



ELECTRICITY GENERATION COMPANY OF BANGLADESH LTD.
[An Enterprise of Bangladesh Power Development Board]

**TENDER DOCUMENT
FOR THE PROCUREMENT OF
GOODS (NATIONAL)**

FOR

**Procurement of Stationary goods, Different Types of
Toners under framework contract for Corporate Office of
EGCB Ltd., Dhaka.**

Invitation Reference No: C- C-398 -EGCB(CO)/HR-38/2014 , Dated: 17/02/2015

**CORPORATE OFFICE
ELECTRICITY GENERATION COMPANY OF BANGLADESH LTD.
BTMC BHABAN (LEVEL-8), 7-9 KAWRAN BAZAR C/A
DHAKA-1215, BANGLADESH**

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Invitation for Tender

1	Ministry/Divison		Power Division, Ministry of Power, Energy & Mineral resources.		
2	Agency		Electricity Generation Company of Bangladesh Ltd.		
3	Procuring Entity Name		Corporate Office		
4	Procuring Entity Code		N/A		
5	Procuring Entity District		Dhaka		
6	Invitation for		Procurement of Stationary Goods & different types of toners under framework contract.		
7	Invitation Ref. No		C-398 -EGCB(CO)/HR-38/2014		
8	Date		17-02-2015		
Key Information					
9	Procurement Method		NCT(Open tendering method)		
Funding Information					
10	Budget and source of funds		Revenue budget (Own fund of Electricity Generation Company of Bangladesh Ltd.)		
11	Development Partner (if applicable)		N/A		
Particular Information					
12	Project/Program Code (if applicable)		N/A		
13	Project/Program Name (if applicable)		N/A		
14	Tender Package No.		N/A		
15	Tender Package Name		Procurement of Stationary Goods & different types of toners under framework contract for Corporate Office, Electricity Generation Company of Bangladesh Ltd		
16	Tender Publication date		18.02.2015		
17	Tender last selling date		04.03.2015 up to 15.00 hr (BST)		
18	Tender submission date & time		05.03.2015 up to 12.00 hr(BST)		
19	Tender opening date & time		05/03/2015 on 12.30 pm(BST) (Tenderers or their authorized representatives, if any, are allowed to attend)		
20	Name & Address of the office Selling tender document		Corporate Office, Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (8 th Floor), 7-9, Kawran Bazar C/A, Dhaka-1215		
	Receiving tender document		Corporate Office, Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (8 th Floor), 7-9, Kawran Bazar C/A, Dhaka-1215		
	Opening tender document		Corporate Office, Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (8 th Floor), 7-9, Kawran Bazar C/A, Dhaka-1215		
21	Place/ Date/Time of pre-tender meeting.		N/A		
Information for Tenderer					
23	Eligibility of Tenderers		a) The tenderer shall have a minimum of five (5) years of over all experience in the supply of goods and related services. b) The satisfactory completion of supply of similar goods of minimum value of BDT Eight Lac (8,00,000/-) taka only under a single contract in the last three (3) years i.e counting backward from the date of publication of IFT in the newspaper. c) The Tenderers should have valid trade licence, should be financially solvent, Income Tax Payee, should have the legal capacity to enter in to the contract, and shouldn't have a conflict of interest pursuant to Rule 55 of the Public Procurement Rules-2008.		
24	Brief description of goods		Procurement of Stationary Goods & different types of toners for Corporate Office, Electricity Generation Company of Bangladesh Ltd.		
25	Brief description of related services				
26	Price of tender document		BDT 500/- (Taka five hundred) to be paid in the form of Bank Draft/Pay order in favour of Electricity Generation Company of Bangladesh Ltd.		
27	Lot No.	Identification of Lot	Location	Tender Security amount	Completion time
	Single Lot	Procurement of Stationary Goods & different types of toners	Corporate Office, Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (8 th Floor), 7-9, Kawran Bazar C/A, Dhaka-1215	Tk. 28,000/-	One (1) year from the date of signing of contract (Framework contract)
Procuring Entity Details					
28	Name of Official Inviting the tender		Mahbub Ara Begum		
29	Designation of Official Inviting the tender		Deputy General Manager (HR)		
30	Address of Official Inviting the tender		Corporate Office, Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (8 th Floor), 7-9, Kawran Bazar C/A, Dhaka-1215		
31	Contact Details : of Official Inviting the tender		Tel: 880-2-9134029, 9134032, 8124197 ext. 109 Fax: 880-2-9118345 Email : dgm_hr@egcb.com.		
The Tenderers are requested to read the tender document carefully before submission their offer.					
The Procuring entity reserves the right to reject all tenders or annul the tender proceedings.					

Mahbub Ara Begum
Deputy General Manager (HR)
Corporate Office, EGCB Ltd. Dhaka.

Section 1. Instructions to Tenderers

A. General

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| 1. Scope of Tender | 1.1 The Procuring Entity, as indicated in the Tender Data Sheet (TDS) wishes to issues these Tender Documents for the supply of Goods, and Related Services incidental thereto, detailed in Section 6: Schedule of Requirements . |
| 2. Corrupt, Fraudulent, Collusive or Coercive Practices | <p>2.1 The Government requires that Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-</p> <ul style="list-style-type: none">(a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);(b) abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008;(c) that neither it's any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127. <p>2.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall -</p> <ul style="list-style-type: none">(a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or(b) reject any recommendation for award that had been proposed for that concerned Tenderer or;(c) declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time. |
| 3. Eligible Tenderers | <p>3.1 If so specified in TDS, only Enlisted Tenderers of the categories specified in the TDS are eligible to participate in the Tender under Limited Tendering Method (LTM).</p> <p>3.2 In case of Open Tendering Method, invitation for Tenders is open to all potential Tenderers.</p> <p>3.3 The Tenderer shall have the legal capacity to enter into the Contract.</p> <p>3.4 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest pursuant to Rule 55 of the Public Procurement Rules, 2008.</p> <p>3.5 The Tenderer in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 2.</p> <p>3.6 The Tenderer is solvent, e.g. the Tenderer is financially capable to perform the contract for the proposed Procurement.</p> <p>3.7 The Tenderer shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh</p> |

B. Tender Document

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| 4. Clarification of Tender | 4.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in |
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| Documents | | the TDS before two-third of time allowed for preparation and submission of Tender elapses. |
| 5. Addendum to Tender Documents | 5.1 | At any time prior to the deadline for submission of Tenders, the Procuring Entity on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an addendum pursuant to Rule 95 of the Public Procurement Rules, 2008. |

