Quality									
Management System		TITLE: PURCHAS		QUALITY FORMS					
Document No:	QF-PRO-01	Revision No.:	00	Effective Date:	15/02/07	Page: 1 of 1			

#### **PURCHASE REQUISITION (PR)**

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

		Certified that budget is available for Tk
DM Store	Manager, Concerned Store	DM (A/C & Admin)
Date	Date	Date

QUALITY	POWER	H LTD.						
MANAGEMENT SYSTEM	TITLE	POWER GRID COMPANY OF BANGLADESH LTD.  TITLE: PURCHASE REQUISITION REGISTER						MS
Document No:	QF-PRO-02	Revision No.:	00	Effective Date:	15/02/07	Page:	1 of	1

#### **PURCHASE REQUISITION REGISTER**

SI. No.	PR No. and date	Short description of goods	Unit	Quantity	Estimated value	Date by which the goods are required	Name of the office requiring the goods	Purchase case no. allotted to the PR	Remarks
1	2	3	4	5	6	7	8	9	10

Reviewed by (GMP&D):

QUALITY	H LTD.								
MANAGEMENT SYSTEM		TITLE: LIST (		QUALITY FORM					
Document No:	QF-PRO-03	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

#### LIST OF LOCAL ITEMS

SI. No.	Name & Description of Items	Short Specifications	Supplier's/Contractor's SI No.

	 ٠.	٠.	٠.		•	 ٠	,
DGM							
Date:	 						,

Reviewed by (GMP&D):

Approved by (DP&D).

Sympton

QUALITY	H LTD.					
MANAGEMENT SYSTEM		TITLE: LIST OF	IMP	ORTED ITEMS		QUALITY FORMS
Document No:	QF-PRO-04	Revision No.:	00	Effective Date:	15/02/07	Page: 1 of 1

#### **LIST OF IMPORTED ITEMS**

SI. No.	Name & Description of Items	Short Specifications	Supplier's/Contractor's SI.

	 +	٠	٠				*	*	٠	,	
DGM											
Date:											

Reviewed by (GMP&D):

QUALITY	H LTD.				- "						
MANAGEMENT SYSTEM	TITLE: LIS	FOR LOCAL ITEMS  QUALITY FORMS									
Document No:	QF-PRO-05	RF-PRO-05 Revision No.: 00 Effective Date: 15/02/07 Page: 1 of									

#### LIST OF ENLISTED SUPPLIERS/CONTRACTORS FOR LOCAL ITEMS

SI. No.	Name and address of the Supplier/ Contractors	Name of the Contact Person with Telephone, FAX and e-mail address	Field of Specialization
1	2	3	4
-			
-			

		•••	•••	•••	•••	
	DGM					
	Date:					

QUALITY	POWER (	H LTD.							
MANAGEMENT SYSTEM	TITLE: LIST	ACTORS	QUAL	YTI.	FOR	MS			
	FOR IMPORTED ITEMS								
Document No:	QF-PRO-06	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

#### LIST OF ENLISTED SUPPLIERS/CONTRACTORS FOR IMPORTED ITEMS

SI. No.	Name and address of the Supplier/ Contractors	of the Supplier/ Contractors  Telephone, FAX and e-mail address	
1	2	3	4
_			
-			
-			

DGM							
Date:	 						

Reviewed by (GMP&D):

QUALITY	POWER (					
MANAGEMENT TITLE: SUPPLIER'S/CONTRACTOR'S EVALUAT RECORD					ATION	QUALITY FORMS
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	□ Yes			
4.	Evaluation				
		Importance	ce 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 <sup>†</sup>	23			
9.	Comment of Evaluator				
10.	Conclusion:				
	The organization can/can not be approved as Supplier/Contractor				
enlist  1 A so	ection criteria: A score of 15 and above will make ment in the approved supplier's/contractor's list, core of 0 is given for failure on any of the three criteria e is no evidence of rejection/quality complaint. Her actor:	1			
Comr	nents of DGM:	Signa	ature of Evalu	ating Officer	with date:
		Signa	ature of DGM	with date:	
Approv	val .				
			********		
			Directo	r (P&D/O&M	)
			Date:		

Reviewed by (GMP&D):

QUALITY	POWER	H LTD.					
MANAGEMENT	TITLE: SU	MANCE	QUALITY FORMS				
SYSTEM							
Document No:	QF-PRO-08	<b>Revision No.:</b>	00	Effective Date:	15/02/07	Page: 1 of 1	

