

Eastern Lubricants Blenders PLC

Strand Road, Sadarghat, Chattogram

REQUEST FOR QUOTATION

for

Hiring of a 7-seater microbus for company's transport pool on monthly basis.

RFQ No: 28.28.0000.100.99.016.26

Date: 13.04.2026

To

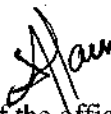
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1. The Eastern Lubricants Blenders PLC has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Service Specifications and, if applicable, drawings for the intended Physical Services would be 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 and Performance Security shall be required for submission of the Quotation and performance of the Physical Services (if awarded) respectively.
6. Quotation in sealed envelope shall be submitted to the office of the undersigned **on or before 19.04.2026; 2:00 PM**. The envelope containing the Quotation must be clearly marked "**Quotation for Hiring of a 7-seater microbus**" and **DO NOT OPEN** before **19.04.2026; 2:00 PM**. 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. Quotation shall be submitted as per Activity Schedule of Physical Services.
10. All Quotations must be valid for a period of at least 15 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 Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year 2025-2026, VAT Registration Number/Business Identification Number (BIN), Up to date registration documents of**

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vehicle(optional), Rout permit(optional), Fitness certificate of vehicle(optional), ownership documents of vehicle & drivers details(optional),and Financial Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive. All the submitted copies of the above documents may be verified by authority. After verification if any fake documents found, the quotations will be cancelled automatically.

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 Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
18. Performance of the Physical Services shall be completed within 365 days from the date of commencement.
19. 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 4 working days of issuing such Letter of Invitation.
20. The Procuring Entity reserves the right to reject all the Quotations, in any stage mentioning no reasons.


Signature of the official requesting Quotation

Name: Engr. Mohammad Shahidul Alam

Designation: Managing Director

Date: 13.04.2026

Address: Padma Bhaban, Strand Road, Sadarghat, Chattogram.

Phone No: 0241361162; Mobile: 01777703329

e-mail: md.etbl@etbl.gov.bd

Distribution:

1. In charge, IT for posting in the website.
2. Notice Board.
3. Office File.

Quotation Submission Letter

RFQ No: 28.28.0000.100.99.016.26

Date:.....

To:
Managing Director,
Eastern Lubricants Blenders PLC,
Strand Road, Sadarghat, Chattogram.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for performance of Physical Services named **Hiring of a 7-seater microbus for company's transport pool on monthly basis.**

The total Price of our Quotation isTaka/ Month.

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, coercive or obstructive practices. Furthermore, I am/ We are aware of the Conditions of Contract.

I am/We 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 13.04.2026

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:



Activity Schedule & Specification

Sl.	Description of Items of Service	Unit (Nos.)	Rate (Tk.)	Remarks
01	Monthly rent of 7 seater micro.	01		

In words:

Micro Model:

Micro Registration Number:

Overtime Rate per Hour (if any):

Monthly Run Limit: 3600 KM

Additional Km rate (if any):

Note: All expenditure incurred in connection with running of the transport such as wages of driver, cost of fuel/oil including cost of repair, cost in connection with the accident (if any) will have to be borne by the service provider.

My/Our Offer is valid until/...../..... [Insert Quotation Validity date].

Signature of the Quotationer with Seal

Date :...../...../.....



Eastern Lubricants Blenders PLC

Strand Road, Sadarghat, Chattogram

Invitation for signing Contract

[Rule 94 (5) of PPR, 2025]

RFQ No. _____

Ref:
To:

Date: dd/mm/yy

[name _____ of _____ Service
Provider _____]
[address _____]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the performance of the Physical Services named **Hiring of a 7-seater microbus on a monthly basis** 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 performance of the Physical Services 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

THIS AGREEMENT made on this [insert day] day of [insert month and year] between *Managing Director, Eastern Lubricants Blenders PLC* (hereinafter called "the Procuring Entity") of the one part and [name and address of Service Provider] (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Physical Services named *Hiring of a 7-seater microbus on a monthly basis* and has accepted the Quotation submitted by the Quotationer for the performance of those services in the sum of Taka [insert Contract price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Invitation
 - (c) the Conditions of Contract
 - (d) the Specifications
 - (e) the Drawings (if any)
 - (f) the priced Activity Schedule
 - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Services as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Entity to execute and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Service Provider in consideration of the execution and completion of the Physical Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Service Provider

Signature

Name

Designation

National ID No.

