



# টেলিফোন শিল্প সংস্থা লিমিটেড (টেশিস)

ডিজিটাল ডিভাইস উৎপাদন, সংযোজন ও সরবরাহকারী একমাত্র রাষ্ট্রায়ত্ত্ব প্রতিষ্ঠান  
ব্যবস্থাপনা পরিচালক এর কার্যালয়, টঞ্জী, গাজীপুর ১৭১০  
E-mail: [mdtss@tss.com.bd](mailto:mdtss@tss.com.bd), Website: [www.tss.com.bd](http://www.tss.com.bd)  
Phone: 02-9814747, 02-9817877; Fax: 02-9812700



উন্নত মান ও বিশ্বস্ত সেবার পথিক্

RFQ No: 14.36.0000.017.026.01(2).22.04

Date: 17.11.2022

To

**Subject: Renewing works (Floor Tiles, False Ceiling, Painting and Lighting) inside of The Managing Directors room at TSS, Tongi, Gazipur.**

1. The **TELEPHONE SHILPA SANGSTHA LTD TONGI, GAZIPUR-1710** has been allocated owned 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 by post/currier/directly or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 24.11.2022 Time: 12.00 pm. The envelope containing the Quotation must be clearly marked "Quotation Renewing works (Floor Tiles, False Ceiling, Painting and Lighting) inside of The Managing Directors room at TSS, Tongi, Gazipur and DO NOT OPEN before 24.11.2022 Time 02.30 pm. 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 **30(Thirty) 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 photo copies 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.**



# টেলিফোন শিল্প সংস্থা লিমিটেড (টেশিস)

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ব্যবস্থাপনা পরিচালক এর কার্যালয়, টঞ্জী, গাজীপুর ১৭১০  
E-mail: [mdtss@tss.com.bd](mailto:mdtss@tss.com.bd), Website: [www.tss.com.bd](http://www.tss.com.bd)  
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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 works shall be completed at **Renewing works (Floor Tiles, False Ceiling, Painting and Lighting) inside of The Managing Directors room at TSS, Tongi, Gazipur** within **30 (Thirty) 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 **3 (Three) 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.

*Hee*  
*17.11.2022*

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Name: Md. Zulfiker Heider  
Designation: **Manager (PBX)**  
Date: 17.11.2022  
Address: Tongi, Gazipur.  
Phone No. 01550017330

## **Distribution:**

1. TSS notice board.
2. Posting in the website at [www.tss.gov.bd](http://www.tss.gov.bd)
3. Office File.

*Hee* *Md*





**TELEPHONE SHILPA SANGSTHA LTD  
TONGI, GAZIPUR-1710.**

**Request for Quotation Document (National)**

**Renewing works (Floor Tiles, False Ceiling, Painting and Lighting) inside of The  
Managing Directors room at TSS, Tongi, Gazipur  
[Request for Quotation Method]**

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RFQ No: 14.36.0000.017.026.01(2).22.04

Date: 17.11.2022

PW1 (RFQ)

*Handwritten signature and initials*

# Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 14.36.0000.017.026.01(2).22.04

Date: 17.11.2022

To  
Manager (PBX)  
&  
Convenor, Purchase Committee  
Telephone Shilpa Sangstha Ltd.  
Tongi, Gazipur-1710.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named For Procurement of **Renewing works (Floor Tiles, False Ceiling, Painting and Lighting) inside of The Managing Directors room at TSS, Tongi, Gazipur.**

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. 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 [17.11.2022]

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 Quotationer with Seal  
Date:

Handwritten signature and initials in black ink, including a stylized signature and the initials 'Z'.