#### SUPPLIER'S/CONTRACTOR'S PERFORMANCE RECORD

Name and address of the Supplier/Contractor:

#### Supplier List Serial No. (Local/Imported):

SI.	Purchase/ Work	Name of the items	Delivery Commitment (		Quality Ass	urance	Total Points	Remarks	
No. Order Reference	Name of the items	On time	Late by (weeks)	Points	Acceptance %	Points			

***************************************
DGM
DOI11
Date:

**Evaluation Criteria:** 

<u>Delivery Time</u>: <u>Quality Acceptance</u>:

On time : 30 points 100% acceptance : 70 points
Late by 1 week : 20 points
Late by 2 weeks : 10 points
Late by more than 2 weeks : 0 points

0% acceptance : 40 points

60% acceptance : 30 points

Less than 60% acceptance : 0 points

Reviewed by (GMP&D):

Approved by (DP&D):

QUALITY POWER GRID COMPANY OF BANGLADESH LTD.											
MANAGEMENT TITLE: PROCUREMENT PROCESSING FOR											
SYSTEM	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 nec	cessary.
Purpose of Procurement:	Emergency Maintenance.  Regular Maintenance.  Stock Building.	
1. Office:		
2. Sub-Station:		
3. Location:		
(Separate sheet may be u		
7. Request letter from F	ield Office:	
8. Offer / Quotation No.:	:	
9. Validity of Offer:		
10. Budget Availability:	Yes Tk	for the Financial
Junior Assistant Manage	Deputy Manager	Manager
Vame:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date;	Date:

Reviewed by (GMP&D):

Approved by (DP&D):

Polymptal

QUALITY	POWER (	GRID COMPAN	IO YI	BANGLADES	H LTD.				
MANAGEMENT	TITL			PROCESSING FO	R	QUAL	ITY	FOR	MS
SYSTEM		PROPRIE	TAR	( ITEMS					
Document No:	QF-PRO-09	<b>Revision No.:</b>	00	Effective Date:	15/02/07	Page:	2	of	3

Comments of DGM:	
	92
Recommended for approval.	Signature.
Rejected for	Name:
Send to	Date:
Comments of GM:	
Recommended for approval.	Signature:
Rejected for	Name:
Send to	Date:
Comments of Director (P&D/ O&M):	
	,
Recommended for approval.	
Rejected for	
Send to	Signature:
Director (Finance).	Name:
	Date:
Managing Director.	Date.
Comments of Director (Finance):	
***************************************	
Recommended for approval.	
Rejected.	
Send to	Signature:
Director (Finance).	Name:
Managing Director.	Date:
	The second secon

Reviewed by (GMP&D):

QUALITY	POWER	GRID COMPA	O YV	F BANGLADES	H LTD.				
MANAGEMENT SYSTEM	TITL	E: PROCUREM PROPRIE		PROCESSING FO	OR	QUAL	.ITY	FOR	MS
Document No:	QF-PRO-09	Revision No.:	00	Effective Date:	15/02/07	Page:	3	of	3

Comments of Managing Director:	
	***************************************
***************************************	546000000000000000000000000000000000000
***************************************	
Approved.	
Rejected for	Signature:
Send tofor further query.	Name:
Director (Finance).	Date:

Reviewed by (GMP&D):

Approved by (DP&D):

Semplo

QUALITY	POWER	GRID COMPA	O YV	F BANGLADES	H LTD.				
MANAGEMENT SYSTEM	TITLE: E	NQUIRY FOR F BY SPOT		HASE OF MATER	RIALS	QUAL	ITY	FOR	MS
0.0.0		DI SPUI	GUU	TATION	0.0 =				
Document No:	QF-PRO-10	<b>Revision No.:</b>	01	<b>Effective Date:</b>	11/11/12	Page:	1	of	1

