

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PURCHASE REQUISITION (PR)								
Document No:	QF-PRO-01	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

PURCHASE REQUISITION (PR)

Sl. No.	Description with full Specification	Unit	Monthly Consumption	Quantity in Stock	Quantity in Order	Quantity to be Procured	Estimated Price		Date by Material is Required	Last Purchase Price per Unit	Remarks
							Unit Price	Total Value			
1	2	3	4	5	6	7	8	9	10	11	12

Certified that budget is available for Tk. for the Financial Year And that the estimated unit price is correct.

DM Store

Date

Manager, Concerned Store

Date
Date

DM (A/C & Admin)

Date

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: SUPPLIER'S/CONTRACTOR'S EVALUATION RECORD								
Document No:	QF-PRO-07	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	1

SUPPLIER'S/CONTRACTOR'S EVALUATION RECORD

1.	Name and address of the Supplier/Contractor. Please include Telephone numbers, Fax numbers and e-mail address.				
2.	Names of Contact Persons with designation				
3.	Depending on information they can be given a Trial order	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.	Evaluation				
		Importance	Score (Max. 1)	Expected Score*	Remarks
8.1	Ability to meet quality specification	10			
8.2	Ability to meet delivery date	8			
8.3	Ability to meet price	5			
8.4	Total score ¹	23			
9.	Comment of Evaluator				
10.	Conclusion:				
	The organization can/can not be approved as Supplier/Contractor				

* Selection criteria: A score of 15 and above will make the prospective supplier/contractor eligible for enlistment in the approved supplier's/contractor's list.

¹ A score of 0 is given for failure on any of the three criteria

There is no evidence of rejection/quality complaint. Hence they can be enlisted as approved supplier/contractor:

Signature of Evaluating Officer with date:

Comments of DGM:

Signature of DGM with date:

Approval

Director (P&D/O&M)

Date:.....

Reviewed by (GMP&D):

Approved by (DP&D):

Ashique

P Gupta

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESSING FOR PROPRIETARY ITEMS								
Document No:	QF-PRO-09	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	3

PROCUREMENT PROCESSING FOR PROPRIETARY ITEMS

Put Tick ✓ or Cross X mark, where necessary.

Purpose of Procurement:

☐ Emergency Maintenance.

☐ Regular Maintenance.

☐ Stock Building.

1. Office:

2. Sub-Station:

3. Location:

4. (i) Manufacturer/Supplier :
(ii) Local Agent:

5. Required Items:

(Separate sheet may be used for details)

6. Cost: Total FOB, Freight, C&F

7. Request letter from Field Office:

8. Offer / Quotation No.:

9. Validity of Offer:

10. Budget Availability: ☐ Yes Tk. for the Financial
☐ No

Junior Assistant Manager
Name:
Signature:
Date:

Deputy Manager
Name:
Signature:
Date:

Manager
Name:
Signature:
Date:

Reviewed by (GMP&D):

Ashraf

Approved by (DP&D):

P Gupta

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESSING FOR PROPRIETARY ITEMS								
Document No:	QF-PRO-09	Revision No.:	00	Effective Date:	15/02/07	Page:	2	of	3

Comments of DGM:

.....

- ☐ Recommended for approval.
☐ Rejected for
☐ Send tofor further query.

Signature:

Name:

Date:

Comments of GM:

.....

- ☐ Recommended for approval.
☐ Rejected for
☐ Send tofor further query.

Signature:

Name:

Date:

Comments of Director (P&D/ O&M):

.....

- ☐ Recommended for approval.
☐ Rejected for
☐ Send tofor further query.
☐ Director (Finance).
☐ Managing Director.

Signature:

Name:

Date:

Comments of Director (Finance):

.....

- ☐ Recommended for approval.
☐ Rejected.
☐ Send tofor further query.
☐ Director (Finance).
☐ Managing Director.