In the presence of

Name

Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Service Provider shall have to commence the performance of Physical Services within 365 days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within [insert days].
4. The Service Provider shall immediately submit to the Procuring Entity a Programme of Physical Services showing the timing for all the activities and components of Physical Services.
5. The Service Provider shall maintain Pro-Rata progress of the Physical Services. Progress shall be determined in terms of the value of the Physical Services performed.
6. The Service Provider shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Physical Services executed by the Service Provider and notify the Service Provider of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field/lab tests may instruct the Service Provider to:
 - a. remove and replace any item or service or part thereof which is not in accordance with the Contract,
 - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
 - c. Execute any work which is urgently required for the safety of the Physical Services.
9. The Service Provider shall submit to the Procuring Entity the progressive invoices for estimated value of Physical Services executed less the cumulative amount certified previously.
10. The Service Provider shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Activity Schedule. Measurement shall be made of the net quantity of each item of the Physical Services actually executed in accordance with the Activity Schedule. The payment shall be made

monthly. The Procuring Entity shall make payments to the Service Provider in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Service Provider.

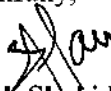

12. The Service Provider's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the applicable law.
13. The total Contract Price is BDT [insert figure] BDT [in words].
14. Physical Services under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed ten (10) percent of the Contract Price subject to threshold specified in Rule 90 (1) and 90 (6) (ka) & (ga) of the Public Procurement Rules, 2025, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with the Rules, where necessary.
16. The Service Provider shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Physical Services, and the Procuring Entity shall do so upon deciding that the work is completed.
17. The Procuring Entity shall, within seven (7) working days after receiving the Service Provider's application:
 - a. issue the Completion Certificate to the Service Provider stating that the Physical Services were completed in accordance with the Contract, or
 - b. reject the application, giving reasons and specifying the Physical Services required to be done/redone by the Service Provider to enable issuance of the Completion Certificate.
18. The Procuring Entity shall Take-Over the Site and accepts the Physical Services performed not later than three (3) working days of issuing the Completion Certificate.
19. The Procuring Entity may issue a notice for correction of Defects within seven (7) days from the Service Provider's request for **Final Payment** stating the scope of corrections or additions that are necessary.
20. If the Service Provider has not corrected a Defect or taken due measure against any non-performance within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected or services performed by it, and the Service Provider shall remain liable to pay the expenditures incurred on account of correction of such Defects or performance of such services.
21. The Service Provider 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 performing the services. Any claim arising out of performance of the Physical Services shall be settled by the Service Provider at his/her own cost and responsibility.
22. Loss or damage to the Services or Materials to be incorporated in the Physical Services between the Start Date and the end of the performance shall be remedied by the Service Provider at the Service Provider's own cost, if the loss or damage arises from the Service Provider's acts or omissions.

23. The Retention Money (if any) shall be returned to the Service Provider within fourteen (14) days after performance of the whole services.
24. The Procuring Entity may, by written Notice sent to the Service Provider, terminate the Contract in whole or in part at any time, if the Service Provider:
- fails to sign the Contract or commence the Services within the specified time; or
 - fails to achieve satisfactory progress of Physical Services in accordance with the Programme of Physical Services; or
 - fails to complete the Service performance as per drawing and specifications; or
 - after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
 - in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in performing the Services.
 - fails to perform any other obligation (s) under the Contract.
 - engages in any of practices mentioned in the Rule 149 of the PPR 2025.
 - Company reserves the right to cancel the contract for any misbehaviour of the driver.
25. The Procuring Entity and the Service Provider shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
26. The Service Provider 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.
27. Your monthly hire charge including VAT & Tax will be Tk./- (Taka only) only for per month. Monthly 02 (two) days off day will be entertained with payment by the provider. If ELBPLC wants to avail car on those off day, extra payment will be made as per day rate i.e total monthly rate divided by 30.
28. Duty hours will be 12 (Twelve) hours daily (8 AM to 8 PM) and Kilometer limit will be 3600 km for 28 days per month.
29. For maintenance and repairing work of transport, the owner must utilize his own time. Period of break down and repair of the vehicle may be deducted from the duty period of the vehicle and may be adjusted with the monthly bill.
30. Overtime (if any) will be paid for excess duty in addition to normal 12 hours duty per day at the rate of Tk./- per hour. Overtime hour is subject to adjustable with log book. If there is no duty in any working days ELBPLC will notify the day before and overtime payment (if any) may be adjusted with it.
31. For running more than 3600 km in a month, extra payment will be made @Tk./- per km.
32. All expenditure incurred in connection with running of the transport such as wages of driver, cost of fuel/oil including cost of repair, cost in connection with the accident (if any) will have to be borne by the owner/service provider.

