



**নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানী লিমিটেড**  
**Northern Electricity Supply Company Limited**  
(An Enterprise of Bangladesh Power Development Board)  
বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর



**Standard Request for Quotation Document (National)**  
**For Procurement of Works**  
[Request for Quotation Method]

**(for values up to Tk.1 million )**

**RFQ Document**  
**for**

বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরের আওতাধীন পার্বতীপুর বিদ্যুৎ সরবরাহের অধীনস্থ ৩৩ কেভি, ১১ কেভি  
এবং ০.৪ কেভি লাইন এর নিকটবর্তী গাছপালার শাখা-প্রশাখা কর্তন কাজ।

**Office of Executive Engineer**  
**Sales & Distribution Division -1, Nesco Ltd., Dinajpur**  
Phone No:- 02589921343, e-mail [xen.snd1.dinajpur@nesco.gov.bd](mailto:xen.snd1.dinajpur@nesco.gov.bd)

## 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 Works and physical 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/>. 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 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 (**PW1**) applies when a Procuring Entity intends to select a Quotationer (a Contractor) for the Procurement of Works and physical 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 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 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 the 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 low value simple Works and physical services shall be on the basis of either '**Unit-Rate**' or '**Lump-sum**' depending on the level of estimating the quantity of works. Such two different BoQ formats are attached with the RFQ Document. The Procuring Entity shall have the option to choose any one of these two BoQs, as appropriate, for a particular procurement.
11. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 73 (5) of the Public Procurement Rules, 2008, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.
13. Provision of Retention Money (i.e. the traditionally termed Security Deposit) shall however be kept in Conditions of Contract pursuant to **Rule 28** of the Public Procurement Rules, 2008.
14. The Defects Liability Period shall usually remain between 3 and 6 months.
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

## REQUEST FOR QUOTATION

### For

বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরের আওতাধীন পার্বতীপুর বিদ্যুৎ সরবরাহের অধীনস্থ ৩৩ কেভি, ১১ কেভি এবং ০.৪ কেভি লাইন এর নিকটবর্তী গাছপালার শাখা-প্রশাখা কর্তন কাজ।

RFQ No :-27.29.0000.073.00.903.22.১৪

Date:- 13/02/2022

To

1. The নির্বাহী প্রকৌশলী, বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর 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 Works and physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate** basis.
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 execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before তারিখঃ- ২০/০২/২০২২ ইং সময় দুপুর ১২-৩০ মিঃ পর্যন্ত The envelope containing the Quotation must be clearly marked Quotation For “বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরের আওতাধীন পার্বতীপুর বিদ্যুৎ সরবরাহের অধীনস্থ ৩৩ কেভি, ১১ কেভি এবং ০.৪ কেভি লাইন এর নিকটবর্তী গাছপালার শাখা-প্রশাখা কর্তন কাজ” and **DO NOT OPEN** before তারিখঃ- ২০/০২/২০২২ ইং সময় দুপুর ০২-৩০ মিঃ 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at least 60 Days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.
13. 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.

14. 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.
15. 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.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Questioner shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The execution of Works and physical services shall be completed within 30 days from the date of commencement.
18. Letter inviting the successful Questioner to sign the Contract shall be issued within 07 days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 3 days of issuing such Letter of Invitation.
19. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

2000  
29/02/2022  
**(Md. Fazlur Rahaman)**

Executive Engineer

Sales & Distribution Division-1

NESCO Ltd. Dinajpur.

e-mail-xen.snd1.dinajpur@nesco.gov.bd

Date:- 13/02/2022

Ref:-27.29.0000.073.00.903.22. 18

Copy to:

- 1) Managing Director, NESCO Ltd., Rajshahi.
- 2) Executive Director (Technical/ Finance), NESCO Ltd, Rajshahi.
- 3) Chief Engineer, Distribution Zone, NESCO Ltd, Rangpur.
- 4) Superintendent Engineer (Procurement), NESCO Ltd, Rajshahi.
- 5) Superintendent Engineer, Operation & Maintenance Circle, NESCO Ltd, Dinajpur.
- 6) Deputy General Manager (Admin/Accounts/Audit), NESCO Ltd. Rajshahi.
- 7) Executive Engineer, GMD, PGCB, Dinajpur (Request For Publishing).
- 8) Manager (Accounts), RAO, NESCO Ltd, Dinajpur.
- 9) Manager (DBA & ICT), NESCO. Ltd, Rajshahi (With request to Publish this notice in NESCO website).
- 10) SDE, S & D-1, NESCO Ltd, Dinajpur.
- 11) Residential Engineer, Parbatipur Electric Supply Unit, NESCO Ltd, Dinajpur.
- 12) UDA/SAA, S & D-1, NESCO Ltd, Dinajpur.
- 13) .....
- 14) Notice Board.
- 15) Office copy.

2000  
29/02/2022  
**(Md. Fazlur Rahaman)**

Executive Engineer

Sales & Distribution Division-1

NESCO Ltd. Dinajpur.

## Quotation Submission Letter

Use Letter-head Pad

RFQ No :-27.29.0000.073.00.903.22.