#### **ENQUIRY FOR PURCHASE OF MATERIALS BY SPOT QUOTATION**

Sub: Spot  Sub: Spot		ck on spot quota	ation basis: ed in by the bidder Total
Sub: Spot Dear Sir, We are interested to buy the following materials from re	eady sto	ck on spot quota Price to be fille	ed in by the bidder
Dear Sir,  We are interested to buy the following materials from re	eady sto	ck on spot quota Price to be fille	ed in by the bidder
Dear Sir,  We are interested to buy the following materials from re	eady sto	ck on spot quota Price to be fille	ed in by the bidder
Dear Sir,  We are interested to buy the following materials from re	eady sto	ck on spot quota Price to be fille	ed in by the bidder
We are interested to buy the following materials from re	-	Price to be fille	ed in by the bidder
	-	Price to be fille	ed in by the bidder
Sl.No. Name of the items with specifications Qu	uantity		
on to. Traine of the items with specimentons	duitity	Rate(Taka)	Total
			Amount(Taka)
		Track	
In words:		Total	
<ul> <li>) That the supply shall be performed by you within 07</li> <li>i) Transportation of the materials including loading and By the bidder at their cost.</li> <li>By arrangement of respective office.</li> </ul>	`		$\sqrt{\ }$ by the respective office
<ul> <li>v) That the payment will be made to you by an A/C pay passing satisfactory inspection by our representative</li> </ul>			
We hereby confirm that in the event of acceptance of our	ir ratec þ	Da	
bide by the above terms and conditions.	n rates t	y me buyer, we	AATIT
ignature with date of the Proprietor or his authorized re ull name and address of the firm		ative	
elephone No	_		
Reviewed by (GMP&D): App	proved b	y (DP&D):	
1 c takes		10/	

QUALITY	POWER (	GRID COMPAN	IY OI	F BANGLADES	H LTD.				
MANAGEMENT	TITLE	: COMPARATIV	E ST	ATEMENT OF SP	TO	QUAL	ITY	FOR	MS
SYSTEM		QUO	TATI	ON					
Document No:	QF-PRO-11	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	1

#### **COMPARATIVE STATEMENT OF SPOT QUOTATION**

Sl.	Name of the items	Quantity	p,	rice quoated	hv	Remarks
No.	Name of the items	Qualitity			M/S	_
_						
	d that we have collected ations and found availa					of the mentioned
	Signature with date	e N	Name and design	gnation of the spot quot		lecting the
ecomr	nendation: Recommen	ded to acce	pt the price of	the lowest b	idder M/S	Tk
ecomr	nendation: Recommen	ded to acce	pt the price of	the lowest b		Tk
	mendation: Recommended with comments:	ded to acce	pt the price of	the lowest b		
		ded to acce	pt the price of	the lowest b		
		ded to acce	pt the price of	the lowest b		commended by
		ded to acce	pt the price of	the lowest b		commended by
		ded to acce	pt the price of	the lowest b		commended by
oprov		ded to acce		the lowest b	Rec	commended by

QUALITY	POWER (	<b>SRID COMPAN</b>	₹ OF	POWER GRID COMPANY OF BANGLADESH LTD.	1LTD.				
MANAGEMENT	TITLE:	PROCUREMEN	IT PR(	TITLE: PROCUREMENT PROGRESS REGISTER	IER	QUALITY FORMS	Ě	ORM	ဟ
ument No:	QF-PRO-12	Revision No.:	00	Document No: QF-PRO-12 Revision No.: 00 Effective Date: 15/02/07 Page: 1 of	15/02/07	Page:	-	oţ	-

# PROCUREMENT PROGRESS REGISTER

Remarks	19				
Goods arrived on	18				
Shipment made on	17				
UC on	16				
Order placed on	15				
PG/SD received on	14				
Letter of acceptance issued on	13				
Purchase Approved on	12				
Tender Committee meeting held on	11				
Tech. Scrutiny completed on	10				
Comparative Statement prepared on	6				
Tender opened on	80				
Nature of Tender Enquiry	7				
Tender Enquiry floated on	9				
Name of the office requiring the materials	2				
Description of materials	4				
Case No. & date	က				
No. So date	7				
ত 8	-				
72					 _

PG= Performance Guarantee SD= Security Deposit

Approved by (DP&D):

Reviewed by (GMP&D):

Sample

QUALITY	POWER (	GRID COMPAN	IY OF	POWER GRID COMPANY OF BANGLADESH LTD.	1LTD.	-00			
MANAGEMENT SYSTEM	TITLE	: LOCAL PURCI	HASE	TITLE: LOCAL PURCHASE ORDER REGISTER	ER	QUALITY FORMS	Ţ	OR.	က္
Document No:	QF-PRO-13	Revision No.:	8	Document No: QF-PRO-13 Revision No.: 00 Effective Date: 15/02/07 Page: 1 of 1	15/02/07	Page:	-	o	-

## LOCAL PURCHASE ORDER REGISTER

	Remarks	11						
Supply/	ပိ်	10						
Name & Address	of the supplier/contractor	თ						
Oue date for	Total value delivery/completion	80						
Price	Total value	7						
P	Unit	9						
	Quantity	5						
	Materials/Job	4						
Purchase	Order/Contract No. & date	3						
9 4 00	date	2						
2	y S	-						