33. If the transport remain off the road for few days due to break down or for any such reason or due to requisition, the owner will have to provide another transport as replacement otherwise the actual cost will be deducted from the bill.
34. The vehicle must be provided with at least one spare wheel along with other necessary spare parts for emergency purpose. There must be sufficient fuel to run vehicle regularly.
35. If the contractors driver fails to perform his duty willfully during any office hour or reports lately to duties an amount equivalent to double of overtime rates (if any) will be deducted from the monthly bill of the vehicle.
36. Monthly bills must be submitted by the contractor to our Administration section within the first week of the following months and bill shall be paid as per company's payment procedure. Govt. duty VAT income tax etc. shall be deducted from the monthly bill(s) as per govt. rules.
37. Company reserves the right to cancel the contract for any misbehavior of the driver.
38. The vehicle must be replaced instantly or the contract will be cancelled in any case of the mismatch with the condition.
39. PE reserves the right to cancel the contract without assigning any reason giving one month prior notice.
40. This temporary contract will continue for a year initially. The PE may extend the contract following necessary procedures.
41. Details of the duty:
 - The program for duty of the transport under contract will be set up by Head Office Administration section and reporting time for duty will also be informed one day before.
 - Duty of the vehicle will be kept within Chittagong Municipal area except during emergence. However, transport may have to perform duty outside Chittagong Municipal area and in such cases prior intimation will be given by the concerned authority before the commencement of such duty.
 - Duties will be maintained as per management instructions. Daily log sheets are to be maintained for all kinds of duties.
42. Model of the MICRO :
 - Model and registration of the provided MICRO :
 - The run time of the MICRO could not be over 15 (Fifteen) years since the year of production.

As a token of your acceptance to our above terms and conditions please sign the duplicate copy of this letter and return it to us at your earliest.

Thanking You.
Yours faithfully,


(Engr. Md. Shahidul Alam)
Managing Director,
Eastern Lubricants Blenders PLC. 

Performance Specifications
for
Hiring of monthly basis 7 seater Micro.

Purpose of the Service

- The car will be hired for transportation poll of the office.
- Duties will be officials/residential purpose. Daily log sheets are to be maintained for all kinds of duties.
- Duty Time: 8:00 AM to 8:00 PM (2 days off per month).
- Run Limit per month: 3600 KM.
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Areas included in the Scope of Services

- Duty of the vehicle will be kept within Chittagong Municipal area except during emergence. However, transport may have to perform duty outside Chittagong Municipal area and in such cases prior intimation will be given by the concerned authority before the commencement of such duty.
- Duties will be officials/residential purpose. Daily log sheets are to be maintained for all kinds of duties.
- All expenditure incurred in connection with running of the transport such as wages of driver, cost of fuel/oil including cost of repair, cost in connection with the accident (if any) will have to be borne by the owner/contractor.
- If the transport remain off the road for few days due to break down or for any such reason or due to requisition, the owner will have to provide another transport as replacement otherwise the actual cost will be deducted from the bill.

Detailed Days and Times

- Duty Time: Daily 8:00 AM to 8:00 PM (2 days off per month).
- For maintenance and repairing work of transport, the owner must utilize his own time. Period of break down and repair of the vehicle will be deducted from the duty period of the vehicle and will be adjusted with the monthly bill.

General Specifications

- Car Model: Model and registration of the provided MICRO must not be before 2010.
- The run time of the MICRO could not be over 15 (Fifteen) years since the year of production.

Requirements for Service Provider's Staff/Driver

Individuals must be:

- Physically capable of performing the tasks;
- Should have valid license;
- Of acceptable character and integrity;
- Properly uniformed;
- Free from any disqualifying criminal or disciplinary history.

The Service Provider shall replace any personnel deemed unsuitable by the PE.