## Revised Price Schedule for Goods and Related Services.

RFQ No: 14.36.0000.017.026.01(2).22.04

Date: 17.11.2022

### Bill of Quantities.

Item No.	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Unit rates or prices quoted by the Quotationer (Including Vat & IT)		Amount
				In figures	In words	
1	2	3	4	5	6	7 = 4x5
01	<p>Supplying, fitting and fixing foreign made homogeneous matt finished/rustic floor tiles complying BDS ISO 13006:2015 water absorption &lt;- 0.5% modulus of rupture (MOR) &gt;- 27 N/mm<sup>2</sup>, irrespective of color &amp;/or design with 20 mm thick cement sand (F.M.1.2) mortar (1:4) base and raking out the joints with white cement and colored pigment including cutting and laying tiles in proper way and finishing with care etc, all complete as per direction of the engineer-in-charge.</p> <p>matt finished/rustic floor tiles 600 mm x 600 mm                      Floor: 32'-0"X22'-6" = 720.00 Sft                      Skirting: 110'-0"X0'-6" = 55.00 "                                        = 775.00 Sft = 71.99 Sqm</p>	Sqm	71.99			
02	<p>Supplying fitting and fixing best quality 6 mm thick PVC board false ceiling (Drop/Plain) of size 600 x 600 mm of approved design, minimum PVC content of 35% framing by aluminium/powder coated aluminium T-bar of any color and natural anodized finish suspended in 600 mm X 600 mm grid from ceiling by 12 SWG double ply wire, fixed to the ceiling by royel plug, screws hooks, nails etc maintaining straight lines and desired finished level a bottom face with vertical wooden strut as required in/c making holes in slabs, or beams by electric drill machine and mending good the damages, if any, during execution of the work in/c cost of all materials, electricity accessories, scaffoldings, labour for installation, screws, nails, etc. all complete as per drawing, design and direction of the engineer-in-charge. 6 mm thick PVC board false ceiling                      32'-0"X22'-6" = 720.00 Sft = 66.88 Sqm</p>	Sqm	66.88			
03	Supplying fitting & fixing LED panel light all complete. 6.00 Nos	Nos	6.00			
04	Chipping in floor 71.99 Sqm	Sqm	71.99			
05	<p>Scrapping of old mosses from wall and roof                      2(32'-0"+22'-6")x10'-0" = 1090.00 Sft                      1X32'-0"X22'-6" = 720.00 "                      1810.00 Sft = 168.15 Sqm</p>	Sqm	168.15			

*(Handwritten signature and initials)*



06	Renewing acrylic emulsion paint to walls and ceiling etc. as per direction of the E/C:- 2 coats 168.15 Sqm	Sqm	168.15				
<p>* Reference is drawn to Rule 69 (5) of the Public Procurement Rules, 2008 and to the Para 4 of the Guidance Notes before opting for this Format.</p>						<p><b>Total Amount (in figure and words)</b></p>	

[ insert number] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

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

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- 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.
  3. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.





TELEPHONE SHILPA SANGSTHA LTD  
TONGI, GAZIPUR-1710.

**Office of the Deputy General Manager (Maintenance)**

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

RFQ No. \_\_\_\_\_

Ref:  
To:

Date: dd/mm/yy

[name of Contractor \_\_\_\_\_]  
[address \_\_\_\_\_]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the execution of the Works and physical services named [insert name of work] for the Contract Price of Tk [state amount in figures and in words] 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 [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

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.

Attachment: Draft Contract

Signature of the Procuring Entity with name  
and designation  
Date: dd/mm/yy



## Contract Agreement .

**Purchaser: Telephone Shilpa Sangatha Limited, Tongi,Gazipur- First Party.**

**Contractor: -----**

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 Contractor shall have to complete the works in all respects within **30 (Thirty)** working days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Contractor shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the works 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 works 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 works made by the Contractor in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the works are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the works by giving due notice to the Contractor, with reasons.
8. The Contractor 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 complete of works on the basis of the quantity of each item of works in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the works and related services shall be paid after acceptance of the works.
10. The Contractor'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 Tk.(Insert) **including all VAT & Taxes.**
12. The Contractor shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. The Contractor 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 .
14. Any claim arising out of the works and related services shall be settled by the Supplier at his/her own cost and responsibility.





15. Damage to the works during the Warranty Period shall be remedied by the Contractor at the Contractor's own cost, if the damage arises from the supply and installation by the Contractor.
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. **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.**
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 Contractor :
  - a. Fails to deliver works 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 Procuring Entity and the Contractor 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 Contractor 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.
21. The payment shall be made after submission of **3 (three)** sets bill to the procuring entity after completion of desired works.
22. The partial payment shall be made upon submission of request by the contractor to the procuring entity.

<b>For the Purchaser:</b>	<b>For the Supplier:</b>
Witness:	Witness:
1)	1)
2)	2)

