



BANGLADESH SMALL AND COTTAGE INDUSTRIES CORPORATION

398, Tejgaon Industrial Area, Tejgaon, Dhaka, Bangladesh

Website: www.bscic.gov.bd Email: info@bscic.gov.bd

Memo No: 36.02.0000.000.99.105.23.877

Date: 20-05-2025

Invitation for Quotation (RFQ)

01.	Name of Activities	Establishing Retrofitting Premix Warehouse and Salt Display Centre
02	Procuring Entity	Bangladesh Small & Cottage Industries Corporation (BSCIC)
03	Quotation No. & Date	Ref: 36.02.0000.000.99.105.23.878, Date: 20-05-2025
04	Method of Quotation	Request for Quotation Method (RFQ)
05	Qualification of Bidder's	Valid Documents: (i) Trade License, (ii) TIN certificate, (iii) VAT Registration, (iv) Bank Solvency Paper
06	Location for collecting Quotation	7 th Floor, BSCIC Bhaban, 398 Mayor Anisul Haque Road, Tejgaon, Dhaka-1208
07	Location for dropping Quotation	Office of the Director (Promotion and Extension), 2 nd Floor, BSCIC Bhaban, 398 Mayor Anisul Haque Road, Tejgaon, Dhaka-1208
08	Last date for collecting Quotation	29-05-2025 (11.00 PM)
09	Last date and Time for dropping Quotation	29-05-2025, (1.30 PM)
10	Date & Time of opening Quotation	29-05-2025, (2.00 PM)
11	Place of opening Quotation	Office of the Director (Promotion and Extension), 2 nd Floor, BSCIC Bhaban, 398 Mayor Anisul Haque Road, Tejgaon, Dhaka-1208
12	Notes	<p>If the Date of Opening of Quotations will be a public holiday, next working will be the day for dropping & opening.</p> <p>Quotations must be submitted according to the list of requisition with all necessary signed & sealed documents.</p> <p>The Quotationer's will complete the works at Salt Cell, 7th Floor, BSCIC Bhaban, 398 Mayor Anisul Haque Road, Tejgaon, Dhaka-1208 by him/her own cost.</p> <p>The Quotationer's rates or prices will be inclusive of profit and overhead and all kinds of taxes, VAT and other charges to be paid under the Applicable Law.</p> <p>The Procuring Entity will deduct all VAT, Tax and such other levies under the Applicable Law against the submitted bill by the Quotationer.</p>

(Kazi Mahabubur Roshid)
Director (Promotion & Extension), BSCIC
398 Mayor Anisul Haque Road
Tejgaon, Dhaka-1208



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(BSCIC)**

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REQUEST FOR QUOTATION

For

Establishing Retrofitting Premix Warehouse and Salt Display Centre

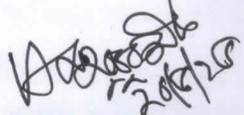
RFQ No: 36.02.0000.000.99.105.23.878

Date: 20-05-2025

To

1. The Director (Promotion & Extension), BSCIC, Kazi Mahabubur Roshid has been allocated 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** 29-05-2025, Time: 12:00 PM The envelope containing the Quotation must be clearly marked "Quotation for Establishing Retrofitting Premix Warehouse & Salt Display Centre and **DO NOT OPEN** before 29-05-2025, Time: 2.00 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. 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 **30 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. Quotationer 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 15 days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 2 days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 1 day of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Signature of the official requesting Quotation
Name: Kazi Mahabubur Roshid
Designation: Director (Promotion & Extension)
Date: 20-05-2025
Address: Office of the Director (Promotion & Extension), BSCIC, Dhaka.
Phone No: 0223314037
Email: dirpne@bscic.gov.bd

Distribution:

1. Deputy General Manager, ICT Cell, BSCIC (for posting in the website)
2. Notice Board.
3. Office File.

Bill of Quantities

S.L	Ref	Description	Unit	Qty	Rate	Amount (in Tk)
01		Supplying, fitting and fixing in Aluminium door frames, windows, partition and curtain wall distortion free glass of approved quality and shade including cost of fitting fixing all necessary accessories etc. Complete in all respect as per drawing and accepted by the Engineer-in-charge. 10 mm thick clear glass.	Sqm	28.25		
02		Reshifting of various quality glasses by taking out from present position and installing in newer position	Sqm	25.71		
03		Supplying fitting and fixing of aluminium ventilation louver as per the U.S Architectural Aluminium Manufacturer's Association (AAMA) standard specification fixed with necessary frame and aluminium members will be Powder coated colour etc. Including, all accessories neoprene, sealant, nuts and bolts etc. Complete in all respect as per drawing and accepted by Engineer. Powder coated to any color	Sqm	10		
04		Supplying, fitting and fixing of Melamine/Ptain gypsum/veneered board false ceiling (Drop/Plain) laminated by mechanical hot press milk white PVC membrane, framing by aluminium/powder coated aluminium T-bar of any colour and of natural anodized finish suspended in 600 mm 600 mm grid from ceiling by 12 ASWG double ply wire, fixed to the ceiling by rowel plug, screws, hooks, nails etc, maintaining straight lines and desired finished level at bottom face including vertical wooden strut as required, making holes in slabs or beams by electric drill machine and mending good the damages, if any during execution of the work, including the provisions of lighting arrangement, also including cost of all materials, electricity, accessories, scaffoldings, labour for installation, screws, nails, etc. All complete as per drawing, design and accepted by the Engineer-in-charge. Measurement will be taken as per finished surface area. (Rate is excluding cost of polish/paint etc of any type where necessary). 12 mm thick melamine board	Sqm	133.8		
05		Premium French polishing to door and window frames and shutter by three coats over a coat of priming including putty, cleaning, finishing and polishing with sand paper etc. All complete in all floors and accepted by the Engineer-in-charge.	Sqm	133.8		
Total						

(72)

Al Total (with Vat)				
Al Total (with Tax)				
Al Total				
Address: BSCIC bhaban (8 th Floor), Salt Cell, Bangladesh small & Cottage Industries Corporation (BSCIC), 398, Tejgaon Industrial Area, Tejgaon, Dhaka, Bangladesh				
Activities must be completed: Within 15 (fifteen) days of issuance of work order.				
Warranty: Work must be performed as per the specifications stated in the schedule.				

In word:

Signature of the Quotationer with Seal

Date :

Ac

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:.....

Date:

To:

Kazi Mahabubur Roshid
Director (Promotion & Extension)
Office of the Director (Promotion & Extension), BSCIC, Dhaka.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named Establishing Retrofitting Premix Warehouse and Salt Display Centre

The total Price of our Quotation is [-----](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 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 08-05-2025.

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:

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