C. Tender Preparation

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| 6. Contents of Tender | 6.1 | <p>The Tender prepared by the Tenderer shall comprise the following:</p> <ul style="list-style-type: none"> (a) Tender Submission Letter (Form PG2-1) as furnished in Section 4: Tender Forms, which shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be considered as non-responsive as being incomplete; (b) The completed Price Schedule for Goods and Related Services (Form PG2-2); (c) Tender Security as stated under ITT Clause 12 & 13 ; (d) The completed Specifications Submission and Compliance Sheet (Form PG2-3); (e) Written confirmation authorising the signatory of the Tender to commit the Tenderer (Attachment 1 of Form PG2-1); (f) A certificate issued by the competent authority stating that the Tenderer is a Tax payer having valid Tax identification Number (TIN) and VAT registration number (as applicable); (g) Valid Trade License; |
| 7. Tender Prices | 7.1 | Tenders are being invited for single lot basis, as specified in the TDS . |
| | 7.2 | lot as listed in Section 6: Schedule of Requirements must be listed and priced separately on the Price Schedule following the Form PG2-2 . The price to be quoted in the Tender Submission Letter shall be the total price of the Tender |
| | 7.3 | All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates, prices and the total Tender price submitted by the Tenderer |
| 8. Tender Currency | 8.1 | All prices shall be quoted in Bangladesh Taka. |
| 9. Documents Establishing the Conformity of the Goods | 9.1 | To establish the conformity of the Goods to the Tender Documents, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods and Related services conform to the technical specifications and standards in Section 7, Technical Specifications. |
| 10. Technical Criteria | 10.1 | The completed Specifications Submission and Compliance Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. |
| 11. Validity Period | 11.1 | Tenders shall remain valid for the period specified in the TDS after the date of Tender |

of Tender	submission deadline prescribed by the Procuring Entity.
	11.2 A Tender valid for a period shorter than that specified shall be considered as non-responsive.
12. Tender Security	12.1 Tender Security as specified in TDS .
13. Form of Tender security	13.1 The Tender Security shall be at the Tenderer's option, be either in the form of a bank draft or pay order.
	13.2 The Tender Security may be in the form of an irrevocable bank guarantee issued by a scheduled Bank of Bangladesh, in the format (Form PG2-4) furnished in Section 5: Tender and Contract Forms.
	13.3 The Tender Security shall remain valid for at least twenty eight (28) days beyond the expiry date of the Tender Validity.
	13.4 Tender not accompanied by a valid Tender Security shall be considered as non-responsive.
14. Forfeiture of Tender Security	14.1 The Tender security pursuant to Rule 25 of the Public Procurement Rules,2008 may be forfeited if a Tenderer: <ul style="list-style-type: none"> (a) withdraws its Tender after opening of Tenders but within the validity of the Tender; or (b) refuses to accept a Notification of Award ; or (c) fails to furnish performance security; or (d) refuses to sign the Contract ; or (e) does not accept the correction of the Tender price following the correction of arithmetic errors

D. Tender Submission

15. Deadline for Submission of tenders	15.1 Tenders shall be delivered to the Procuring Entity at the address specified in the TDS and no later than the date and time specified in the TDS . Late submissions will be not be considered.
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E. Tender Opening and Evaluation

16. Tender Opening	16.1 Tenders shall be opened pursuant to Rule 97 following steps in Part D of Schedule IV of The Public Procurement Rule, 2008 as specified in the TDS but no later than ONE HOUR after expiry of the submission date line.
17. Evaluation of Tenders	17.1 The Tender Evaluation Committee (TEC) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after tender opening following four steps: <ul style="list-style-type: none"> (a) Preliminary Examination; (b) Technical Examinations and Responsiveness; (c) Financial evaluation and price comparison; (d) Post-qualification of the lowest evaluated responsive Tenders.
18. Preliminary Examination	18.1 The TEC shall firstly examine the Tenders to confirm that all documentation requested in ITT Clause 6 has been provided. Examination of the compliance, adequacy and authenticity of the documentary evidence may follow the order below:

- (a) verification of the completeness of the eligibility declaration in the Tender Submission Letter **(Form PG2-1)**;
 - (b) verification of the Trade License ;
 - (c) verification of the eligibility requirements as stated under **ITT Clause 3** ;
 - (d) verification of the written authorization confirming the signatory of the Tenderer to commit the Tender has been attached with Tender Submission Letter **(Form PG2-1)**;
 - (e) verification of the Tender Security, if applicable.
- 18.2 The TEC shall confirm that the above documents and information have been provided in the Tender and the completeness of the documents and compliance of instructions given in corresponding ITT Clauses shall be verified, failing which the tender shall be considered as non-responsive.
- 19. Technical Examinations & Responsiveness**
 - 19.1 Only those Tenders surviving preliminary examination need to be examined in this phase.
 - 19.2 **Secondly**, the TEC will examine the adequacy and authenticity of the documentary evidence which may follow the order below:
 - (a) verification and examination of the documentary evidence and completed Specification Submission Sheet (Form PG2-3) to establish the conformity of the Goods and Related Services to the Tender Documents.
 - (b) verification and examination of the documentary evidence that Tenderer has met all the requirements in regards to scope of Supply as stated under Section 6, Schedule of Requirements, without any material deviation or reservation.
 - 19.3 TEC may consider a Tender as responsive in the evaluation, only if comply with the mandatory requirements as stated under Clause 19.2
- 20. Clarification on Tender**
 - 20.1 The TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to assist the examination and evaluation of the Tenders.
 - 20.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the TEC's written request for clarification, its Tender shall not be considered in the evaluation.
- 21. Correction of Arithmetical Errors**
 - 21.1 The TEC shall correct any arithmetic errors that are discovered during the examination of Tenders, and shall promptly notify the concerned Tenderer(s) of any such correction(s) pursuant to Rule 98(11) of the Public Procurement Rule, 2008.
 - 21.2 Any Tenderer that does not accept the correction of the Tender amount following correction of arithmetic errors as determined by the application of ITT Sub-Clause 21.1 shall be considered as non-responsive.
- 22. Financial Evaluation**
 - 22.1 **Thirdly** the TEC, pursuant to Rule 98 of the Public Procurement Rules, 2008, will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the mandatory requirements set out in the Tender Document
 - 22.2 To evaluate a Tender in this stage, the Procuring Entity shall consider the following:
 - (a) Verification and examination of the Price Schedule for Goods and Related Services (Form PG2-2);
 - (b) Evaluation will be done for each Item or lot by lot;
 - (c) Adjustment for correction of arithmetical errors
- 23. Price Comparison**
 - 23.1 The TEC shall compare all responsive Tenders to determine the lowest-evaluated

Tender.

