

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
Gender Equality and Women's Empowerment at work place প্রকল্প
শ্রম ভবন, ১৯৬, শহীদ সৈয়দ নজরুল ইসলাম স্মরণী, বিজয়নগর, ঢাকা-১০০০
www.dife.gov.bd

নং ৪০.০১.০০০০.১০৪.০৭.০০১.১৮-১৪৬

তারিখ: ১১ নভেম্বর, ২০২০ খ্রি:।

REQUEST FOR QUOTATION
OF

কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তরের আওতাধীন Gender Equality and Women's Empowerment at work place শীর্ষক প্রকল্পের আওতায় "কর্মক্ষেত্রে জেভার ভিত্তিক সহিংসতা ও জেভার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র" এবং "কর্মক্ষেত্রে জেভার ভিত্তিক সহিংসতা ও জেভার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র বাস্তবায়ন কর্মপরিকল্পনা" ছাপানোর জন্য তদসংশ্লিষ্ট কাজ।

To

Quotationers Name:

1. Department of Inspection for Factories and Establishment 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 (**Deputy Inspector General & Project Director, Department of Inspection for Factories and Establishments, Shromo Bhaban, 196, Shaheed Syed Nazrul Islam Sarani, 12th Floor, Dhaka-1000 of the undersigned within 12-30 PM on or before 29.11.2020.** The envelope containing the Quotation must be clearly marked "Quotation for **GBV Strategy and GBV Strategy Action Plan printing** and DO NOT OPEN before 29.11..2020 ". Quotations received later than the time specified here in shall not be accepted.

7. 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.
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 45 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. Quotation, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid Trade License (2018-2019), Tax Clearance Certificate. (2018-2019), VAT Registration Number 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 well govern, Quotation 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 20 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 30 days of receipt of approval from the Approving Authority.
18. There should be 1(three) years warranty period and a operator should be available for at least six months during office hour for operation of the soft ware.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Name: Md. Matiur Rahaman
Designation: Deputy Inspector General (Project Director)
Telephone: 028391597
Address: Department of Inspection for Factories and Establishment
Shromo Bhaban, 196, Shahed Nazrul Islam Sarani, Bijoyagar, Dhaka-1000



নং ৪০.০১.০০০০.১০৪.০৭.০০১.১৮-১৪৬

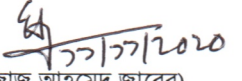
তারিখ: ১১ নভেম্বর, ২০২০ খ্রি:।

অনুলিপি সদয় কার্যার্থে:

- ১। বিভাগীয় কমিশনার, ঢাকাবিভাগ, ঢাকা। (কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধসহ)
- ২। প্রধান নির্বাহী কর্মকর্তা, ঢাকা সিটি কর্পোরেশন (দক্ষিণ), ঢাকা। (কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধসহ)
- ৩। জেলা প্রশাসক, ঢাকা। (কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধসহ)
- ৪। প্রধান প্রকৌশলী, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, DPHE ভবন, ১৪, শহীদ ক্যাপ্টেন মনুসুর হায়দার আলী স্মরণী, ঢাকা -১০০০। (কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধসহ)
- ৫। মহাপরিচালক, মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তর, ৪১, সেগুনবাগিচা, ঢাকা -১০০০। (কোটেশনটি নোটিশ বোর্ডে দেয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধসহ)
- ৬। নোটিশ বোর্ড, কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর, শ্রম ভবন, বিজয়নগর, ঢাকা-১০০০।

অনুলিপি সদয় অবগতির জন্য:

- ১। মহাপরিদর্শক (অতিরিক্ত সচিব), কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর, ঢাকা।



(মোঃ এজাজ আহমেদ জাবের)

অতিরিক্ত মহাপরিদর্শক (যুগ্মসচিব)

ও

সভাপতি, দরপত্র মূল্যায়ন কমিটি

Quotation submission Letter
[Use Letter Head pad]

To

I/we the undersigned, offer to supply in conformity with the Terms and Conditions for the Goods and related services named 12 (4) কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তরের আওতাধীন Gender Equality and Women's Empowerment at work place শীর্ষক প্রকল্পের শীর্ষক প্রকল্পের "কর্মক্ষেত্রে জেডার ভিত্তিক সহিংসতা ও জেডার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র" এবং "কর্মক্ষেত্রে জেডার ভিত্তিক সহিংসতা ও জেডার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র বাস্তবায়ন কর্মপরিকল্পনা" ছাপানের জন্য তদসংশ্লিষ্ট কাজ।

