০৭(সাত) কর্মদিবসের মধ্যে সরবরাহ ও সংযোজন করতে হবে। ৪। খামের উপর দরপত্র দাতা প্রতিষ্ঠানের নাম ও ঠিকানা উল্লেখ থাকতে হবে। ৫। দরপত্রের সহিত দরপত্র দাখিলের সময় প্রতিষ্ঠানের হালনাগাদ ট্রেড লাইসেন্স, ভ্যাট নিবন্ধন সনদ, টিআইএনসহ জায়কর পরিশোধ সনদের ফটোকপি ও ব্যাংক স্বচ্ছলতা সনদ -এর সত্যায়িত কপি জমা দিতে হবে। ৬। স্টেশনারী মালামাল ক্রয় এর দরের উপর সরকারি নিয়মানুযায়ী ভ্যাট ও ট্যাক্স কর্তন করা হবে। ৭। দরপত্র তফসিলের নির্ধারিত স্থানে একক ও মোট দর অঙ্কে ও কথায় লিখতে হবে। ৮। দরদাতাকে টেন্ডার ডকুমেন্টের প্রত্যেক পাতায় স্বাক্ষর করতে হবে। ৯। কর্তৃপক্ষ যে কোন কারণ দর্শানো ব্যতিরেকেই যে কোন দরপত্র অথবা সকল কোটেশন গ্রহণ বা বাতিলের ক্ষমতা সংরক্ষণ করেন।
১৬।	সংগৃহীতব্য স্টেশনারী সামগ্রীর পরিচয়	সিডিউল মোতাবেক।
১৭।	কোটেশন আহবানকারী কর্মকর্তার নাম ও পদবী	মোঃ লুৎফর রহমান, গবেষণা কর্মকর্তা।
১৮।	কোটেশন আহবানকারী কর্মকর্তার ঠিকানা	ব্লক নং ০৬ (২য় তলা), কক্ষ নং ১৯, পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়, শেরেবাংলা নগর, ঢাকা-১২০৭।

সিনিয়র সিস্টেম এনালিস্ট এর দপ্তর
পরিকল্পনা বিভাগ
১৫/১০/১৯
সিনিয়র প্রোগ্রামার আইসিটি সেল
স্বাক্ষর
সিডিউল
সহকারী প্রোগ্রামার-১
সহকারী প্রোগ্রামার-২
সহকারী সিস্টেম এনালিস্ট
ব্যক্তিগত কর্মকর্তা



(মোঃ লুৎফর রহমান)
গবেষণা কর্মকর্তা
ফোনঃ ৯১৮০৭৯৭

ও
সদস্য সচিব, দরপত্র মূল্যায়ন কমিটি
সামাজিক বিজ্ঞান গবেষণা পরিষদ।

(অপর পৃষ্ঠা দ্রষ্টব্য)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। সিনিয়র সিস্টেম এনালিস্ট, আইসিটি সেল/গবেষণা কর্মকর্তা-২(এসএসআরসি), পরিকল্পনা বিভাগ (পরিকল্পনা বিভাগের ওয়েব সাইটে প্রচারের অনুরোধসহ)।
- ২। উপসচিব, প্রশাসন অধিশাখা-৩, অর্থনৈতিক সম্পর্ক বিভাগ, শেরে বাংলানগর, ঢাকা-১২০৭ (অর্থনৈতিক সম্পর্ক বিভাগের নোটিশ বোর্ডে প্রচারের অনুরোধসহ)।
- ৩। সিনিয়র সহকারী সচিব (প্রশাসন-৩), আইএমইডি (আইএমইডি নোটিশ বোর্ডে প্রচারের অনুরোধসহ)।
- ৪। নোটিশ বোর্ড, পরিকল্পনা বিভাগ।
- ৫। নোটিশ বোর্ড, সামাজিকবিজ্ঞান গবেষণা পরিষদ।

অনুলিপি (জ্যেষ্ঠতার ক্রমানুসারে নয়) (অবগতি ও কার্যার্থে):