Date:- 13/02/2022

To:

নির্বাহী প্রকৌশলী  
বিক্রয় ও বিতরণ বিভাগ-১  
নেসকো লিঃ, দিনাজপুর।

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরের আওতাধীন পার্বতীপুর বিদ্যুৎ সরবরাহের অধীনস্থ ৩৩ কেভি, ১১ কেভি এবং ০.৪ কেভি লাইন এর নিকটবর্তী গাছপালার শাখা-প্রশাখা কর্তন কাজ The total Price of our Quotation is .....In .....  
**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 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the works.

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 your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on / /2022

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 Questioner with Seal

Date: / /2022

# Bill of Quantities

| Item No.             | Description of Items of Works (specifications preferably built-in)   | Quantity  | Unit         | Unit rates or prices quoted by the Questioner |          | Amount  |
|----------------------|--|-----------|--------------|---|----------|---------|
|                      |  |           |              | In figures                                    | In words |         |
| 1                    | 2  | 3         | 4            | 5   | 6        | 7 = 3x5 |
| ০১                   | ক) ৩৩ কেভি লাইনের সেন্টার লাইনের উভয় দিকে ৬ (ছয়) মিটার পর্যন্ত রাইট অব ওয়ে পরিষ্কারকরণ, জঙ্গল, গাছ, বীশ ইত্যাদি কর্তন এবং মালিকের কাছে হস্তান্তর করণ।<br>১) মাঝামাঝি দুর্গম এলাকা   | ১৯ কি:মি: | প্রতি কি:মি: |   |          |         |
| ০২                   | ওভারহেড লাইনের নিকটবর্তী বৃক্ষের শাখা-প্রশাখা কর্তন করাঃ<br>উচ্চ ভোল্টের লাইনের ৩ মিটার এবং নিম্ন ভোল্টের দুই মিটার রেডিয়াল দুরন্তের মধ্যে বৃক্ষের শাখা-প্রশাখা কর্তন (নকসা নং-এম,এস,০০০১৯ ও এম,এস ০০০২০ অনুসারে) কর্তিত শাখা-প্রশাখা বৃক্ষের মালিকের নিকট হস্তান্তর করন অথবা নির্ধারিত "রিফিউজ এলাকায়" মালিকের নিকট ক্ষতিপূরণ প্রদান করে সরিয়ে রাখা।<br>(ক) ১১ কেভি লাইন (উভয় দিকে তিন মিটার)   | ২৬ কি:মি: | প্রতি কি:মি: |   |          |         |
| ০৩                   | ওভারহেড লাইনের নিকটবর্তী বৃক্ষের শাখা-প্রশাখা কর্তন করাঃ<br>উচ্চ ভোল্টের লাইনের ৩ মিটার এবং নিম্ন ভোল্টের দুই মিটার রেডিয়াল দুরন্তের মধ্যে বৃক্ষের শাখা-প্রশাখা কর্তন (নকসা নং-এম,এস,০০০১৯ ও এম,এস ০০০২০ অনুসারে) কর্তিত শাখা-প্রশাখা বৃক্ষের মালিকের নিকট হস্তান্তর করন অথবা নির্ধারিত "রিফিউজ এলাকায়" মালিকের নিকট ক্ষতিপূরণ প্রদান করে সরিয়ে রাখা।<br>(ক) ৪০০ ভোল্ট লাইন (উভয় দিকে দুই মিটার) | ১২ কি:মি: | প্রতি কি:মি: |   |          |         |
| Total Amount=        |  |           |              |   |          |         |
| (In figure and word) |  |           |              |   |          |         |


..... number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until .....

Signature of the Questioner with Seal

Date / /2022

Note (use only when this method deemed appropriate):

1. Low value and simple and all the components of the Works can be estimated but not accurately determined.
2. Works executed are re-measured for payments. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotation

  
 মোঃ ফারুকুর রহমান  
 নির্বাহী প্রকৌশলী  
 বিক্রম ও বিস্তারন বিভাগ-১  
 নেনাকো সিক, দিনাজপুর।  
 ২৩/০৪/২০২২  
 ২৬/০২/২২



নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানী লিমিটেড  
Northern Electricity Supply Company Limited  
(An Enterprise of Bangladesh Power Development Board)  
বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর



Invitation for signing Contract  
Rule 72 (5) of PPR, 2008

RFQ No:-27.29.0000.073.00.903.22.

Date:- 13/02/2022

To:

This is to notify you that your **Quotation** dated / /2022 for the execution of the Works and physical services named বিক্রয় ও বিতরণ বিভাগ-১, নেসকো লিঃ, দিনাজপুর দপ্তরের আওতাধীন পার্বতীপুর বিদ্যুৎ সরবরাহের অধীনস্থ ৩৩ কেভি, ১১ কেভি এবং ০.৪ কেভি লাইন এর নিকটবর্তী গাছপালার শাখা-প্রশাখা কর্তন কাজ for the Contract Price of Tk.....as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within 7 days of issuing this Letter of Invitation; but in no case later than .....

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

(Md. Fazlur Rahaman)  
Executive Engineer  
Sales & Distribution Division-1  
NESCO Ltd. Dinajpur.