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| 24. Negotiation | 24.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer pursuant to Rule 99 of the Public Procurement Rules, 2008. |
| 25. Post-qualification | 25.1 After determining the lowest-evaluated responsive tender as sated under ITT Sub-Clause 23.1, the TEC pursuant to Rule 100 of the Public Procurement Rules, 2008, shall carry out the Post-Qualification of the Tenderer. |

F. Contract Award

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| 26. Notification of Award | 26.1 Prior to the expiry of the Tender validity period and within seven (7) working days of receipt of the approval of the award by the Approving Authority, the Procuring Entity pursuant to Rule 102 of the Public procurement Rules, 2008, shall issue the Notification of Award (NOA) to the successful Tenderer |
| | 26.2 The Notification of Award shall be accepted in writing by the successful Tenderer within seven (7) days from the date of issuance of NOA. |
| 27. Performance Security | 27.1 The amount of Performance Security shall be 10% (Ten) of the Contract Price |
| | 27.2 Within fourteen (14) days from the date of issuance of the Notification of Award (NOA) but not later than the date specified therein, the successful Tenderer shall furnish the Performance Security |
| | 27.3 The Performance Security shall be in the form of a Bank draft, pay order or an irrevocable Bank Guarantee in the format (Form PG2-7), issued by any scheduled bank of Bangladesh acceptable to the Procuring Entity. |
| 28. Validity of Performance Security | 28.1 The Performance Security shall be required to be valid until a date twenty eight (28) days beyond the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations. |
| 29. Authenticity of Performance Security | 29.1 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the bank issuing the Pay Order, Bank Draft or irrevocable Bank Guarantee in specified format |
| 30. Contract Signing | 30.1 Within twenty eight (28) days of the issuance of Notification of Award, the successful Tenderer and the Procuring Entity shall sign the contract provided that the Performance Security submitted by the Tenderer is found to be genuine. |
| 31. Right to Complain | 31.1 Any Tenderer has the right to complain if it has suffered or likely to suffer loss or damage due to a failure of a duty imposed on the Procuring Entity to fulfil its obligations in accordance with Section 29 of the Public Procurement Act 2006 and pursuant to Part 12 of Chapter Three of the Public Procurement Rules, 2008. |

Section 2. Tender Data Sheet

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. General	
ITT 1.1	<p>The Procuring Entity is Corporate Office, Electricity Generation Company of Bangladesh Ltd. [An Enterprise of BPDB]</p>
	<p>The Name of the Tender is: Procurement of Stationary goods, different types of toners Under Framework Contract for Corporate Office of EGCB Ltd., Dhaka..</p> <p>Tender Ref: C-398 –EGCB(CO)/HR-38/2014, Dated:17/02/2015</p> <p>The successful Tenderer shall have to sign a Framework Contract for a period of one (1) year from the date of signing of Contract in accordance with Rule-89 of PPR-2008. Purchase. The Procuring Entity (PE) will place Purchase Order individually time to time as per requirement for supplying of Goods under this Contract within the duration of the Contract and the supplier has to complete Delivery of the Goods and the Related Services in all respect in accordance with the Purchase Order and the Contract.</p>
	<p>Consignee:</p> <p>Deputy General Manager(HR) Corporate Office Electricity Generation Company of Bangladesh Ltd., Dhaka, Bangladesh.</p>
	<p>Number of Lots: Single</p> <p>Identification and Name of Lot: Procurement of Stationary goods Different Types of Toners</p>
ITT 3.1	Not Applicable
ITT 3	Following text will be added under ITT 3.8:
ITT 3.8	<p>a) The Tenderer shall have a minimum of five (05) years of overall experience in the supply of goods and related services.</p> <p>b) The satisfactory completion of supply of similar goods of minimum value of BDT Eight lac (8,00,000/-) only under a single contract in the last three (03) years i.e. years counting backward from the date of publication of IFT in the newspaper.</p>

B. Tender Document	
ITT 4.1	<p>For <u>clarification of Tender purposes</u> only, the Procuring Entity's address is:</p> <p>Attention: Manager, HR Division</p> <p>Address:</p> <p>Corporate Office Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (Level-8), 7-9 Kawran Bazar, Dhaka-1215, Bangladesh.</p> <p>Telephone: +88-02-8124197, 9134029, 9134032 Ext. 119</p> <p>Facsimile number: +88-02- 9118345</p> <p>Electronic mail address: faizul19@yahoo.com</p>
C. Preparation of Tender	
ITT 6.1	<p>Following text will be added:</p> <ul style="list-style-type: none"> (a) Bank Solvency Certificate. (b) Documentary evidence in support of ITT 3.8 of TDS. (c) Copies of technical literature/brochure of the supplied item(s); (d) Tenderer's warranty certificate stating the quality, quantity, genuineness of the offered goods and the validity of warranty period; (e) Duly sealed and signed original Tender document shall have to be submitted along with the tender. (f) In addition to the original offer, two (2) copies shall have to be submitted.
ITT 7.1	Tenders are being invited for single lot.
ITT 11.1	The Tender validity period shall be ninety (90) days.
ITT 12.1	The amount of the Tender Security shall be: As specified in the IFT.
D. Submission of Tender	
ITT 15.1	<p>For <u>Tender submission purposes</u> only, the Procuring Entity's address is:</p> <p>Attention: Manager, HR Division</p> <p>Address:</p> <p>Corporate Office Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (Level-8), 7-9 Kawran Bazar, Dhaka-1215, Bangladesh.</p> <p>The deadline for submission of Tenders is:</p> <p>Time & Date: As specified in the IFT.</p>
E. Opening and Evaluation of Tenders	
ITT 16.1	<p>The Tender opening shall take place at :</p> <p>Address:</p> <p>Corporate Office Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (Level-8), 7-9 Kawran Bazar, Dhaka-1215, Bangladesh.</p> <p>Time & Date: as specified in the IFT.</p>

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Section 3. General Conditions of Contract

1. Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined term:

- (a) **Completion Schedule** means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;
- (b) **Contract Agreement** means the Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein;
- (c) **Contract Documents** means the documents listed in the Contract Agreement, including any amendments thereto;
- (d) **Contract Price** means the price stated in the Notification of Award and thereafter as adjusted in accordance with the provisions of the Contract; ;
- (e) **Day** means calendar days unless otherwise specified as working days;
- (f) **Delivery** means the transfer of ownership of the Goods from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract;
- (g) **Goods** means raw materials, products and equipment and objects in solid, liquid or gaseous form, electricity, and related Services if the value of such Services does not exceed that of the Goods themselves ;
- (h) **Government** means the Government of the People's Republic of Bangladesh;
- (i) **Procuring Entity** means a Entity having administrative and financial powers to undertake Procurement of Goods, Works or Services using public funds;
- (j) **Related Services** means Services linked to the supply of Goods contracts;
- (k) **Supplier** means a Person under contract with a Procuring Entity for the supply of Goods and related Services under the Act;
- (l) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.

