Chattogram Palli Bidyut Samity-3

Shibpur, SitakundaChattogram.

ISO 9001:2015 Certified

Standard Tender Document

RFQ PACKAGE NO.- S.26-27.568-11

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে **"যানবাহনের কম্প্রিহেনসিভ বীমা" নবায়ন** করণের দরপত্র আহ্বান প্রসঙ্গে।

দরদাতা কর্তৃক দাখিলতব্য দরপত্র অবশ্যই নিম্নোক্ত কাগজপত্রসহ দাখিল করিতে হইবেঃ

(ক) পূরণকৃত দরপত্র ফরম
(খ) প্রতিষ্ঠানের হাল নাগাদ ট্রেড লাইসেন্স
(গ) ব্যাংক সলভেন্সি সার্টিফিকেট
(ঘ) **Tax Identification(TIN)** নম্বর এবং
(ঙ) ভ্যাট রেজিস্ট্রেশন এর সত্যায়িত ফটোকপি ইত্যাদি।

বিঃদ্রঃ দরপত্র দলিলটিওয়েব সাইটঃ (www.pbs3.chittagong.gov.bd) হতে ডাউন লোড করে প্রিন্ট করে প্রয়োজনীয় কাগজপত্রসহ দাখিল করিতে হইবে)।

Guidance Notes on the use of
The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value Goods. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: http://www.bppa.gov.bd/. Notes and guidance 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 90 to 94 of the Public Procurement Rules, 2025 and 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 under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.

4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, RFQ shall be invited through letter or 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 92(3) of the Public Procurement Rules, 2025, 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 seven **(7)** days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting Quotations.

7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.

8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in the RFQ.

9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.

10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for standard off-the-shelf low value readily available Goods shall usually be on **'Unit-Rate'** basis.

11. The specifications of Goods shall be framed pursuant to Rule 38 of the Public Procurement Rules, 2025.

12. Splitting the object of Procurement is not permissible pursuant to Rule 90(4)(ka) of the Public Procurement Rules, 2025.

13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.

14. Provision of Retention Money shall however be kept at the rate of five (5) percent of the contract price from Supplier's payable amount against any claims during the Warranty Period.

15. The Warranty Period shall usually remain between 6 and 12 months.

16. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of thePublic Procurement Rules, 2025.

Chattogram Palli Bidyut Samity-3

Shibpur, Sitakunda, Chattogram.

REQUEST FOR QUOTATION

RFQ NO.-05/2025-2026

বিষয়: কোটেশন প্রদানের অনুরোধ জ্ঞাপন (RFQ) পদ্ধতিতে **"যানবাহনের কম্প্রিহেনসিভ বীমা" নবায়ন** করণের দরপত্র আহ্বান প্রসঙ্গে।

Memo No: 27.12.1586.568.01.038.26.৩৪৬৬ Date: 17/11/2026

To
M/S.....
.....

1. The **Chattogram Palli Bidyut Samity-3, Shibpur, Sitakunda, Chattogram**has been allocated own 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, Design & Drawings for the intended Services/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 shall be submitted to **Chattogram Palli Bidyut Samity-3, Shibpur, Sitakunda, Chattogram before 22.11.2026, 12:00 PM**. The envelope containing the Quotation must be clearly marked Quotation for Supply of **"Comprehensive Insurance Renew Of Vehicles"** and **DO NOT OPEN** before **22.11.2026, 12:05PM**. 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. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
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/provide of Goods/services 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 **07(seven)** 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.