- ১। অতিরিক্ত সচিব (এসএসআরসি), পরিকল্পনা বিভাগ ও চেয়ারপারসন, দরপত্র মূল্যায়ন কমিটি, সামাজিকবিজ্ঞান গবেষণা পরিষদ।
- ২। উপসচিব ও সদস্য, দরপত্র মূল্যায়ন কমিটি, সামাজিকবিজ্ঞান গবেষণা পরিষদ, পরিকল্পনা বিভাগ, ঢাকা।
- ৩। জনাব মোঃ আল-আমিন, সিনিয়র সহকারী সচিব, প্রশাসন-২, অর্থনৈতিক সম্পর্ক বিভাগ (সদস্য, দরপত্র মূল্যায়ন কমিটি, সামাজিকবিজ্ঞান গবেষণা পরিষদ), ঢাকা।
- ৪। জনাব তাহমিনা জাকারিয়া, সিনিয়র সহকারী সচিব, প্রশাসন-৩, আইএমইডি (সদস্য, দরপত্র মূল্যায়ন কমিটি, সামাজিকবিজ্ঞান গবেষণা পরিষদ), ঢাকা।



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

**Standard Request for Quotation Document (National)
For Stationaries Items
[Request for Quotation Method]**

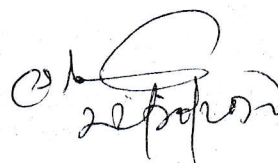
(for values up to Tk.0.3 million)

**Social Science Research Council
Planning Division
Ministry of Planning
Sher-e-Bangla Nagar
Dhaka-1207**

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**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 simple, off-the-shelf, 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 3 years; 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



Government of the People's Republic Of Bangladesh
Ministry of Planning
Planning Division
Social Science Research Council
Sher-e-Bangla Nagar
Dhaka-1207

REQUEST FOR QUOTATION
for

Lot: Procurement of Stationaries Items

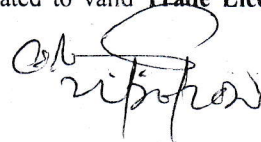
RFQ No 20.00.0000.309.07.087.18

Date:22/10/2019

To

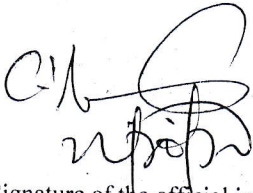
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1. The Social Science Research Council, Planning Division has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, 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 or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before [28/10/2019, 12.00pm]**. The envelope containing the Quotation must be clearly marked "Quotation for [28/10/2019, 12:00pm] and **DO NOT OPEN** before [28/10/2019, 12:30pm]. 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 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.
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(Thirty) 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 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.

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 supply of Goods and related services shall be completed within 07 (Seven) 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 5 (Five) 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.



Signature of the official inviting Quotation

Name: Md. Lutfar Rahman

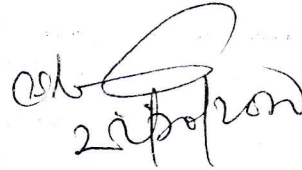
Designation: Research Officer

Date: 22/10/2019

Address: Room # 19, Block # 06,
Planning Division, Sher-e-Bangla Nagar,
Dhaka-1207., Phone: 9180797

Distribution:

1. Planning Division notice board;
2. ERD notice board;
3. IMED notice board.
4. Web Site, ICT Cell/SSRC, Planning Division.
5. Notice Board, SSRC, Planning Division.
6. Office File.



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

Dr. Uttam Kumar Das
Deputy Secretary
Social Science Research Council
Planning Division
Ministry of Planning
Sher-e-Bangla Nagar
Dhaka-1207

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods].....

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.

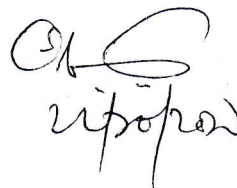
I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

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:


Uttam Kumar Das

Price Schedule for Goods and Related Services

RFQ NO. _____

Date:

Lot: Procurement of Stationaries Items

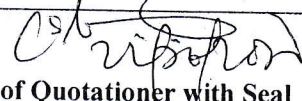
Sl no.	Item no.	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
১	১	অফসেট পেপার (এ-৪ সাইজ, ৮০ গ্রাম)	সংখ্যা	২০ রিম				Social Science Research Council, Block-06 (1st Floor)
২	২	কলম উন্নত মানের (কালো বলপেন)	সংখ্যা	১০ ডজন				-Do-
৩	৩	কলম উন্নত মানের (লাল বলপেন)	সংখ্যা	০১ ডজন				-Do-
৪	৪	উড পেন্সিল	সংখ্যা	০১ ডজন				-Do-
৫	৫	ডাস্টার ক্লথ (বড় সাইজ)	সংখ্যা	৫০টি				-Do-
৬	৬	লিকুইড সাবান	সংখ্যা	৩০টি				-Do-
৭	৭	এ্যারোসল (এসিআই)	সংখ্যা	১১টি				-Do-
৮	৮	এয়ার ফ্রেশনার	সংখ্যা	১১টি				-Do-
৯	৯	টিস্যু পেপার (বড় বক্স)	সংখ্যা	৫০ বক্স				-Do-
১০	১০	টয়লেট পেপার	সংখ্যা	৫০ রোল				-Do-
১১	১১	টয়লেট সোপ	সংখ্যা	৫০টি				-Do-
১২	১২	তোয়ালে	সংখ্যা	১০টি				-Do-
১৩	১৩	পাঞ্চ মেশিন (১ ছিদ্র)	সংখ্যা	০২টি				-Do-

In figure	
In words	

Goods to be supplied to
Total Amount in Taka (in words)
Delivery Offered
Warranty Provided

[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].

<p style="text-align: center;"></p> <p>Signature of Quotationer with Seal</p> <p>Name of Quotationer.....</p>	<p>Date:</p>
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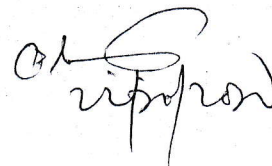
Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 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, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Technical Specification of the Goods Required

Lot: Procurement of Stationaries Items

Sl no 1	Item no 2	Goods Name 3	Technical Specification 4	Brand Name/Model 5
১	১	অফসেট পেপার	এ-৪ সাইজ (৮০ গ্রাম) Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
২	২	কলম উন্নত মানের	কালো বলপেন Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৩	৩	কলম উন্নত মানের	লাল বলপেন Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৪	৪	উড পেন্সিল	Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৫	৫	ডাস্টার রুথ	বড় সাইজ (সুতি) Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৬	৬	লিকুইড সাবান	Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.



৭	৭	এ্যারোসল	মাঝারি Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৮	৮	এয়ার ফ্রেশনার	Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
৯	৯	টিস্যু পেপার	বড় বক্স Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
১০	১০	টয়লেট পেপার	রোল (সাদা) Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
১১	১১	টয়লেট সোপ	মাঝারি Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
১২	১২	তোয়ালে	Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.
১৩	১৩	পাঞ্চ মেশিন (১ ছিদ্র)	Brand: Internationally renowned brand Model: To be mentioned. Country of Origin: To be mentioned. Country of Manufacture: To be mentioned. Name of Company: To be mentioned.	Please Specify.

Handwritten signature

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:

Note:

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

A handwritten signature in black ink, appearing to be 'Rafiqul Islam', written in a cursive style.

Government of the People's Republic Of Bangladesh
Ministry of Planning
Planning Division
Social Science Research Council
Sher-e-Bangla Nagar
Dhaka-1207

PURCHASE ORDER FOR THE SUPPLY OF GOODS
[insert name of the supplies in brief]

Purchase Order No. _____

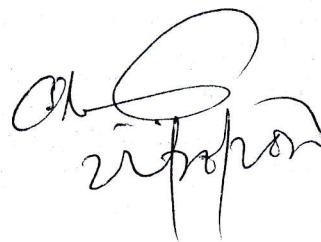
Date:

RFQ No: _____	Date:
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

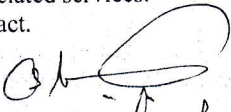
ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

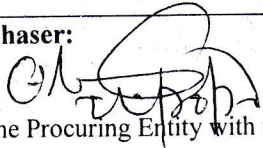


**Terms and Conditions
for
Supply of Goods and Payment**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within 07 (Seven) days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. 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 Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT[.....].....
12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05-10) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.(Not Applicable)
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. 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 .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. 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 and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the originai Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.


21/07/2020

22. The Procuring Entity 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.
23. The Supplier 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.

For the Purchaser:  Signature of the Procuring Entity with name and Designation	For the Supplier: Signature of the Supplier with name Designation
Date	Date