Reviewed by (GMP&D):

QUALITY	POWER	GRID COMPAN	b ∠	POWER GRID COMPANY OF BANGLADESH LTD.	H LTD.	SMGC3 VT IAILO	}	0	2
MANAGEMENT	TITLE: F(	DREIGN PURCH	ASE (	TITLE: FOREIGN PURCHASE CONTRACT REGISTER	SISTER	20.5		2	2
Document No:	QF-PRO-14	Revision No.:	8	Document No: QF-PRO-14 Revision No.: 00 Effective Date: 15/02/07 Page: 1 of	15/02/07	Page:	-	ŏ	-

# FOREIGN PURCHASE CONTRACT REGISTER

	Remarks	41									
	Shipment position	13									
Name &	Address of the supplier	12									
	UC validity	11									
	L/C No. & date	10									
toom	License No. & date	o									
3	Due date for shipment	80									
Price	Total	7									
P	Unit	9		1							
	Quantity	2									
	Description of goods	4									
Durchage	Order No. &	" ממ	>								
	PR No. & date	C	7								
	ß S										

Approved by

Reviewed by (GMP&D):

	QUALITY FORMS	ocument No: QF-PRO-15 Revision No.: 00 Effective Date: 15/02/07 Page: 1 of 1
н LTD.	AL)	15/02/07
POWER GRID COMPANY OF BANGLADESH LTD.	TITLE: TENDER OPENING REGISTER (LOCAL)	Effective Date:
ō ≿	SING	00
GRID COMPA	TENDER OPE	Revision No.:
POWER (	TITLE:	QF-PRO-15
QUALITY	MANAGEMENT	Document No:

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

|--|

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

Signature of the Tender Committee:

( Convenor of Tender Committee)

( Member of Tender Committee)

( Member of Tender Committee)

( Member of Tender Committee)

Reviewed by (GMP&D):

QUALITY	POWER	GRID COMPAN	IV O	F BANGLADES	H LTD.				
MANAGEMENT SYSTEM	TITLE: API	PLICATION FOR		ISTMENT AS SU	PPLIER/	QUAL	.ITY	FOR	MS
		CONT	NAC	ION					
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 -----
- For what category of stores do you require 6 enlistment (i) Machinery, equipment and Spares (ii) Electrical goods (iii) Workshop Tools and Hardware (1v) 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
  - 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)
- Do you maintain an independent banking account in Bangladesh? If so, please attach (a) financial solvency certificate in orginal from your Banker and (b) also state the name of the person(s) authorised to operate the bank account.
- 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):

QUALITY	POWER	GRID COMPAN	IY O	F BANGLADES	H LTD.		1
MANAGEMENT SYSTEM	TITLE: API	PLICATION FOR CONT		ISTMENT AS SU TOR	PPLIER/	QUALITY FORMS	
Document No:	QF-PRO-16	Revision No.:	00	Effective Date:	15/02/07	Page: 2 of 2	1

- 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:
  - 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 Proprietory Concern (this authority will continue to be valid until notice of revocation is given to the enterprise/project).

Name and address

1.

2. 3.

Name and address of the Witnesses 1.

2.

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]

Signatures

Official Seal of the Firm

Reviewed by (GMP&D):

Approved by (DP&D)

Sympton

QUALITY	POWER	GRID COMPAN	NY O	F BANGLADES	H LTD.				
MANAGEMENT SYSTEM	TITLE: PRO			SS FOR LOCAL SERVICES	GOODS /	QUAL	.ITY	FOR	MS
Document No:	QF-PRO-17	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	4

#### PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

Put '√' only where applicable

Pr	ocurement of:	Goods	Works	Services
Pr	ocurement Method:	Open Tender	Spot Quotation	
Pu	rpose of procurement:	Emergency O & M Use	Regular Mainte  Development Us	
1. 2.	Office/Sub-Station:  Required Items: (Separate sheet may be use			95
	Total Cost of the item:	Tk(Estin	mate enclosed) .ssistant/Deputy Manag Date:	
	(b) Budget Availab	Present balance	Tk	section
6.	Comments of Manager	:	Head Date	of Accounts e:
1	Forward to DGM UO No. Dated  Further Forward to DGM JO No. Dated	Reply to fu	Man Date rther query(if applicab)	
		1	Man Date	nager e:

Reviewed by (GMP&D):

Approved by (DP&D):