2. Corrupt, Fraudulent, Collusive or Coercive Practices

2.1 The Government requires that Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-

- (a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);
- (b) abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008;
- (c) that neither it's any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127.

	2.2	If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall - <ul style="list-style-type: none"> (a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or (b) reject any recommendation for award that had been proposed for that concerned Tenderer or; (c) declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
3. Documents Forming the Contract & the order of precedence	3.1	The following documents forming the Contract shall be in the following order of precedence, namely : <ul style="list-style-type: none"> (a) the signed Contract Agreement; (b) the Notification of Award; (c) The Tender and the appendices to the Tender; (d) Particular Conditions of Contract; (e) General Conditions of Contract; (f) Technical Specifications; (g) Priced Schedule and schedule of requirements and ; (h) Other Documents as appropriate.
4. Assignment of Rights	4.1	The Supplier shall not assign his rights or obligations under the Contract, in whole or in part.
5. Supplier's Responsibilities	5.1	Delivery of the Goods and completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section 6: Schedule of Requirements. The documents to be furnished by the Supplier shall be specified in the PCC
6. Procuring Entity's Responsibilities	6.1	The Procuring Entity shall pay the Supplier, in consideration of the provision of Goods and Related Services, the Contract Price under the provisions of the Contract at the times and manner prescribed in the Contract Agreement.
7. Acceptance	7.1	Acceptance by the Procuring Entity shall be completed in the form of an Acceptance Certificate, unless any defects in the supply, any damage during transportation or any failure to meet the required performance criteria of the supply.
	7.2	The appropriate Technical Inspection and Acceptance Committee of the Procuring Entity must commence the inspection and acceptance process within twenty-four(24) hours from delivery of the goods, and shall complete the same as soon as practicable.
8. Contract Price	8.1	The Contract Price shall be specified in the PCC
9. Transportation	9.1	The Supplier is required under the Contract to transport the Goods to a specified place of destination as specified in Section 6: Schedule of Requirements.
10. Terms of Payment	10.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: On Delivery and Acceptance: 100% percent of the Contract Price of the Goods of each delivery shall be paid after submission of documents specified in GCC Clause 5, supported by the Acceptance Certificate issued by the Procuring Entity as per GCC Clause 7
11. Performance Security	11.1	The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
	11.2	The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than Thirty (30) days following the date of Completion of the Supplier's performance obligations(as specified in the PCC) under the Contract, including any warranty obligations as stated under GCC Clause 13, provided that there are no claims filed against the supplier.
12. Inspections &	12.1	The Procuring Entity shall have the right to test the Goods to confirm their

Tests	conformity to the Contract specifications. The supplier shall at its own expense and at no cost to the Procuring Entity, carry out all such tests of the Goods and related services as are specified in the Contract.
13. Warranty	13.1 A warranty shall be required from the Supplier for a minimum period as may be specified in the PCC .
14. Delays in Delivery and Extensions of Time	<p>14.1 The Supplier must deliver the Goods or perform the services procured within the period prescribed by the Procuring Entity, as specified in the Contract.</p> <p>14.2 The Procuring may extend original contract time, the extension shall be ratified by the Parties by amendment of the Contract as stated under GCC Clause 17.</p>
15. Liquidated Damages	15.1 Subject to the grant of time extensions by Procuring Entity, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery and/or perform the Related Services within the period specified in the Contract, the Procuring Entity shall , without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the 0.5 percent of the Contract Price of the delayed Goods or unperformed Related Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction (10% of the Total Contract Price). Once the maximum is reached, the Procuring Entity may terminate the Contract as stated under GCC Clause 16.
16. Termination for Default	<p>16.1 The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:</p> <ul style="list-style-type: none"> (a) The Supplier fails to perform any other obligation under the Contract; (b) If the Supplier, in the judgment of the Procuring Entity has engaged in corrupt, fraudulent, collusive or coercive practices, as stated under GCC Clause 2, in competing for or in executing the Contract; (c) When deductible amount due to liquidated damage reaches its maximum as stated under GCC Clause 15. <p>16.2 Termination of a contract for default is without prejudice to other remedies available to the Procuring Entity for breach of contract, such as payment of liquidated damages and other, if there are grounds for the latter.</p>
17. Contract Amendment	<p>17.1 Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.</p> <p>17.2 The Procuring Entity, in accordance with their Delegation of Financial Powers, may amend the Contract to reflect the changes introduced to the Original terms and Conditions of the Contract.</p>
18. Settlement of Disputes	<p>18.1 Amicable Settlement:</p> <p>The Procuring Entity and the Supplier shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p>

Section 4. Particular Conditions of Contract

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	If any conflict arises between GCC and PCC, PCC will prevail.
GCC 5.1	<p>The documents to be furnished by the Supplier shall be as follows:</p> <ul style="list-style-type: none"> (a) Copies of the Supplier's invoice showing goods' description, quantity, unit price, total amount; (b) Authentication certificate issued by the main distributor shall have to be provided during supply of photocopier toner and Printer Cartridge ; (c) Copies of technical literature/brochure of the supplied item(s);
GCC 8.1	The Contract price is: As per signed form of Contract Agreement
GCC 10.1	<p>Payment Terms:</p> <p>GCC 10.1 shall be replaced by the following text:</p> <p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> a) Payment under this Contract shall be effected in Bangladeshi Taka through cheque in favour of Supplier's account. b) Hundred percent (100%) payment of the Contract Price under this contract shall be paid after completion of each delivery and upon submission of documents specified in GCC Clause 5 of PCC, supported by the Acceptance Certificate issued by the Procuring Entity as per GCC Clause 7 c) VAT and AIT on payable amount shall be deducted from the supplier's bill where applicable as per prevailing rules and regulations of GOB. d) The invoice submitted by the supplier shall have to be certified by the consignee.
GCC 11.2	<p>GCC 11.2 text shall be added by the following text :</p> <p>Performance obligations mean all services/supply within contract period.</p>
GCC 13.1	The period of validity of the Warranty is three (3) months from the date of issuance of acceptance certificate as per GCC 7 which is applicable only in case of toners.

Section 5. Tender Forms & Contract Forms

Form	Title
Tender Forms	
PG2 – 1	Tender Submission Letter
PG2 – 2	Price Schedule for Goods & Related Services
PG2 – 3	Specifications Submission and Compliance Sheet
PG2 – 4	Bank Guarantee for Tender Security

Forms PG2-1 to PG2-4 comprises part of the Tender and should be completed as stated in ITT Clause 6.

