

Government of The People's Republic of Bangladesh

Agro-Meteorological Information Systems Development Project (Component-C of BWCSRP) Department Agricultural Extension Khamarbari, Farmgate, Dhaka-1215 গণপ্রজাত ব্রী বাংলাদেশ সরকার কৃষি আবহাওয়া তথ্য পদ্ধতি উন্নতকরণ প্রকল্প কম্পোনেন্ট-সি, বিডাব্লিউসিএসআরপি কৃষি সম্প্রসারণ অধিদপ্তর খামারবাড়ি, ফার্মগেট, ঢাকা-১২১৫



Memo No: 12.01.0000.018.03.001.20.4041

Date:01.12.2020

Notice for Request for Quotation

- 1. Ministry/Department: Ministry of Agriculture/Department of Agricultural Extension
- **2. Procuring Entity Name & Address:** Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No. 728, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka.
- 3. Description of Work:

SI No.	Name of Work	Specification	Quantity	Unit Price (BDT)	Total Price (BDT)	Comments
1	2	3	4	5	6	7
1	Package Name: Supply and Delivery of Tires for AMISD Project Vehicles.	Model Name: The model name should be mentioned by bidder. Tires Dimension: 265/65R17 112S Brand name: Brand name should be mentioned by bidder. Pattern: Name/Number should be mentioned by bidder.	8 Pieces			
	Package no. AMISDP/RFQ/04/ 2020-2021,	Features Wide shoulder profile for improved off-road traction and a longer tread life Aggressive shoulder design for protection against sidewall cuts Full nylon cover for reinforced tread and protection against sharp objects Optimised lug groove to assist in expelling dirt and improve self-cleaning 3-D shaped sipes to strengthen block rigidity Four deep main grooves to effectively disperse water Orange Oil Technology				
		Total	8 Pcs.			

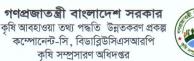
Amount in Detail:

- 4. Quotation Collection System: mail or Hard Copy.
- 5. Source of Budget: Agro-Meteorological Information Systems Development Project, Component-C of BWCSRP.
- **6. Quotation inviter Name & Address:** Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6th floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka.



Government of The People's Republic of Bangladesh

Agro-Meteorological Information Systems Development Project (Component-C of BWCSRP) Department Agricultural Extension Khamarbari, Farmgate, Dhaka-1215



খামারবাড়ি, ফার্মগেট, ঢাকা-১২১৫



- 7. Place of Submitted Quotation: Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6th floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka. Or Email or Hard Copy through Mail.
- 8. Last date & Time of Submitted Quotation: 10 December 2020 at 11.30 a.m.

Terms & Conditions:

- 1. Total amount of quotation price must be written in words and in number. Any additional amount, scouring and over writing will not be considered.
- 2. The trade license of current fiscal year, VAT certificate, AIT certificate to be submitted with the quotation.
- 3. AIT and VAT will be deducted from the bill as per GoB rules at source.
- 4. The logistics services to be arranged as per specification. Purchase/Work Order may be cancelled if failed to complete the job in time/properly.
- 5. Authority is not bound to accept lower quotation price. The authority reserves the rights to accept or reject the quotation without showing any reason.

Memo No: 12.01.0000.018.03.001.20.4041

Date:01.12.2020

Copy forwarded for information and circulation:

- Director, Field Services wing/Administration & Finance wing/ Planning, Project implementation and ICT Wing, Plant Protection, Crops wing, Horticulture wing, DAE, Khamarbari, Dhaka for information and circulation in their notice
- Director General, Department of Agricultural Marketing, DAE, Khamarabari, Dhaka_for information and wide circulation in their notice board.
- PS to Director General, DAE, Khamarbari, Dhaka.
- M/S / Mr.....
- Notice Board.
- Office File. 6.

Dr. Md. Shah Kamal Khan

Project Director

Agro-Meteorological Information Systems Development Project Component-C of Bangladesh Weather and Climate Services Regional Project, Department of Agricultural Extension (DAE)

Khamarbari, Farmgate, Dhaka Cell no. +8801712184274

Telephone: +88-02-55028422

E-mail: kamalmoa@gmail.com



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation

Package Name: Supply and Delivery of Tires for AMISD Project Vehicles

Package no. AMISDP/RFQ/04/2020-2021

Agro-Meteorological Information Systems Development Project (AMISDP)
Component C of Bangladesh Weather and Climate Services Regional Project
Department of Agricultural Extension (DAE)
Khamarbari, Farmgate, Dhaka-1215.



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 low value simple, off-the-self, 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 (**PG1**) 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 between 3 and 6 months; 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 Agro-Meteorological Information Systems Development Project (AMISDP) Component C of Bangladesh Weather and Climate Services Regional Project (BWCSRP) Department of Agricultural Extension (DAE) Khamarbari, Farmgate, Dhaka-1215.

REQUEST FOR QUOTATION

for

Supply and Delivery of Tires for AMISD Project Vehicles Package no. AMISDP/RFQ/04/2020-2021

Memo No: 12.01.0000.018.03.001.20.4041	Date:01.12.2020	
То		

Greetings from Agro-Meteorological Information Systems Development Project (AMISDP), Department of Agricultural Extension (DAE) under Ministry of Agriculture (MoA), Dhaka, Bangladesh.

- The Project Director (PD), Agro-Meteorological Information Systems Development Project, Room No: 728, 6th floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka. has been allocated public funds (IDA) 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 for the intended Logistics Support 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.
- 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.
- Quotation in a sealed envelope or by mail, fax or through electronic mail shall be submitted to the office of the undersigned on or before 10 December, 2020 at 11.30 a.m. The envelope containing the Quotation must be clearly marked "Quotation for Supply and Delivery of Tires for AMISD Project Vehicles, Package no. AMISDP/RFQ/04/2020-2021" and DO NOT OPEN before 10 December, 2020 at 11.30 a.m. Quotations received later than the time specified herein shall not be accepted.
- 7. Quotations received by mail, 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. All Quotations must be valid for a period of at least 30 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 **5 (five) 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 **05 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.

