

ইনস্টিটিউট অব নিউক্লিয়ার পাওয়ার ইঞ্জিনিয়ারিং (আইএনপিই)  
বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা  
১১ তলা, ইসিই ভবন, ঢাকা - ১২০৫, বাংলাদেশ  
ফোন: +৮৮০২৫৫১৬৭১০০, +৮৮০২৫৫১৬৭২২৮-৫৭ এক্স. ৬৬০৩  
ই-মেইল: dirinpe@inpe.buet.ac.bd, Web site: inpe.buet.ac.bd



Institute of Nuclear Power Engineering (INPE)  
Bangladesh University of Engineering and Technology (BUET)  
10<sup>th</sup> Floor, ECE Building, Dhaka – 1205, Bangladesh  
Phone: +880255167100, +880255167228-57, Ext. 6603  
E-mail: dirinpe@inpe.buet.ac.bd, Web site: inpe.buet.ac.bd

## Tender (RFQ) Notice

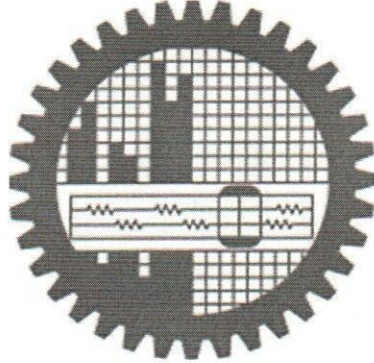
তারিখ: ২০/০৪/২০২৪

বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়ের ইনস্টিটিউট অব নিউক্লিয়ার পাওয়ার ইঞ্জিনিয়ারিং-এর অফিসের ০১টি Secretariat Table, ০১টি Secretariat Chair, ০৪টি Visitor Chair, ০১টি Office Almirah এবং ০১টি File Cabinet ক্রয়ের জন্য RFQ পদ্ধতিতে Tender আহবান করা হলো।

|                          |   |
|--------------------------|---|
| Tender ID/ RFQ No        | INPE-03/2024  |
| Office/Department        | Institute of Nuclear Power Engineering (INPE), BUET, Dhaka.   |
| Package No               | GD-03/2024  |
| Package Name             | Supply and Installation of Secretariat Table, Secretariat Chair, Visitor Chairs, Office Almirah and File Cabinet for the INPE |
| Closing and Opening Date | 24/04/2024  |

*Zaban*

অধ্যাপক ড. মোহাম্মদ জাহাঙ্গীর আলম  
পরিচালক, ইনস্টিটিউট অব নিউক্লিয়ার পাওয়ার ইঞ্জিনিয়ারিং  
অধ্যাপক, ত.ই কৌশল বিভাগ  
এবং  
সভাপতি, Tender Evaluation Committee (TEC)  
বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা।



**Institute of Nuclear Power Engineering (INPE)**  
**Bangladesh University of Engineering and Technology (BUET)**

**Tender Document for Supply and Installation of Secretariat Table, Secretariat  
Chair, Visitor Chairs, Office Almirah and File Cabinet for the INPE  
by Request for Quotation (RFQ) Method**

**Tender Inquiry No: INPE-03/2024**

**Date: 20/04/2024**





**Institute of Nuclear Power Engineering (INPE)**  
**REQUEST FOR QUOTATION**

for

[Supply and Installation of Secretariat Table, Secretariat Chair, Visitor Chairs, Office Almira and File Cabinet]

**RFQ No:** INPE-03/2024

**Date:** 20/04/24

To

[insert name and address of the Quotationers]

1. The Institute of Nuclear Power Engineering (INPE) intends to procure **Supply and Installation of Secretariat Table, Secretariat Chair, Visitor Chairs, Office Almira and File Cabinet by Request for Quotation (RFQ) Method by GoB revenue** fund to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Technical Specifications for the intended items are attached herewith.
3. Quotation shall be prepared and submitted using the 'Standard Quotation Document'. PG1(SRFQ) (available online: <https://cptu.gov.bd> )
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 by fax or through electronic mail shall be submitted to the office of the undersigned **on or before Date: 24/04/2024**. The envelope containing the Quotation must be clearly marked "Quotation for [insert name of Goods] and **DO NOT OPEN** before **Date: 24/04/2024**. 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 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 **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. 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.

*Alon*



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 60 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 10 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.

(Prof. Dr. Mohammad Jahangir Alam)  
Director, Institute of Nuclear Power Engineering (INPE)  
Bangladesh University of Engineering and Technology (BUET)  
10<sup>th</sup> Floor, ECE Building, Dhaka – 1205, Bangladesh  
Phone: +880255167100, +880255167228-57, Ext. 6603, +880-1775-848295  
E-mail: dirinpe@inpe.buet.ac.bd , abid@inpe.buet.ac.bd  
Web site: inpe.buet.ac.bd





## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: INPE-03/2024      Date: dd/mm/yy

To:

.....  
.....  
.....

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 Installation of Secretariat Table, Secretariat Chair, Visitor Chairs, Office Almirah and File Cabinet by Request for Quotation (RFQ) Method"

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.