Contract Forms

PG2 – 5	Notification of Award
PG2 – 6	Contract Agreement
PG2 – 7	Bank Guarantee for Performance Security

Forms PG2-5 to PG2-7 comprises part of the Contract.

Tender Submission Letter (Form PG2 – 1)

[This letter shall be completed and signed by the Authorized Signatory preferably on the Letter-Head pad of the Tenderer].

To:

Date :

Manager, HR Division

Corporate Office

Electricity Generation Company of Bangladesh Ltd.

BTMC Bhaban (Level-8), 7-9 Kawran Bazar

Dhaka-1215, Bangladesh.

Invitation for Tender No:

In accordance with ITT Clauses 7, the following prices apply to our Tender:

The Tender Price is: (ITT Clause 7)	<i>Taka [state amount in figures] and Taka[state amount in words]</i>
--	---

In signing this letter, and in submitting our Tender, we also confirm that:

- our Tender shall be valid for the period stated in the Tender Document (ITT Sub-Clause 11.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- a Tender Security is attached in the form of a *[pay order / bank draft / bank guarantee]* in the amount stated in the Tender Document (ITT Clause 12) and valid for a period of 28 days beyond the Tender validity date; [Not Applicable]
- We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document (ITT Clause 3);
- furthermore, we are aware of ITT Clause 2.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed.

Signature:

[insert signature of authorized representative of the Tenderer]

Name:

[insert full name of signatory with National ID]

In the capacity of:

[insert designation of signatory]

Duly authorized to sign the Tender for and on behalf of the Tenderer

Attachment 1: Written confirmation authorizing the above signatory (ies) to commit the Tenderer

Price Schedule for Goods (Form PG2-2)

Invitation for Tender No:		Date:	
Tender Package No:		Package Description:	Procurement of Stationary Goods and Different Types of Toners under framework contract for Corporate Office of EGCB Ltd., Dhaka.

A: PRICE OF GOODS (Including Spare Parts, Related Services if any) AND DELIVERY SCHEDULE

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
1	Offset Paper (Double A/ 80gm 500 sheets, A4, Made in Thailand) / Equivalent	Per Rim	325 Rim				
2	Offset Paper Color (A4)	Per Rim	9 Rim				
3	Offset Paper (Legal size) Double A// Equivalent	Per Rim	10 Rim				
4	Normal Paper (Century 75gm 500 sheets, A4,	Per Rim	460 Rim				
5	Report Cover (A4/HFP-LW, 320) / Equivalent	Per Piece	750				
6	Ball Pen (Cello Fine Gripper) (Black+Red) /	Per Piece	500				
7	Ball Pen (Matador/Elegant) (Black+Red) / Equivalent	Per Piece	310				
8	Index File Plastic 3 inch (Standard)	Per Piece	125				
9	Car scent (My tone) / Equivalent	Per Piece	33				
10	File Board (30 Ounce)	Per Piece	950				
11	Note Pad with 100 sheets (kpm Kornaphuli Laser Paper)/ Equivalent	Per Piece	85				
12	Air Freshener (Spring, Lemon/Fay Lily)/	Per Piece	85				

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
13	Arosol (ACI, 475 ml) / Equivalent	Per Piece	63				
14	Binder Clip (Small 25ml)	Per Piece	44				
15	Binder Clip (Middle 1-3/4 inch)	Per Box	17				
16	Binder Clip (large 2 inch)	Per Box	9				
17	Art Paper (A4)	Per Piece	1400				
18	Gel Pen Pilot (V5) (Blue+Black)	Per Piece	40				
19	Gel Pen Pilot (Cello Point Tech, Red+Black)/Equivalent	Per Piece	30				
20	Reccine Tape (2 inch)	Per Piece	25				
21	Reccine Tape (1.5 inch)	Per Piece	20				
22	Pencil Battery (Alca line)/Equivalent	Per Piece	75				
23	Remote Battery (Alca line)/Equivalent	Per Piece	40				
24	Basket (RFL)/Equivalent	Per Piece	10				
25	Vim Bar (Soap)	Per Piece	38				
26	Lux Soap (Middle Size) /Equivalent Duster (leather)	Per Piece	68				
27	Lifebuoy liquid Soap (Poli-Pack /Equivalent	Per Piece	90				
28	Anty Cuter	Per Piece	6				
29	Computer CD	Per Piece	38				
30	Duster (leather)	Per Piece	25				
31	Duster (Cloth) White Cos tape	Per Piece	38				
32	White Cos tape	Per Piece	4				
33	Thread Ball (Red)	Per Piece	3				

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
34	Calculator (Tokyo CD-120) / Equivalent	Per Piece	10				
35	Eraser	Per Piece	75				
36	Fluid Pen	Per Piece	8				
37	Double Clip File	Per Piece	8				
38	Folder File White	Per Dozen	3 Dozen				
39	Button File White	Per Dozen	2 Dozen				
40	Court File	Per Piece	14				
41	Glue Stick Gum	Per Piece	20				
42	Gum Ica (1.5 kg)	Per Piece	7				
43	Towel	Per Piece	25				
44	James Clip	Per Packet	50				
45	Harpic (750ml)	Per Piece	10				
46	Savlon (1L)	Per Piece	4				
47	Marker Pen (Highlighter) Yellow+Green+Red	Per Piece	25				
48	Permanent Marker (Red+Black)	Per Piece	10				
49	White Board Marker (Red+Black)	Per Piece	12				
50	Magazine File	Per Piece	6				
51	Tag Paper Color	Per Piece	15				
52	Wood Pencil (Stedlar/Equivalent)	Per Piece	132				
53	Paper Weight	Per Piece	20				
54	Pin Remover	Per Piece	15				
55	Punch Machine (Double)	Per Piece	15				

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
56	Punch Machine(Single)	Per Piece	15				
57	Register Book (no-10) Leather binding	Per Piece	20				
58	Register Book (rule normal no-20)	Per Piece	25				
59	Register Book (Receive no-40)	Per Piece	8				
60	Register Book (Dispatch no-40)	Per Piece	6				
61	Stapler Machine (Midle)	Per Piece	15				
62	Stapler Pin (Kangaru) (Midle)/Equivalent	Per Packet	106				
63	Stapler Pin (Kangaru) (Large size)/Equivalent (Size: 23×8, 23×13,	Per Packet	8				
64	Rubber Band	Per kg	0.5				
65	Scissor (Midle)	Per Piece	6				
66	Steel Scale	Per Piece	18				
67	Sharpener	Per Piece	20				
68	Stamp Pad (Art line)/Equivalent	Per Piece	8				
69	Sign Pen (different Colour)	Per Piece	15				
70	Tissue Paper(Fay 2×140 = 280 sheet)/Equivalent	Per Box	385				
71	Toilet Paper (Bosundhora Gold)/Equivalent	Per Piece	600				
72	Tag	Per Bundle	6 Bundle				
73	Towel (Large, size 30×54 inch)	Per Piece	10				
74	Towel (midle, size 30×50 inch)	Per Piece	10				
75	Towel (midle, size 18×36 inch)	Per Piece	15				