Signature:

Name:

Date:

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: PROCUREMENT PROCESSING FOR PROPRIETARY ITEMS						
Document No:	QF-PRO-09	Revision No.:	00	Effective Date:	15/02/07	Page:	3 of 3

Comments of Managing Director:

.....

.....

.....

.....

- ☐ Approved.
- ☐ Rejected for
- ☐ Send tofor further query.
- ☐ Director (Finance).

Signature:
Name:
Date:

Reviewed by (GMP&D):

Ashraf

Approved by (DP&D):

P. Gupta

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ENQUIRY FOR PURCHASE OF MATERIALS BY SPOT QUOTATION								
Document No:	QF-PRO-10	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.

ENQUIRY FOR PURCHASE OF MATERIALS BY SPOT QUOTATION

Ref. No.

Date :

To

M/S. _____

Sub : Spot Quotation

Dear Sir,

We are interested to buy the following materials from ready stock on spot quotation basis:

Sl.No.	Name of the items with specifications	Quantity	Price to be filled in by the bidder	
			Rate(Taka)	Total Amount(Taka)
Total				

In words :

Validity of the offer :days/months (To be filled in by the bidder)

Warranty Period (Where applicable): Days/ Months/ Years (To be filled in by the bidder)

In case the above material(s) conforming to our given specification is/are available in your ready stock for immediate delivery, you are requested to send your sealed quotation through our representatives who have delivered the enquiry under the following terms and conditions:

- i) That the supply shall be performed by you within 07(Seven) days
- ii) Transportation of the materials including loading and unloading (To be put '√' by the respective office) :
 - ☐ By the bidder at their cost.
 - ☐ By arrangement of respective office.
- iv) That the payment will be made to you by an A/C payee crossed Cheque promptly after delivery, provided passing satisfactory inspection by our representative conforming to our specifications.

Manager(Procurement)

Date :

We hereby confirm that in the event of acceptance of our rates by the buyer, we will abide by the above terms and conditions.

Signature with date of the Proprietor or his authorized representative _____

Full name and address of the firm _____

Telephone No. _____

Reviewed by (GMP&D):

Approved by (DP&D):

Ashique

R Gupta

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: COMPARATIVE STATEMENT OF SPOT QUOTATION								
Document No:	QF-PRO-11	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.

COMPARATIVE STATEMENT OF SPOT QUOTATION

Enquiry Ref. No. Quotation..... dated..... Opened on.....

Sl. No.	Name of the items	Quantity	Price quoted by			Remarks
			M/S	M/S	M/S	

Certified that we have collected the quotations by visiting the business premises of the mentioned organizations and found availability in conformity with our requirements.

Signature with date	Name and designation of the officials collecting the spot quotation

Recommendation: Recommended to accept the price of the lowest bidder M/S..... Tk.....

Recommended by _____

Approved with comments :

Approved by _____

Reviewed by (GMP&D):

Ashrafique

Approved by (DP&D):

R Gupta

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: TENDER OPENING REGISTER (LOCAL)				Page:	1 of 1
Document No:	QF-PRO-15	Revision No.:	00	Effective Date:	15/02/07	

**POWER GRID COMPANY OF BANGLADESH LTD.
TENDER OPENING REGISTER (LOCAL)**

Name of the Work: Nos. Tender Document Received : Nos.
Tender Document Sold: Nos.
Tender Inquiry No:
Addendum/ Time Extension No. (If any):
Time & Date of Tender Opening:
Tender Published in:

Serial Number	Name & Address of the Bidder	Earnest Money (Taka)	Pay Order/ Bank Draft Number & Date	Quoted Price (Taka)	Name & Signature of Bidders Representative

Signature of the Tender Committee:

..... (Convenor of Tender Committee) (Member of Tender Committee) (Member of Tender Committee)

Reviewed by (GMP&D):  Approved by (DP&D): 

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: APPLICATION FOR ENLISTMENT AS SUPPLIER/ CONTRACTOR								
Document No:	QF-PRO-16	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	2