The Total price of my/our Quotation BTDT-----

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 of 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 won name of 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

নং ৪০.০১.০০০০.১০৪.০৭.০০১.১৮-১৪৬

তারিখ: ১১ নভেম্বর, ২০২০ খ্রিস্টাব্দ।

SL No	Description	Quantity	Rate	Amount
01	কর্মক্ষেত্রে জেডার ভিত্তিক সহিংসতা ও জেডার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র INNER (25 Leaves X 2) = 50 Pages (including cover) Both Side Four Color Print 120 GSM Matt Paper , Size : 8.5" X 5.5" Plate Making : Digital Plate System COVER Four Color Print, 300 GSM Matt Card Lamination : Heat Matt Lamination With UV Spot Binding : Automatic Machine Glue Binding DESIGN : Layout, Typesetting and Design	1500		
02	কর্মক্ষেত্রে জেডার ভিত্তিক সহিংসতা ও জেডার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র বাস্তবায়ন কর্মপরিকল্পনা INNER (20 Leaves X 2) = 40 Pages (including cover) Both Side Four Color Print 120 GSM Matt Paper , Size : 8.5" X 5.5" Plate Making : Digital Plate System COVER Four Color Print, 300 GSM Matt Card Lamination : Heat Matt Lamination With UV Spot Binding : Automatic Machine Glue Binding DESIGN : Layout, Typesetting and Design	1500		

[Insert number] number corrections made by me/us have been duly initialed in this price Schedule. My/ours is valid

Total	Total Amount for Supply of Goods (Inclusive of VAT and all taxes)	In figure	
	Warranty provided		
	Delivery offered		

Signature of Quotationer with Seal	
name of Quotationer	

te:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a prerequisite 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.



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 on 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.



Technical Specification of the Goods Required

I/We declare to supply Goods and related services offered by me/us full in compliance with the Technical Specifications and Standards mentioned herein below:

SL No	Description	Quantity	Rate	Amount
01	কর্মক্ষেত্রে জেভার ভিত্তিক সহিংসতা ও জেভার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র INNER (25 Leaves X 2) = 50 Pages (including cover) Both Side Four Color Print 120 GSM Matt Paper , Size : 8.5" X 5.5" Plate Making : Digital Plate System COVER Four Color Print, 300 GSM Matt Card Lamination : Heat Matt Lamination With UV Spot Binding : Automatic Machine Glue Binding DESIGN : Layout, Typesetting and Design	1500		
02	কর্মক্ষেত্রে জেভার ভিত্তিক সহিংসতা ও জেভার বৈষম্য প্রতিরোধ এবং প্রতিকার কৌশলপত্র বাস্তবায়ন কর্মপরিকল্পনা INNER (20 Leaves X 2) = 40 Pages (including cover) Both Side Four Color Print 120 GSM Matt Paper , Size : 8.5" X 5.5" Plate Making : Digital Plate System COVER Four Color Print, 300 GSM Matt Card Lamination : Heat Matt Lamination With UV Spot Binding : Automatic Machine Glue Binding DESIGN : Layout, Typesetting and Design	1500		

Signature of Quotationer with Seal	
Name of Quotationer	

Note:

- 1.Col. 1, 2, 3 is 4 to be filled in the procuring Entity and Col. 5 is 6 by the Quotationer.
2. Specifications are to be filled in by 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

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

1. Terms and Conditions contained herein shall be binding 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 for the public procurement Act, 2006 and the public procurement Rules, 2008
3. The Supplier shall have to complete the delivery in all respects within 30 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 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 অংকে:** **কথায়:**
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 Three years starting from the date of completion of delivery in the form of submission and acceptance by the procuring Entity, of the Delivery chalan.
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 fulfill the obligations pursuant to Rule 40 (5) of the public procurement Rules, 2008.

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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 original Terms and conditions in line with Rules, where necessary.
21. The procuring Entity may send written Notice 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 judgment 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.
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 :	For the Supplier :
Signature of the procuring Entity with name and	Signature of the Supplier with name
Date :	Date :