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
	Printing Work (According to Supply of						
76	Rough Pad with Company Monogram	Per Piece	5				
77	Rough Pad with Company Monogram (Small)	Per Piece	650				
78	Envelop with Company Monogram (White, A4)	Per Piece	1250				
79	File Cover with Company Monogram (3 Colours)	Per Piece	1500				
80	Gray (LWK) Envelop with Company Monogram (large)	Per Piece	250				
81	Envelop with Company Monogram (White, Small)	Per Piece	4500				
82	Log Book with Company Monogram	Per Piece	28				
83	Envelop (White, Small)	Per Piece	250				
	Computer Printer Toner						
84	HP LaserJet-P 2015	1 pc	5				
85	HP LaserJet-1020	1 pc	8				
86	Cannon Laser Short-LBP-1210	1 pc	23				
87	Cannon Laser Short-LBP-3300	1 pc	5				
88	Samsung ML-2165W	1 pc	4				
89	Samsung CLX-3305 FN	1 pc	2				
90	Canon-IP-1880	1 pc	2				

1	2	3	4	5	6	7	8
Item No.	Description	Unit of Measurement	Quantity	Unit price Tk.	Total price Tk. (col. 4 × 5)	Point of Delivery as per schedule of requirement	Delivery period as per schedule of requirement
				(Note1)		Note-2	
91	HP LaserJet-401	1 pc	2				
92	HP LaserJet-P1005	1 pc	8				
93	Cannon-LBP-6200d	1 pc	2				
	Photocopier						
94	Sharp-M 453U	1 pc	5				
95	Sharp-AR-5631	1 pc	3				
	Fax Machine						
96	Panasonic KX-701	1 pc	7				

Note 1: Price shall include all customs duties, VAT and other taxes already paid or payable if Contract is awarded and shall be delivered price in final destination or at point of delivery.

Note 2: The Tenderer will complete these columns as appropriate following the details specified in Section 6: Schedule of Requirements.

Note 3: VAT and AIT on payable amount shall be deducted from the supplier's bill where applicable as per prevailing rules and regulations of GOB.

Signature:	<i>[insert signature of authorized representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>
Duly authorized to sign the Tender for and on behalf of the Tenderer	

Specifications Submission and Compliance Sheet (Form PG2-3)

(Not applicable)

Invitation for Tender No:		Date:	
Tender Package No:		Package Description:	Procurement of stationary goods and different types of toners framework contract for Corporate Office of EGCB Ltd., Dhaka.

Item No.	Name of Goods or Related Service	Country of Origin	Make and Model (<i>when applicable</i>)	Full Technical Specifications and Standards
1	2	3	4	5

Signature:

[insert signature of authorised representative of the Tenderer]

Name:

[insert full name of signatory with National ID]

In the capacity of:

[insert designation of signatory]

Duly authorised to sign the Tender for and on behalf of the Tenderer

Note 1 : *[The Tenderer should complete all the columns as required]*

Bank Guarantee for Tender Security (Form PG2 – 4)

[this is the format for the Tender Security to be issued by a scheduled bank of Bangladesh as stated under ITT Clauses 12 and 13]

Invitation for Tender No:

Date:

Tender Package No:

Tender Lot No:

To:

[Name and address of Procuring Entity]

TENDER GUARANTEE No:

We have been informed that *[insert name of Tenderer]* (hereinafter called “the Tenderer”) intends to submit to you its Tender dated *[insert date of Tender]* (hereinafter called “the Tender”) for the supply of *[description of goods and related services]* under the above Invitation for Tenders (hereinafter called “the IFT”).

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we *[insert name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- a. has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security ; or
- b. refused to accept the Notification of Award (NOA) within the period as stated under Instructions to Tenderers (ITT) ; or
- c. failed to furnish Performance Security within the period as stipulated in the NOA; or
- d. refused to sign the Contract Agreement by the time specified in the NOA; or
- e. did not accept the correction of the Tender price following the correction of the arithmetic errors in accordance with the ITT; or

This guarantee will expire:

- (a) if the Tenderer is the successful Tenderer, upon our receipt of a copies of the contract signed by the Tenderer and the Performance Security issued to you in accordance with the ITT; or
- (b) if the Tenderer is not the successful Tenderer, twenty eight (28) days after the expiration of the Tenderer’s Tender validity period, being *[date of expiration of the Tender validity plus twenty eight(28) days]*

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Seal

Notification of Award (Form PG2 - 5)

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated *[insert date]* for the supply of Goods and related Services for *[name of contract]* for the Contract Price of Tk *[state amount in figures and in words]* as corrected and modified in accordance with the Instructions to Tenderers, has been approved by Electricity Generation Company of Bangladesh Ltd.

You are thus requested to take following actions:

- i. accept in writing the Notification of Award within seven (7) days of its issuance pursuant to ITT Sub-Clause 26.2
- ii. furnish a Performance Security in the specified format and in the amount of Tk *[state amount in figures and words]*, within fourteen (14) days of issuance of this letter but not later than *(specify date)*, in accordance with ITT Clause 27
- iii. sign the Contract within twenty eight (28) days of issuance of this letter but not later than *(specify date)*, in accordance with ITT Clause 30

You may proceed with the execution of the supply of Goods and related Services only upon completion of the above tasks. You may also please note that this Notification of Award 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 and signature.

Signed

Duly authorised to sign for and on behalf
of *[name of Procuring Entity]*

Date:

Contract Agreement (Form PG2 - 6)

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

WHEREAS the Procuring Entity invited Tenders for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Taka *[Contract Price in figures and in words]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely :
 - (a) the signed Form of Contract Agreement;
 - (b) the Notification of Award
 - (c) The Tender and the appendices to the Tender
 - (d) Conditions of Contract;
 - (e) Technical Specifications;
 - (f) Price Schedules and Schedule of Requirements and;
 - (g) other document, if any
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and related 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 Supplier in consideration of the provision of the goods and related 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 Supplier:

Signature

Print Name

Title

In the presence of

Name

Address

Bank Guarantee for Performance Security (Form PG2 – 7)

[this is the format for the Performance Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clauses 27,28 & 29]

Notification of Award No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Notification of Award No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature

Seal

Section 6. Schedule of Requirements

Invitation for Tender No:

Date:

List of Goods and Delivery Schedule

When completing Form G-2 the Tenderer shall quote prices and contract delivery dates for each item as specified in the List of Goods and Delivery Schedule.