APPLICATION FOR ENLISTMENT AS SUPPLIER/CONTRACTOR

1. Full name of the supplier/contractor
(in block letters)
2. Mailing address of the head office
3. Address of the branch offices (if any)
4. Telegraphic address
5. Telephone ----- Telex -----
6. For what category of stores do you require enlistment (i) Machinery, equipment and Spares (ii) Electrical goods (iii) Workshop Tools and Hardware (iv) Circuit Breaker (v) Capacitor (vi) Transformer (vii) Bus Bars (viii) Automobiles and Spares (ix) Construction Materials (x) Fuel and Lubricants (xi) Battery Charger (xii) Lightning Arrester (xiii) Isolators (xiv) Transmission Line materials (xv) Paint and Varnishes (xvi) Furniture and Fixtures (xvii) Uniform and Liveries (xviii) Printing and Stationery (xix) Medicine and Hospital Requisites (xx) services
7. Do you seek enlistment as manufacturer and if so, please furnish the following information
 - a. Nature and details of articles manufactured
 - b. Site of the Factory
 - c. Manufacturing capacity of the Factory
 - d. No. of operators/employees
 - e. Details of Plant and Machinery installed
 - f. Type of construction of the Factory
8. Do you seek enlistment as stockiest? If so, please furnish the following information
 - a. Location of your Show-room/Godown
 - b. Details of stock of stores and its value
9. Do you have Municipal Trade License? If so, please furnish Photostat copy of the valid License
10. Are you an Income Tax Assessee? If so please furnish photostat copy of income tax clearance certificate (up to date)
11. Do you maintain an independent banking account in Bangladesh? If so, please attach (a) financial solvency certificate in original from your Banker and (b) also state the name of the person(s) authorised to operate the bank account.
12. Do you have any objection to your factory or office or Shop/Godown being inspected by an authorised officer of this enterprise/project?

Reviewed by (GMP&D):

Approved by (DP&D):




QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
	TITLE: APPLICATION FOR ENLISTMENT AS SUPPLIER/ CONTRACTOR								
Document No:	QF-PRO-16	Revision No.:	00	Effective Date:	15/02/07	Page:	2	of	2

13. Are you enlisted with any other Government or Semi-Government organisations in Bangladesh? If so, please furnish photostat copies of enlistment letters.
14. Is your firm:
15. a. A sole proprietary concern
b. A partnership concern (please enclosed photostat copy of Partnership Deed)
c. A Limited Liability concern (please enclose copy of Memorandum and Article of Association duly attested by the Register of Joint Stock Companies).
d. Registered under the Factory Act.
e. Registered under Partnership Act. of 1932
16. Name of the persons authorised to sign and enter into contracts on behalf of the supplier/contractor other than Directors in the case of a Company, Managing Partner in the case of a Partnership Concern and the Proprietor in the case of a Proprietary Concern (this authority will continue to be valid until notice of revocation is given to the enterprise/project).

Name and address

- 1.
- 2.
- 3.

[To be signed by

- a) Sole proprietor in case of a proprietary concern.
- b) All partners in case of partnership concern
- c) All Directors in case of Limited Company]

Name and address of the Witnesses

- 1.
- 2.

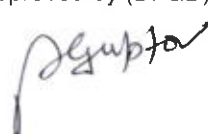
Signatures

Official Seal of the Firm

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES								
Document No:	QF-PRO-17	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	4

POWER GRID COMPANY OF BANGLADESH LTD.

PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

Put '√' only where applicable

Procurement of:	<input type="checkbox"/> Goods	<input type="checkbox"/> Works	<input type="checkbox"/> Services
Procurement Method:	<input type="checkbox"/> Open Tender	<input type="checkbox"/> Spot Quotation	
Purpose of procurement:	<input type="checkbox"/> Emergency	<input type="checkbox"/> Regular Maintenance	
	<input type="checkbox"/> O & M Use	<input type="checkbox"/> Development Use	<input type="checkbox"/> Others

- Office/Sub-Station:
- Required Items:
(Separate sheet may be used for details)
- Brief Justification:
.....
.....
.....
- Total Cost of the item : Tk.(Estimate enclosed)

Assistant/Deputy Manager (Tech.)
Date:

- Comments of head of Accounts:
 (a) Head of expenditure :
 (b) Budget Availability : For the FY..... Tk.
 Present balance Tk.....
 (c) Approval Authority : as per QD-FIN-01 section

Head of Accounts
Date:

- Comments of Manager :

Manager-
Date:

Forward to DGM UO No. Dated.....
Further Forward to DGM UO No. Dated.....

