Cloth Processing Centre (CPC)
Bangladesh Handloom Board
Madhabdi, Narsingdi

REQUEST FOR QUOTATION

FOR

SUPPLY AND INSTALLATION OF SERVICE AND ACCOUNTS AUTOMATION SOFTWARE OF CLOTH PROCESSING CENTRE (CPC) NARSHINGDI UNDER BANGLADESH HANDLOOM BOARD

RFQ DOCUMENT
FOR THE PROCUREMENTS OF GOODS

Cloth Processing Centre (CPC)
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REQUEST FOR QUOTATION
for
SUPPLY AND INSTALLATION OF SERVICE AND ACCOUNTS AUTOMATION SOFTWARE OF CLOTH PROCESSING CENTRE (CPC) NARSHINGDI UNDER BANGLADESH HANDLOOM BOARD

RFQ No: batabo/cpc/madob/281/2025-29 (ka)   Date: 30.01.2025

To

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CLOTH PROCESSING CENTRE (CPC) NARSHINGDI UNDER BANGLADESH HANDLOOM BOARDhas been allocated self-earning funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.

1. 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.

2. Quotation shall be prepared and submitted using the 'Quotation Document'.

3. 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.

4. 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.

5. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 12 pm of 06 February, 2025.** The envelope containing the Quotation must be clearly marked "Quotation for **SUPPLY AND INSTALLATION OF SERVICE AND ACCOUNTS AUTOMATION SOFTWARE OF CLOTH PROCESSING CENTRE (CPC) NARSHINGDI UNDER BANGLADESH HANDLOOM BOARD** and **DO NOT OPEN** before **12 pm of 06 February, 2025".**Quotations received later than the time specified herein shall not be accepted.

6. 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.

7. 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.

8. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.

9. No public opening of Quotations received by the closing date shall be held.

10. 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.

11. 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.

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 **updated Trade License, Tax Payment Certificate, TIN, VAT Registration Number** and **Financial Solvency Certificate with bank statement** from any scheduled Bank; without which the Quotation may be considered non-responsive.

13. 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.

14. 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.

15. The supply of Goods and related services shall be completed within **30 (thirty)** days from the date of issuing the Purchase Order.

16. 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.

17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

(Sharif Al Mahmud)
Assistant General Manager
Cloth Processing Centre (CPC)
Bangladesh Handloom Board
Phone: 01914-440700

Distribution:
1. Director (Admin), Bangladesh Handloom Board (for information)
2. Principal, Bangladesh Handloom Education& Training Institute, Narsingdi (For publish on his office notice board)
3. AGM, Cloth Processing Centre, Madhobdi, Narshingdi. (For publish on his office notice board)
4. ICT focal point officer, Bangladesh Handloom Board- for publishing in the BHB website
5. Co-ordination officer to Chairman (for kind information to Chairman)
6. Notice Board, Head Office, Bangladesh Handloom Board, Dhaka.
7. Notice Board, Department of Textile, Dhaka.
8. Office File.

RFQ No: **Date:............**

To:
Assistant General Manager
Cloth Processing Centre (CPC), Narsingdi
Bangladesh Handloom Board

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 SERVICE AND ACCOUNTS AUTOMATION SOFTWARE OF CLOTH PROCESSING CENTRE (CPC) NARSHINGDI UNDER BANGLADESH HANDLOOM BOARD.

The total Price of my/our Quotation is BDT.....................................

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
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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

Price Schedule for Goods and Related Services

Ite m no	Description of Items	Unit	Qua ntity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	In figure In words	
1	2	3	4	5	6	7	8
1	SERVICE AND ACCOUNTS AUTOMATION SOFTWARE	No	1				Cloth Processing Centre (CPC), Madhobdi, Narsingdi Bangladesh Handloom Board

Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; *see Note 2 below*)	In figure	

Goods to be supplied to	Cloth Processing Centre (CPC), Madhobdi, Narsingdi, Bangladesh Handloom Board
Total Amount in 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 applicable]

[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	Date: dd/mm/yy
Name of Quotationer	

Note:
1. Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col.5, 6 & 7 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds 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.