1	2	3	4	7	8
Item No.	Description	Unit of Measurement	Quantity	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note2)	
1	Offset Paper (Double A/ 80gm 500 sheets, A4, Made in	Per Rim	325 Rim	Corporate Office Electricity Generation Company of Bangladesh Ltd. BTMC Bhaban (Level-8), 7-9 Kawran Bazar Dhaka-1215, Bangladesh	Within 10 (Ten) days from the date of issuance of purchase order
2	Offset Paper Color (A4)	Per Rim	9 Rim		
3	Offset Paper (Legal	Per Rim	10 Rim		
4	Normal Paper (Century 75gm 500	Per Rim	460 Rim		
5	Report Cover (A4/HFP-LW, 320) /	Per Piece	750		
6	Ball Pen (Cello Fine Gripper) (Black+Red)	Per Piece	500		
7	Ball Pen (Matador/Elegant)	Per Piece	310		
8	Index File Plastic 3 inch (Standard)	Per Piece	125		
9	Car scent (My tone) / Equivalent	Per Piece	33		
10	File Board (30 Ounce)	Per Piece	950		
11	Note Pad with 100 sheets (kpm Kornaphuli Laser	Per Piece	85		
12	Air Freshener (Spring, Lemon/Fay Lily)/	Per Piece	85		
13	Arosol (ACI, 475 ml) / Equivalent	Per Piece	63		
14	Binder Clip (Small 25ml)	Per Piece	44		
15	Binder Clip (Middle 1-3/4 inch)	Per box	17		
16	Binder Clip (large 2 inch)	Per box	9		

1	2	3	4	7	8
Item No.	Description	Unit of Measurement	Quantity	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note2)	
17	Art Paper (A4)	Per Piece	1400		
18	Gel Pen Pilot (V5) (Blue+Black)	Per Piece	40		
19	Gel Pen Pilot (Cello Point Tech,	Per Piece	30		
20	Reccine Tape (2 inch)	Per Piece	25		
21	Reccine Tape (1.5 inch)	Per Piece	20		
22	Pencil Battery (Alca line)/Equivalent	Per Piece	75		
23	Remote Battery (Alca line)/Equivalent	Per Piece	40		
24	Basket (RFL)/Equivalent	Per Piece	10		
25	Vim Bar (Soap)	Per Piece	38		
26	Lux Soap (Middle Size) /Equivalent	Per Piece	68		
27	Lifebuoy liquid Soap (Poli-Pack /Equivalent	Per Piece	90		
28	Anty Cuter	Per Piece	6		
29	Computer CD	Per Piece	38		
30	Duster (leather)	Per Piece	25		
31	Duster (Cloth) White Cos tape	Per Piece	38		
32	White Cos tape	Per Piece	4		
33	Thread Ball (Red)	Per Piece	3		
34	Calculator (Tokyo CD-120) / Equivalent	Per Piece	10		
35	Eraser	Per Piece	75		
36	Fluid Pen	Per Piece	8		
37	Double Clip File	Per Piece	8		
38	Folder File White	Per Dozen	3		

1	2	3	4	7	8
Item No.	Description	Unit of Measurement	Quantity	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note2)	
39	Button File White	Per Dozen	2		
40	Court File	Per Piece	14		
41	Glue Stick Gum	Per Piece	20		
42	Gum Ica (1.5 kg)	Per Piece	7		
43	Towel	Per Piece	25		
44	James Clip	Per Packet	50		
45	Harpic (750ml)	Per Piece	10		
46	Savlon (1L)	Per Piece	4		
47	Marker Pen (Highlighter)	Per Piece	25		
48	Permanent Marker (Red+Black)	Per Piece	10		
49	White Board Marker (Red+Black)	Per Piece	12		
50	Magazine File	Per Piece	6		
51	Tag Paper Color	Per Piece	15		
52	Wood Pencil (Stedlar/Equivalent)	Per Piece	132		
53	Paper Weight	Per Piece	20		
54	Pin Remover	Per Piece	15		
55	Punch Machine (Double)	Per Piece	15		
56	Punch Machine(Single)	Per Piece	15		
57	Register Book (no-10) Leather binding	Per Piece	20		
58	Register Book (rule normal no-20)	Per Piece	25		
59	Register Book (Receive no-40)	Per Piece	8		
60	Register Book (Dispatch no-40)	Per Piece	6		

1	2	3	4	7	8
Item No.	Description	Unit of Measurement	Quantity	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note2)	
61	Stapler Machine (Middle)	Per Piece	15		
62	Stapler Pin (Kangaru) (Middle)/Equivalent	Per Packet	106		
63	Stapler Pin (Kangaru) (Large)	Per Packet	8		
64	Rubber Band	Per kg	0.5		
65	Scissor (Middle)	Per Piece	6		
66	Steel Scale	Per Piece	18		
67	Sharpener	Per Piece	20		
68	Stamp Pad (Art line)/Equivalent	Per Piece	8		
69	Sign Pen (different Colour)	Per Piece	15		
70	Tissue Paper(Fay 2×140 = 280)	Per Box	385		
71	Toilet Paper (Bosundhora)	Per Piece	600		
72	Tag UTM m 21	Per Bundle	6 Bundle		
73	Towel (Large, size 30×54 inch)	Per Piece	10		
74	Towel (middle, size 30×50 inch)	Per Piece	10		
75	Towel (middle, size 18×36 inch)	Per Piece	15		
	Printing Work (According to Supply				
76	Rough Pad with Company Monogram	Per Piece	5		
77	Rough Pad with Company Monogram	Per Piece	650		
78	Envelop with Company Monogram	Per Piece	1250		
79	File Cover with Company Monogram	Per Piece	1500		
80	Gray (LWK) Envelop with Company	Per Piece	250		
81	Envelop with Company Monogram	Per Piece	4500		

1	2	3	4	7	8
Item No.	Description	Unit of Measurement	Quantity	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note2)	
82	Log Book with Company Monogram	Per Piece	28		
83	Envelop (White, Small)	Per Piece	250		
	Computer Printer Toner				
84	HP LaserJet-P 2015	1 pc	5		
85	HP LaserJet-1020	1 pc	8		
86	Cannon Laser Short-LBP-1210	1 pc	23		
87	Cannon Laser Short-LBP-3300	1 pc	5		
88	Samsung ML-2165W	1 pc	4		
89	Samsung CLX-3305 FN	1 pc	2		
90	Canon-IP-1880	1 pc	2		
91	HP LaserJet-401	1 pc	2		
92	HP LaserJet-P1005	1 pc	8		
93	Cannon-LBP-6200d	1 pc	2		
	Photocopier				
94	Sharp-M 453U	1 pc	5		
95	Sharp-AR-5631	1 pc	3		
	Fax Machine				
96	Panasonic KX-701	1 pc	7		