অন্যান্য শর্তাবলীঃ

ক) দরপত্রের সহিত বীমা উন্নয়ন ও নিয়ন্ত্রণ কর্তৃপক্ষ কর্তৃক প্রদানকৃত নিবন্ধনের/প্রমাণকের অনুলিপি দরপত্রের সাথে দাখিল করতে হবে।

খ) কম্প্রিহেনসীভ বীমার সকল ঝুঁকি (যেমনঃ বন্যা, সাইক্লোন, ঘুর্ণিঝড়, জলোচ্ছাস, ভূমিধস, ভূমিকম্প, অগ্নিকান্ড, চুরি-ছিনতাই, দাঙ্গা-হাঙ্গামা, চালক ও যাত্রীসহ অন্যান্য দুর্ঘটনা জনিত ক্ষতিসহ ইত্যাদি) গ্রহণের জন্য FIV উল্লেখ পূর্বক দরপত্র দাখিল করিতে হইবে

গ) কার্যাদেশ প্রাপ্ত প্রতিষ্ঠানকে জরুরী ভিত্তিতে বীমা সংক্রান্ত যাবতীয় কাজ সম্পাদন করিয়া পরবর্তী ০১(এক) বৎসরের জন্য সার্টিফিকেট ও সিডিউল অব পলিসি প্রদান করিতে হইবে।

ঘ) দরপত্র গৃহীত হইলে এবং কার্যাদেশ প্রাপ্ত হইলে উল্লিখিত যানবাহনের বীমাকরণ সাপেক্ষে বিল দাখিল করতঃ অত্র পবিসেরএকাউন্টপেয়ী চেকের মাধ্যমে বিল পরিশোধ করা হইবে এবংবিল হইতে সরকারি নিয়মানুযায়ী ভ্যাট ও আয়কর কর্তন করা হইবে।

17.11.26

(Mohammad Abdun Noor)
General Manager.

অনুলিপিঃজ্যেষ্ঠতার ভিত্তিতে নয় (সদয় অবগতি ও নোটিশ বোর্ডে বহুল প্রচারের অনুরোধ সহ)

০১। পবিস মনিটরিং ও ব্যঃ পঃ (দঃ অঞ্চল) পরিদপ্তর, বাপবিবোর্ড, ঢাকা
০২। জেলা প্রশাসক/পুলিশ সুপার, চট্টগ্রাম
০৩। তত্ত্বাবধায়ক প্রকৌশলী, বাপবিবো, চট্রগ্রাম জোন, বাপবিবো, ফেনী।
০৪। সিনিয়র জেনারেল ম্যানেজার/জেনারেল ম্যানেজার..... পবিস-১/২/৩/৪
০৫। উপজেলা নির্বাহী অফিসারঃ----------, সীতাকুন্ড/হাটহাজারী/মীরসরাই।
০৬। নির্বাহী প্রকৌশলী, এলজিইডি/গণপূর্ত বিভাগ, ফেনী।
০৭। নির্বাহী প্রকৌশলী, বাপবিবো, ফেনী।
০৮। ডিজিএম-হাটহাজারী/মিরসরাই/বারৈয়ারহাট/সদর দপ্তর (কারিগরী), চট্টগ্রাম পবিস-৩।
০৯। সহকারী প্রকৌশলী, প্রকল্প বিভাগ, বাপবিবো, ফেনী।
১০। এজিএম (প্রশাসন/অর্থ/সদস্যসেবা/আইটি/এইচআর/ইএন্ডসি/সকল ওএন্ডএম), চট্টগ্রাম পবিস-৩।
১১। নোটিশ বোর্ড, চট্টগ্রাম পবিস-৩।
১২। অফিস কপি/মাস্টার কপি।

17.11.26

(Mohammad Abdun Noor)
General Manager.

Quotation Submission Letter

[Use Letter-head Pad]

MemoNo: 27.12.1586.568.01.038.26.৬৪৬ Date: 17/11/2026

To:
The General Manager.
Chattogram Palli Bidyut Samity-3
Shibpur, Sitakunda, Chattogram.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods named Supply **"Comprehensive Insurance Renew Of Vehicles"**
The total Price of my/our Quotation is BDT (.....) (in word.....

.....only)

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 17.11.2026 .