Technical Specification of the Goods Required

Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5

	SERVICE AND ACCOUNTS AUTOMATION SOFTWARE	**1. SERVICE MODULE-**
		
		Purpose: To manage customer requests, ensure smooth production workflows, and maintain accurate records for billing and delivery.
		Expanded Features:
		Proposal Management:
		• Record and organize customer proposals specifying:
		  o Fabric type and total meter count.
		  o Required services (e.g., washing, printing, calendaring, and packaging).
		  o Deadlines and any special instructions.
		• Generate unique proposal numbers for tracking and communication.
		
		Challan Management:
		• **Challan Creation:**
		  o Reception generates Challans from proposals.
		  o Each Challan has a unique serial number.
		• **Challan Details:**
		  o Customer information, services requested, and associated meters.
		  o Status: Pending, In-Process, or Completed.
		Service Order Workflow:
		• Supervisors create **Service Orders** based on Challans.
		• Service Orders include:
		  o List of required services.
		  o Machine assignments and operators for each task.
		  o Expected completion time and priority levels
		
		Machine Operations Tracking
		Operators use the mobile app to:
		  o Select Challan and Service Order.
		  o Start and stop specific tasks (e.g., washing, printing).
		  o Log meter counts post-operation.
		  o Supervisors monitor task progress and update statuses via the web app.
		
		Billing and Payment:
		• Supervisors generate bills upon service completion, calculating charges based on:
		  o Meter count processed.
		  o Service-specific rates.
		• Payments are logged into the **Accounts Module** with detailed records of partial or full settlements.		

Delivery Challan:
- created, detailing:
  - Fabric meters.
  - Completed services.
  - Payment confirmation.

Reports and Insights:
- After payment, a **Delivery Challan** is Generate detailed reports for:
  - Service Order progress.
  - Machine utilization and performance.
  - Revenue per service type.

2. ACCOUNTS MODULE

Purpose: **To manage financial operations, including payments, expenditures, and assets.**
Expanded Features:
Payment Management:

Customer Payments: Record payments for services (partial or full).

  - Auto-update outstanding balances and generate receipts.
- **Vendor Payments:**
  - Track payments for supplies, maintenance, and outsourced services.
  - Record payment types (cash, bank transfer, mobile banking).

Expense Tracking:
- Record all business expenses, categorized by:
  - Raw materials.
  - Employee salaries and overtime.
  - Equipment maintenance.

Requisition System:

- **Internal Requisition:**
  - Departments (e.g., Service, Store) can raise requests for supplies or funds.
  - Approval workflows for requisition requests.
- **Vendor Requisition:**
  - Manage procurement requests for raw materials and consumables.

Fixed Asset Management:
- Track all fixed assets like machines, tools, and office equipment.
- Maintain depreciation schedules and generate asset reports.

Financial Reports:
- Profit and Loss statements.
- Revenue breakdown by service type and customer.
- Outstanding payments and overdue balances.

Technical Details		
Web Application:		

• **Backend:** Laravel 11 (PHP) Or NodeJs, ExpressJs/Typescript/Prisma/JWT/Equivalent
• **Frontend:** Vue.js with Inertia.js or ReactJs, Shadcn, Typescript, Tailwind
• **Database:** MySQL (Cloud-hosted) or PosgreSQL/equivalent.
• **Android Mobile Application:**
• **Framework:** Flutter/Native/equivalent.
 	
Features:
    o Integration with the web app via REST APIs.
    o Real-time notifications for task updates and approvals.		

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

Signature of Quotationer with Seal

Note:

1. Col. 1, 2, & 3 to be filled in by the Procuring Entity and Col. 4 & 5 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 / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.