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 **Date:**  
**20/04/2024**

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

RFQ NO. INPE-03/2024

Date: dd/mm/yy

| Item no  | Description of Items | Quantity | Unit Rate or Price |           | Total Amount          | Destination for Delivery of Goods             |
|--|----------------------|----------|--------------------|-----------|-----------------------|---|
|  |                      |          | In figure          | In words  | In figure<br>In words |   |
| 1  | Secretariat Table    | 01       |                    |           |                       | Institute of Nuclear Power Engineering (INPE) |
| 2  | Secretariat Chair    | 01       |                    |           |                       |   |
| 3  | Visitor Chair        | 04       |                    |           |                       |   |
| 4  | Office Almirah       | 01       |                    |           |                       |   |
| 5  | File Cabinet         | 01       |                    |           |                       |   |
| <b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes)</b> |                      |          |                    | In figure |                       |   |
|  |                      |          |                    | In words  |                       |   |

|                                 |   |
|---------------------------------|---|
| Goods to be supplied to         | Institute of Nuclear Power Engineering (INPE)             |
| Total Amount in Taka (in words) |   |
| Delivery Offered                |   |
| Warranty Provided               | Minimum 1 year service warranty for manufacturing faults. |

Number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until

|  |                |
|--|----------------|
| <b>Signature of Quotationer with Seal</b><br>Name of Quotationer | Date: dd/mm/yy |
|--|----------------|





## Technical Specification of the Goods Required

| Item No. | Name of the Equipment and Detailed Description/Specification  | Unit | Quantity |
|----------|---|------|----------|
| 1        | <p><b>Name: Secretariat Table</b><br/> <b>Specifications:</b><br/>                     Material: Beech wood/veneered engineered wood/veneered Medium Density Fibreboard or better, Polyurethane Lacquer finish.<br/>                     Features: Left Side Rack with Drawer, Three Drawers in the right side.<br/>                     Approximate Size: Length - 3000 mm, Width - 2550 mm, Height - 760 mm.<br/>                     Warranty: Minimum 1 year service warranty for manufacturing faults.</p>   | 01   | 01       |
| 2        | <p><b>Name: Secretariat Chair</b><br/> <b>Technical Specifications:</b><br/>                     Features: Swivel Chair, Hydraulic/Screw pump height adjustable system chair component, Stainless Steel Chrome Base or better, Rubber and comfort foam seat and poly foam back or better, Wooden arm, Metal Inert Gas Welding or better.<br/>                     Approximate Size: Length - 690 mm, Width - 660 mm, Seat Height - 510-590 mm, Backrest Height - 780 mm.<br/>                     Warranty: Minimum 1 year service warranty for manufacturing faults.</p> | 01   | 01       |
| 3        | <p><b>Name: Visitor Chair</b><br/> <b>Technical Specifications:</b><br/>                     Features: Chair Structure: Mild steel tube or better of 32 mm diameter, Rubber and comfort foam seat and poly foam back or better.<br/>                     Approximate Size: Length - 550 mm, Width - 560 mm, Seat Height - 355 mm, Backrest Height - 505 mm.<br/>                     Warranty: Minimum 1 year service warranty for manufacturing faults.</p>  | 01   | 04       |
| 4        | <p><b>Name: Office Almirah</b><br/> <b>Technical Specifications:</b><br/>                     Features: Made of Commercial Cold Rolled Carbon Steel sheet conforming Japanese JIS-SPCC standard and finished in international standard automatic PT line and Powder Coating Oven or better, Metal Inert Gas (MIG) welding or better.<br/>                     Approximate Size: Length - 900 mm, Width - 500 mm , Height - 1850.</p>  | 01   | 01       |



| Item No. | Name of the Equipment and Detailed Description/Specification   | Unit | Quantity |
|----------|--|------|----------|
|          | Warranty: Minimum 1 year service warranty for manufacturing faults.  |      |          |
| 5        | <b>Name: File Cabinet</b><br><b>Technical Specifications:</b><br>Features: Made of Commercial Cold Rolled Carbon Steel sheet conforming Japanese JIS-SPCC standard and finished in international standard automatic PT line and Powder Coating Oven or better, Metal Inert Gas (MIG) welding or better.<br>Configuration: 4 drawers, Individual Lock.<br>Approximate Size: Length - 480 mm, Width - 610 mm , Height - 1400.<br>Warranty: Minimum 1 year service warranty for manufacturing faults. | 01   | 01       |

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

|   |                |
|---|----------------|
|   | Date: dd/mm/yy |
| <b>Signature of Quotationer with Seal</b> |                |
| Name of Quotationer                       |                |





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

1. Terms and Conditions contained herein shall be binding upon both the INPE, BUET 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 **60** 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 INPE, BUET 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 INPE, BUET or his/her authorized representative.
6. The INPE, BUET 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 INPE, BUET 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 service warranty period of the supplies shall be 01 year for manufacturing faults 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. **The INPE, BUET shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
18. 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.
19. The INPE, BUET 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.
20. 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.

|   |  |
|---|--|
| <b>For the Purchaser:</b><br><br>(Prof. Dr. Mohammad Jahangir Alam)<br>Director, Institute of Nuclear Power Engineering (INPE)<br>Bangladesh University of Engineering and Technology<br>(BUET) | <b>For the Supplier:</b><br><br>Signature of the Supplier with name<br>Designation |
| Date  | Date   |