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 Works and Related Services

Memo No: 27.12.1586.568.01.038.26 ৩৪৫৮ Date: 17/11/2026

ক্রঃ নং-	যানবাহনের বিবরণ	যানবাহন তৈরির সন	প্রতিটি যানবাহনের ক্রয় মূল্য	পরিমান	উদ্ধৃত একক প্রিমিয়াম (টাকা)	উদ্ধৃত মোট প্রিমিয়াম (টাকা)
০১.	পিক-আপ গাড়ীঃ রেজি নং- চট্টমেট্রো- ঠ- ১১-০০১০ সিসি-২৪৭৭	১৮-০৮-২০১৬	৪০,৪০,০০০/-	০১টি		
০২.	পিক-আপ গাড়ীঃ রেজি নং- চট্টমেট্রো- ঠ- ১১-০০২৯ সিসি-২৪৭৭	২৩-১১-২০২১	৫৫,৬০,০৮৪/-	০১ টি		
০৩.	পিক-আপ গাড়ীঃ রেজি নং- চট্টমেট্রো- ঠ- ১১-০০৪৯ সিসি-২৪৭৭	২৭-০৭-২০২২	২৫,২৩,০০০/-	০১ টি		
০৪.	পিক-আপ গাড়ীঃ রেজি নং- চট্টমেট্রো- ঠ- ১১-০৫৬৫ সিসি-২৪৭৭	১৮-১০-২০১৮	৪৯,৫৭,৫০০/-	০১ টি		
০৫	১২৫সিসি মটর সাইকেলঃ রেজি নং চট্টগ্রাম-হ-১১- ২১৬৪, ২১৬৫, ২১৬৬ এবং ২১৬৭	১০-১০-২০১৯	১,৩৮,৯০০/-	৪টি		
০৬	১২৫সিসি মটর সাইকেলঃ রেজি নং চট্টগ্রাম-হ-১১-২২৫৯, ২২৬০, ২২৬১, ২২৬২, ২২৬৩, ২২৬৪, ২২৬৫, ২২৬৬, ২২৬৭, ২২৬৮, ২২৬৯, ২২৭০, ২২৭১, ২২৭২, ২২৭৩ এবং ২২৭৪	১৯-০৭-২০২১	১,৩৮,৯০০/-	১৬টি		
				Grand Total:		

In words-(TK) .....

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

Signature of Quotationer with Seal	Date:
Name of Quotationer	

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.

Chattogram Palli Bidyut Samity-3
Shibpur, Sitakunda, Chattogram.

PURCHASE ORDER FOR THE SUPPLY OF GOODS/Works

[insert name of the supplies in brief]

Purchase Order No._____ **Date: dd/mm/yy**

RFQ No: 27.12.1586.568.01.038.26.0854	**Date:** 17/11/2026
To:[name and address of the Supplier]	
Delivery/Complete the Works Date: [Within 07Days]	**Order Value: TK. [insert Contract Price]**
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated **17/11/2026** 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: 17.11.26 (Mohammad Abdun Noor) General Manager.
Date

Attachments: As stated above

Terms and Conditions
for
Supply/Provide of Goods/Service 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, 2025.

3. The Supplier/Service Provider shall have to complete the delivery in all respects within **[07 days]** 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 the Technical Examination and Acceptance Committee (TEAC) formed by the PE.

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: only].**

12. The minimum Warranty Period of the Supplies shall be **[insert months; state none if 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 goods and related services.

13. The Procuring Entity shall retain or in other words deduct from the final payment due to the Supplier at the rate of five (5) percent of the invoice amount as Retention Money under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Warranty Period.

14. The Supplier shall remain liable to fulfil the obligations regarding Warranty, after-sales services and any other issues pursuant to Rule 55 (8) of the Public Procurement Rules, 2025.
15. 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.
16. Any claim arising out of delivery of Goods shall be settled by the Supplier at his/her own cost and responsibility.
17. 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.
18. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
19. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
20. 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 as per Delivery Schedule and Specifications.
    b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive or obstructive practices in competing for or in delivery of Goods.
    c. fails to perform any other obligation(s) under the Contract.

21. 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.
22. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.

For the Purchaser:	**For the Supplier:**
12.11.26 (Mohammad Abdun Noor) General Manager.	Signature of the Supplier with name Designation
Date	Date