Dr. Md. Shah Kamal Khan

Project Director

Agro-Meteorological Information Systems Development Project

Component-C of Bangladesh Weather and Climate Services Regional Project,

Department of Agricultural Extension (DAE)

Khamarbari, Farmgate, Dhaka

Cell no. +8801712184274 Telephone: +88-02-55028422

E-mail: kamalmoa@gmail.com

Quotation Submission Letter [Use Letter-head Pad]

RFQ No: 12.01.0000.018.03.001.20.4041 Date:01.12.2020

To:

Project Director Agro Meteorological Information Systems Development Project, Room no: 728, 6th floor, Middle Building, Department of Agricultural Extension, Khamarbari, Farmgate, Dhaka.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply and Delivery of Tires for AMISD Project Vehicles, Package No. AMISDP/RFQ/04/2020-2021.

The total Price of my/our Quotation is [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 01.12.2020.

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

Package Name: Supply and Delivery of Tires for AMISD Project Vehicles Package no. AMISDP/RFQ/04/2020-2021

RFQ No: 12.01.0000.018.03.001.20.4041

Date:01.12.2020

SI Item		Description of Items	Quantity	Unit Rate or Price (BDT)		Total Amount (BDT)	Destination for
по		(pcs.)	In figure	In words	In figure In words	Delivery of Service	
1	2	3	4	5	6	7	8
1	1	Model Name: The model name should be mentioned by bidder. Tires Dimension: 265/65R17 112S Brand name: Brand name should be mentioned by bidder. Pattern: Name/Number should be mentioned by bidder.	8 pieces				
		Features Wide shoulder profile for improved off-road traction and a longer tread life Aggressive shoulder design for protection against sidewall cuts Full nylon cover for reinforced tread and protection against sharp objects Optimised lug groove to assist in expelling dirt and improve self-cleaning To be a 3-D shaped sipes to strengthen block rigidity Four deep main grooves to effectively disperse water Orange Oil Technology					
		Total Amount for Logistics Sup				In	
		(inclusive of VAT and all applicable taxe	es; see Note 2 b	elow)		figure	
						In words	

Services to be supplied to: PIU, AMISDP, DAE, Khamarbari, Dhaka.				
Total Amount in	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].			
Taka (in words) Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]			
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not			

[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].

Signature of Quotationer with Seal	
Name of Quotationer:	Date: dd/mm/yy

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 traces 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. Entity.

Technical Specification of the Purchase of training equipment's for conducting training of DAE officials. (Package no. AMISDP/Training/2019-20)

RFQ No. 12.01.0000.018.03.001.20.4041

Date:01.12.2020

SI	Item no	Description of	Full Technical Specification and Standards	Country of Origin	Make and Model
		Items	und Standards		
1	1	Tires	Model Name: The model name should be mentioned by bidder. Tires Dimension: 265/65R17 112S Brand name: Brand name should be mentioned by bidder. Pattern: Name/Number should be mentioned by bidder.	Country of Origin should be mentioned by the bidder/supplier	Make and Model should be mentioned by the bidder/supplier
			Features Wide shoulder profile for improved off-road traction and a longer tread life Aggressive shoulder design for protection against sidewall cuts Full nylon cover for reinforced tread and protection against sharp objects Optimised lug groove to assist in expelling dirt and improve self-cleaning 3-D shaped sipes to strengthen block rigidity Four deep main grooves to effectively disperse water Orange Oil Technology		

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

Signature of Quotationer with Seal	
Name of Quotationer:	Date: dd/mm/yy

Note:

- 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 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 a model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied interactive / brochures for the listed items.

Government of the People's Republic of Bangladesh Agro-Meteorological Information Systems Development Project Component C of Bangladesh Weather and Climate Services Regional Project (BWCSRP) Department of Agricultural Extension (DAE) Khamarbari, Farmgate, Dhaka-1215.

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Date: dd/mm/yy

Purchase Order No.____

Attachments: As stated above

RFQ No:	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As pe	r Terms and Conditions
s listed below and requests that you supply the C	d [insert date] for the supply of Goods and related services soods and related services within the delivery date states with the Technical Specifications under the Terms and
Conditions as annexed.	ED ITEMS
	ER ITEMS
Attached Certified photocopy of approve	ER ITEMS ed Priced Schedule for Goods and related services ed Technical Specification of the Goods Required tocopy of Terms and Conditions
Attached Certified photocopy of approve	ed Priced Schedule for Goods and related services ed Technical Specification of the Goods Required
Attached Certified photocopy of approve Attached Certified photocopy of approve Attached Certified photocopy Attached Certified photocopy For the Purchaser:	ed Priced Schedule for Goods and related services ed Technical Specification of the Goods Required tocopy of Terms and Conditions
Attached Certified photocopy of approve Attached Certified photocopy of approve Attached Certified photocopy	ed Priced Schedule for Goods and related services ed Technical Specification of the Goods Required tocopy of Terms and Conditions

Khamarbari, Farmgale, Dhaka

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 **5** (five) 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 [insert figure] [in words].
- 12. The minimum Warranty Period of the Supplies shall be **(not applicable)** 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.
- 13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
- 14. 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.
- 15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

- 16. 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.
- 17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
- 18. 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.
- 19. 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.
- 20. 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.
- 21. 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 Designation	Signature of the Supplier with name Designation
Date	Date

