



BANGLADESH-CHINA POWER COMPANY (PVT.) LIMITED

(A Joint Venture of CMC and NWPGCL)

UTC Building (Level # 5), 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh
Phone No. 9143908, 9140757, Web: www.bcpcl.org.bd, E-mail: info@bcpcl.org.bd

REQUEST FOR QUOTATION

FOR

**Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under
BCPCL**

BANGLADESH-CHINA POWER COMPANY (PVT.) LIMITED

(A Joint Venture of CMC and NWPGCL)

**UTC Building (Level-05), 8 Panthapath,
Kawran Bazar, Dhaka-1215, Bangladesh**

Issued Ref.: BCPCL/Procurement/RFQ/2022-23/0316.03

Issued On: March 16, 2023





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To

1. Bangladesh-China Power Company (Pvt.) Limited 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/Lump-sum 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 a sealed envelope or by fax or through electronic mail on or before 12:30 PM on March 27, 2023. The envelope containing the Quotation must be clearly marked "**Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under BCPCL**" and "DO NOT OPEN before 1:00 P.M. on March 27, 2023". 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.
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 (Sixty) 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 BDT. 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) and VAT Registration Number 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, 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 start from the date of signing of contract. The time period for the said service will be 12 (twelve) months from the date of signing of the contract.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 02 (two) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 02 (two) days of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

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16/03/2023

Rashed Morshed

Superintending Engineer (Procurement)

Bangladesh-China Power Company (Pvt.) Limited

UTC Building (Level-05), 8 Panthapath, Kawran Bazar,

Dhaka-1215, Bangladesh.

e-mail: rashedmorshed@bcpcl.org.bd

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2022-23/0316.03

Issued On: March 16, 2023

Superintending Engineer (Procurement)
Bangladesh-China Power Company (Pvt.) Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under BCPCL.**

The total Price of my/our Quotation is BDT

In 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 27(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 **March 16, 2023.**

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:

Price Schedule

Sl. No.	Description of Work	Number of Cleaner	Unit	Qty	Unit Price excluding VAT (BDT)	Total Amount excluding VAT (BDT)
01	02	03	04	05	06	07=03x05x06
A	Cleaner (Man-Power)					
01	Cleaning Supervisor (2 Person): Education: Preferably SSC Age: 21 Years or above Working Hour: 7:30am to 7:30pm Working Days: Saturday to Thursday Day Off: Friday and any Govt. holiday Overtime: may be applicable only after negotiation between both parties	2 Person	Month	12		
02	Cleaning Assistant (32 Persons): Education: Minimum 8 (eight) pass Age: 18 Years or above Working Hour: 7:30am to 7:30pm Working Days: Saturday to Thursday Day Off: Friday and any Govt. holiday Overtime: may be applicable only after negotiation between both parties	32 Person	Month	12		
A. Sub-Total for Cleaner (Man-Power) excluding VAT (BDT)						
B	Cleaning Materials					
01	Cleaning Materials include Toilet Cleaners, Floor Cleaners, Glass Cleaner, Glass Wipers, Floor Mops, rags, etc.	As required	Month	12		
B. Sub-Total for Cleaning Materials excluding VAT (BDT)						
Total (A+B) price excluding VAT (BDT)						
VAT @10% (BDT)						
Total including VAT (BDT)						

Note:

- Price shall be inclusive of all taxes, profits and transportation and accommodation costs.
- The Contractor shall be liable for supply uniform for the Cleaner in regular basis (at least two uniform for every 12 months).

Total Price (in words)	
Works to be executed in	Payra 1320MW TPP site, Dhankhali Union, Kalapara, Patuakhali.

[.....] number corrections made by me/us have been duly initialed in this BoQ.



Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

Note:

1. Col. 1, 2, 3 & 4 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.



Scope of Works

Sl. No.	Service Name	Scope of Works
01	02	03
A	Cleaner (Man-Power)	
01	Cleaning Supervisor	<ul style="list-style-type: none"> -to ensure the cleanness of all common and room toilets -cleaning of glass wall of room -cleaning of floor of work stations -cleaning of Terrace -cleaning of lift lobby -cleaning of dining area -cleaning of corridor -any other premises if required.
02	Cleaning Assistant	<ul style="list-style-type: none"> -Cleaning of all common and room toilets -cleaning of glass wall of room -cleaning of floor of work stations -cleaning of Terrace -cleaning of lift lobby -cleaning of dining area -cleaning of corridor -any other premises if required.
B	Cleaning Materials	
01	Cleaning Materials include Toilet Cleaners, Floor Cleaners, Glass Cleaner, Glass Wipers, Floor Mops, rags, etc.	