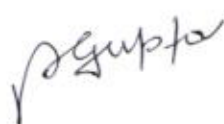
Reply to further query(if applicable):

Manager
Date:

Reviewed by (GMP&D):

Approved by (DP&D):





QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES								
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POWER GRID COMPANY OF BANGLADESH LTD.
PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

7. Comments of DGM :

<u>Sent back with query:</u>
Initial

Approved / Recommended for Approval

Dy-General Manager
Date:

Reply to further query(if applicable):

Forward to GM UO No. Dated.....
Further Forward to GM UO No. Dated.....

8. Comments of GM:

Dy-General Manager
Date:

<u>Sent back with query:</u>
Initial

Approved / Recommended for Approval

General Manager
Date:

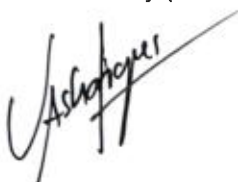
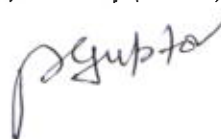
Reply to further query(if applicable):

Forward to Director (O&M / P&D) UO No. Dated.....
Further Forward to Director (O&M / P&D) UO No. Dated.....

General Manager
Date:

Reviewed by (GMP&D):

Approved by (DP&D):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES								
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POWER GRID COMPANY OF BANGLADESH LTD.
PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

9. Comments of Director (O&M / P&D):

<u>Sent back with query:</u>	Initial
------------------------------	---------

Approved / Recommended for Approval

Director (O&M / P&D)
Date:

Forward to Director (Finance) UO No. Dated.....
Further Forward to Director (Finance) UO No. Dated.....

Reply to further query(if applicable):

Director (O&M / P&D)
Date:

10. Comments of Director (Finance):

<u>Sent back with query:</u>	Initial
------------------------------	---------

Approved / Recommended for Approval

Director (Finance)
Date:

Forward to Director (Finance) / MD UO No. Dated.....
Further Forward to Director (Finance) / MD UO No. Dated.....

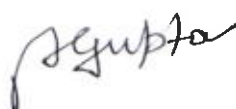
Reply to further query(if applicable):

Director (Finance)
Date:

N.B :- Separate sheet may be used for comments by other department.

Reviewed by (GMP&D):

Approved by (DP&D):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES								
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POWER GRID COMPANY OF BANGLADESH LTD.
PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

11. Comments of Managing Director :

<u>Sent back with query:</u> 	Initial
--	---------

Approved:
Sent to Secretary for placing before board:

Managing Director
Date:

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: ACCEPTANCE OF TENDER							
Document No:	QF-PRO-18	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of 3

POWER GRID COMPANY OF BANGLADESH LTD. ACCEPTANCE OF TENDER

1. **Office/Sub-Station:**
2. **Required Items:**
(The copy of administrative approval shall be enclosed)
3. **Lowest responsive bid as per comparative statement:**
(Comparative statement and Tender documents shall be enclosed)
4. **Tender / Quotation No.:**
5. **Tender/Quotation validity:**
6. **Brief justification in favour of Acceptance:**
.....
7. **Approval Authority :** as per QD-FIN-01 section

Head of Accounts

8. **Comments of Manager :**

Manager-

Forward to DGM UO No. Dated.....
Further Forward to DGM UO No. Dated.....

Reply to further query(if applicable):

Manager

9. **Comments of DGM :**

<u>Sent back with query:</u>
Initial

Approved / Recommended for Approval

Dy-General Manager

Forward to GM UO No. Dated.....
Further Forward to GM UO No. Dated.....