Section : 7

Technical Specification

1	2	3
Item No.	Description	Unit of Measurement
1	Offset Paper (Double A/ 80gm 500 sheets, A4, Made in Thailand) / Equivalent	Per Rim
2	Offset Paper Color (A4)	Per Rim
3	Offset Paper (Legal size) Double A// Equivalent	Per Rim
4	Normal Paper (Century 75gm 500 sheets, A4, Made in India) / Equivalent	Per Rim
5	Report Cover (A4/HFP-LW, 320) / Equivalent	Per Piece
6	Ball Pen (Cello Fine Gripper) (Black Red) / Equivalent	Per Piece
7	Ball Pen (Matador/Elegant) (Black Red) / Equivalent	Per Piece
8	Index File Plastic 3 inch (Standard)	Per Piece
9	Car scent (My tone) / Equivalent	Per Piece
10	File Board (30 Ounce)	Per Piece
11	Note Pad with 100 sheets (kpm Kornaphuli Laser Paper)/ Equivalent	Per Piece
12	Air Freshener (Spring, Lemon/Fay Lily)/ Equivalent	Per Piece
13	Arosol (ACI, 475 ml) / Equivalent	Per Piece
14	Binder Clip (Small 25ml)	Per Piece
15	Binder Clip (Middle 1-3/4 inch)	Per Box
16	Binder Clip (large 2 inch)	Per Box
17	Art Paper (A4)	Per Piece
18	Gel Pen Pilot (V5) (Blue-black)	Per Piece
19	Gel Pen Pilot (Cello Point Tech, Red+Black)/Equivalent	Per Piece
20	Recsine Tape (2 inch)	Per Piece
21	Recsine Tape (1.5 inch)	Per Piece

1	2	3
Item No.	Description	Unit of Measurement
22	Pencil Battery (Alca line)/Equivalent	Per Piece
23	Remote Battery (Alca line)/Equivalent	Per Piece
24	Basket (RFL)/Equivalent	Per Piece
25	Vim Bar (Soap)	Per Piece
26	Lux Soap (Middle Size) /Equivalent Duster (leather)	Per Piece
27	Lifebuoy liquid Soap (Poli-Pack /Equivalent	Per Piece
28	Anty Cuter	Per Piece
29	Computer CD	Per Piece
30	Duster (leather)	Per Piece
31	Duster (Cloth) White Cos tape	Per Piece
32	White Cos tape	Per Piece
33	Thread Ball (Red)	Per Piece
34	Calculator (Tokyo CD-120) / Equivalent	Per Piece
35	Eraser	Per Piece
36	Fluid Pen	Per Piece
37	Double Clip File	Per Piece
38	Folder File White	Per Dozen
39	Button File White	Per Dozen
40	Court File	Per Piece
41	Glue Stick Gum	Per Piece
42	Gum Ica (1.5 kg)	Per Piece
43	Towel	Per Piece
44	James Clip	Per Packet
45	Harpic (750ml)	Per Piece

1	2	3
Item No.	Description	Unit of Measurement
46	Savlon (1L)	Per Piece
47	Marker Pen (Highlighter) Yellow+Green+Red	Per Piece
48	Permanent Marker (Red+Black)	Per Piece
49	White Board Marker (Red+Black)	Per Piece
50	Magazine File	Per Piece
51	Tag Paper Color	Per Piece
52	Wood Pencil (Stedlar/Equivalent)	Per Piece
53	Paper Weight	Per Piece
54	Pin Remover	Per Piece
55	Punch Machine (Double)	Per Piece
56	Punch Machine(Single)	Per Piece
57	Register Book (no-10) Leather binding	Per Piece
58	Register Book (rule normal no-20)	Per Piece
59	Register Book (Receive no-40)	Per Piece
60	Register Book (Dispatch no-40)	Per Piece
61	Stapler Machine (Midle)	Per Piece
62	Stapler Pin (Kangaru) (Midle)/Equivalent	Per Packet
63	Stapler Pin (Kangaru) (Large size)/Equivalent (Size: 23×8, 23×13, 23×15, 23×17)	Per Packet
64	Rubber Band	Per kg
65	Scissor (Midle)	Per Piece
66	Steel Scale	Per Piece
67	Sharpener	Per Piece
68	Stamp Pad (Art line)/Equivalent	Per Piece
69	Sign Pen (different Colour)	Per Piece

1	2	3
Item No.	Description	Unit of Measurement
70	Tissue Paper(Fay 2×140 = 280 sheet)/Equivalent	Per Box
71	Toilet Paper (Bosundhora Gold)/Equivalent	Per Piece
72	Tag Uᠠᠨᠮᠤᠵᠢ	Per Bundle
73	Towel (Large, size 30×54 inch)	Per Piece
74	Towel (midle, size 30×50 inch)	Per Piece
75	Towel (midle, size 18×36 inch)	Per Piece
	Printing Work (According to Supply of Sample) :	
76	Rough Pad with Company Monogram (large)	Per Piece
77	Rough Pad with Company Monogram (Small)	Per Piece
78	Envelop with Company Monogram (White, A4)	Per Piece
79	File Cover with Company Monogram (3 Colours)	Per Piece
80	Gray (Lᠠᠮᠠᠨᠠ) Envelop with Company Monogram (large)	Per Piece
81	Envelop with Company Monogram (White, Small)	Per Piece
82	Log Book with Company Monogram	Per Piece
83	Envelop (White, Small)	Per Piece
	Computer Printer Toner	
84	HP LaserJet-P 2015	1 pc
85	HP LaserJet-1020	1 pc
86	Cannon Laser Short-LBP-1210	1 pc
87	Cannon Laser Short-LBP-3300	1 pc
88	Samsung ML-2165W	1 pc
89	Samsung CLX-3305 FN	1 pc
90	Canon-IP-1880	1 pc
91	HP LaserJet-401	1 pc

1	2	3
Item No.	Description	Unit of Measurement
92	HP LaserJet-P1005	1 pc
93	Cannon-LBP-6200d	1 pc
	Photocopier	
94	Sharp-M 453U	1 pc
95	Sharp-AR-5631	1 pc
	Fax Machine	
96	Panasonic KX-701	1 pc