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Invitation for signing Contract

Issued Ref.:

Insert Date:

[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 **Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under BCPCL** 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

THIS AGREEMENT made on this [insert day] day of [insert month and year] between [name and address of Procuring Entity] (hereinafter called “the Procuring Entity”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named **Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under BCPCL** and has accepted the Quotation submitted by the Quotationer for the execution of those works 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 Design and Drawings
 - (f) the priced Bill of Quantities
 - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works 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 Contractor in consideration of the execution and completion of the works 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 Purchaser

For the Contractor

Signature

Name

Designation

In the presence of

Name



Conditions of Contract
for
Outsourcing of Cleaning Service at Payra Thermal Power Plant (Phase-I) under
BCPCL

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 Procurement Procedure of Bangladesh-China Power Company (Pvt.) Limited.
3. The Contractor shall have to commence the works after signing of contract agreement and contract shall be valid for 12 (twelve) months from the date of signing of the contract.
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Works.
5. The Contractor shall maintain daily working schedule of the Works. Working Schedule shall be checked by proper authority. The working hour for the Cleaner will be start daily from 7:30AM to 7:30PM. If required, on emergency Cleaner should always be ready during the office hour.
6. The contractor shall submit Biodata, NID or Birth Certificate, Passport size Photo, Certificates of academic qualification, Character Certificate of the cleaning supervisors and cleaning assistants within 14 (fourteen) days of contract signing. BCPCL's nominated committee will check and verify the cleaning supervisors and cleaning assistants based on criteria such as academic qualification, physical fitness and competency. All cleaning supervisors and cleaning assistants shall pass the competency test and comply.
7. Incompetent cleaning supervisors and cleaning assistants shall be replaced with qualified personnel within 07 (seven) days upon request from BCPCL.
8. The Procuring Entity shall check and verify the Works executed by the Contractor and notify the Contractor of any Defects found.
9. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Contractor to:
 - a. remove and replace any works 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 Works.
10. The Contractor shall submit to the Procuring Entity the monthly invoices for estimated value of works executed less the cumulative amount certified previously.
11. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law. The Contractor shall be liable for supply uniform for the Cleaner in regular basis (at least two uniform for every 12 months).
12. The Contractor shall supply the required materials for cleaning such as floor mop, floor cleaner, duster cloth, glass cleaner, harpic etc.



13. No overtime will be paid for cleaning service by the Procuring Entity. If any of the regular Cleaner absent due to valid reason than Contractor shall replace the Cleaner with a suitable one.
14. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities:

Unit-rate Basis

The Procuring Entity shall make payments to the Contractor in Taka currency, while the Monthly payment shall be made upon fulfilment of all contractual obligations by the Contractor as required by the Procuring Entity.

15. 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.
16. The total Contract Price is **BDT [insert figure] [in words]**. Including VAT & TAX.
17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.
18. The Procuring Entity will provide institutional support to ensure proper access of Contractor's authorized staff(s) to the work places.
19. 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 executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.
20. The agreement will be initially for a period of 12 (twelve) months. If the activities of the Firm are found to be satisfactory, the agreement may be extended by annual basis on mutually agreed terms and conditions.
21. The agreement may be terminated by any party giving 60 (Sixty) day's written notice to each other.
22. The Firm must supply ID cards, uniforms, shoes etc. to its supplied manpower. Cost of these incidental expenses will be considered as having been included in the unit price.
23. If the activities of any Cleaner are found to be un-satisfactory, the supplier will replace him/her within 03(Three) days as per written order of procuring Entity.
24. The Contractor will be responsible for the welfare of their manpower. The procuring Entity will not entertain any responsibility in this respect.
25. If any material of the procuring Entity is lost, damaged or stolen due to the negligence of Cleaner, the Contractor will remain responsible for this.
26. Government Rules and Regulations, Acts imposed from time to time regarding outsourcing must be followed by both parties.
27. At present there is no provision of overtime and other allowances for out-sourcing manpower appointment guidelines of the Govt. No money will be paid for over time duties if necessary, for the interest of Government.
28. No. of Cleaner to be supplied will be determined by the procuring entity as per requirement from time to time.



29. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:
- a) fails to sign the Contract or commence the Work within the specified time.
 - b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works.
 - c) fails to complete the Work as per design, drawing and specifications.
 - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
 - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Work.
 - f) fails to perform any other obligation (s) under the Contract.
30. 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.