Reply to further query (if applicable):

Dy-General Manager

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: ACCEPTANCE OF TENDER							
Document No:	QF-PRO-18	Revision No.:	00	Effective Date:	11/11/12	Page:	2	of 3

POWER GRID COMPANY OF BANGLADESH LTD.

ACCEPTANCE OF TENDER

10. Comments of GM:

<u>Sent back with query:</u>	
	Initial

Approved / Recommended for Approval

General Manager

Forward to Director (O&M / P&D) UO No. Dated.....
Further Forward to Director (O&M / P&D) UO No. Dated.....

Reply to further query(if applicable):

General Manager

11. Comments of Director (O&M/ P&D):

<u>Sent back with query:</u>	
	Initial

Approved / Recommended for Approval

Director (O&M / P&D)

Forward to Director (Finance) / MD UO No. Dated.....
Further Forward to Director (Finance) / MD UO No. Dated.....

Reply to further query(if applicable):

Director (O&M /P&D)

Reviewed by (GMP&D):

Approved by (DP&D):




QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ACCEPTANCE OF TENDER								
Document No:	QF-PRO-18	Revision No.:	00	Effective Date:	11/11/12	Page:	3	of	3

POWER GRID COMPANY OF BANGLADESH LTD.

ACCEPTANCE OF TENDER

12. Comments of Director (Finance):

<u>Sent back with query:</u>	
	Initial

Approved / Recommended for Approval

Forward to MD UO No. Dated.....
Further Forward to MD UO No. Dated.....

Director (Finance)
Reply to further query(if applicable):

Director (Finance)

N.B :- Separate sheet may be used for comments by other department.

13. Comments of Managing Director :

<u>Sent back with query:</u>	
	Initial

Approved / Recommended for approval of board
Sent to secretary for placing before board

Managing Director

Reviewed by (GMP&D):

Approved by (DP&D):

(Signature)

(Signature)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: POST LANDING INSPECTION STATEMENT								
Document No:	QF-PRO-19	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.

POST LANDING INSPECTION STATEMENT

Project Name :

Contract No:

Name of the Supplier:

Manufacturer:

Store Location:

Date of Inspection:

Descriptions:

Sl. No.	Invoice Number & Date	Description of Materials	Qty.	CIF Value (Unit price)
1				
2				

Comments:

Signature by Committee members:

Signature

Name:

Designation

.....

Signature

Name:

Designation

.....

Signature

Name:

Designation

.....

Signature

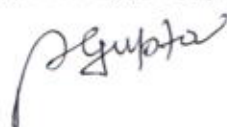
Name:

Designation

.....

Reviewed by (GMP&D):

Approved by (DP&D):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: WORK ORDER								
Document No:	QF-PRO-20	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

M/s.

.....

.....

Attd.

Subject : Work order for Supply/Installation of.....

Reference:

Dear Sir,

.....

.....

.....

.....

Sl No.	Description	Quantity	Unit Price	Total Prize

Total :

Terms & Condition :

1.

2.

3.

4.

.....

.....

By Order


.....
DGM

Date:

Reviewed by (GMP&D):



Approved by (DP&D):



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MATERIAL DISPATCH CLEARANCE								
Form No.:	QF-PRO-21	Revision No.:	00	Effective Date:		Page:	1	of	1

To

.....
.....

Subject: Dispatch Clearance for (.....)

Name of the Project:.....

Contract No:.....

Dear Sir

.....
.....
.....

Item No.	Description	Unit	Approved (Qty)	Previously Imported (Qty)	Dispatch (Qty)	Country of Origin	Remarks
According to Price Schedule	According to Price Schedule						

.....
.....

.....
Signature of Project Director with
Name & Designation
Date:

Copy To:

Reviewed by (CEP&D):

Mahabadi
04.07.19

Approved by (EDP&D)

[Signature]
07-7-19