Sample

QUALITY	POWER	GRID COMPAN	NY O	F BANGLADES	H LTD.				
MANAGEMENT SYSTEM	TITLE: PRO			SS FOR LOCAL SERVICES	GOODS /	QUAL	.ITY	FOR	MS
Document No:	QF-PRO-17	Revision No.:	01	Effective Date:	11/11/12	Page:	2	of	4

#### POWER GRID COMPANY OF BANGLADESH LTD. PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

#### 7. **Comments of DGM:**

Sent back with query:	
	Initial

Approved / Recommended for Approval

Dy-General Manager Date:

Forward to GM UO No. Dated..... Further Forward to GM UO No. Dated..... Reply to further query(if applicable):

8. **Comments of GM:**  Dy-General Manager Date:

Sent back with query: Initial

Approved / Recommended for Approval

General Manager Date:

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 Date:

Reviewed by (GMP&D):

Desuptor

QUALITY	POWER GRID COMPANY OF BANGLADESH LTD.								
MANAGEMENT SYSTEM	TITLE: PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES						.ITY	FOR	MS
Document No:	QF-PRO-17	Revision No.:	01	Effective Date:	11/11/12	Page:	3	of	4

### POWER GRID COMPANY OF BANGLADESH LTD. PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

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

Sent back with query:	
	T 1/1 1
	Initial

Approved / Recommended for Approval

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

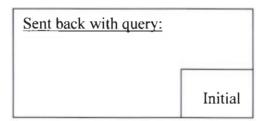
Forward to Director (Finance)
UO No. Dated......

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):



Approved / Recommended for Approval

Director (Finance)
Date:

Reply to further query(if applicable):

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

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

Director (Finance)
Date:

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

Reviewed by (GMP&D):

Approved by (DP&D)

Sejupto

QUALITY											
MANAGEMENT								QUALITY FORMS			
SYSTEM		WORKS / SERVICES									
Document No:	QF-PRO-17	Revision No.:	01	Effective Date:	11/11/12	Page:	4	of	4		

## POWER GRID COMPANY OF BANGLADESH LTD. PROCUREMENT PROCESS FOR LOCAL GOODS / WORKS / SERVICES

#### 11. Comments of Managing Director:

Sent back with query:	
	Initial

Approved:

Sent to Secretary for placing before board:

Managing Director Date:

Reviewed by (GMP&D):

Sympto

QUALITY	POWER GRID COMPANY OF BANGLADESH LTD.	
MANAGEMENT SYSTEM	TITLE: ACCEPTANCE OF TENDER	QUALITY FORMS
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:							
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.								
7.			as per QD-FIN-01 section					
8.	Comments of Manager :		Head of Accounts					
_			Manager-					
	Forward to DGM UO No. Dated	Reply to further query(if applicable):						
	Further Forward to DGM JO No. Dated							
9.	Comments of DGM:		Manager					
	Sent back with query:							
		Initial						
	Approved / Recommen	ded for Approval						
			Dy-General Manager					
	Forward to GM UO No. Dated	<u> 1</u>	Reply to further query (if applicable):					
J	Further Forward to GM JO No. Dated							
			Dy-General Manager					

Reviewed by (GMP&D):

Approved by (DP&D):

Scriptor

QUALITY	POWER						
MANAGEMENT SYSTEM		QUALITY FOR	MS				
Document No:	QF-PRO-18	Revision No.:	00	Effective Date:	11/11/12	Page: 2 of	3

#### **ACCEPTANCE OF TENDER**

#### 10. Comments of GM:

Sent back with query:	
	Initial

Approved / Recommended for Approval

General Manager

Forward to Director (O&M / P&D)

UO No. Dated......

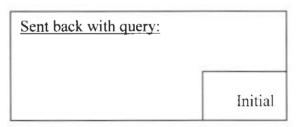
Further Forward to Director (O&M / P&D)

UO No. Dated.......

Reply to further query(if applicable):

General Manager

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



Approved / Recommended for Approval

Director (O&M / P&D)

Reply to further query(if applicable):

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

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

Director (O&M /P&D)

Reviewed by (GMP&D):

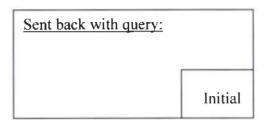
Approved by (DP&D)

Dejupto

QUALITY	POWER						
MANAGEMENT SYSTEM		QUALITY FORM	S				
Document No:	QF-PRO-18	Revision No.:	00	Effective Date:	11/11/12	Page: 3 of	3

#### **ACCEPTANCE OF TENDER**

#### Comments of Director (Finance):



Approved / Recommended for Approval

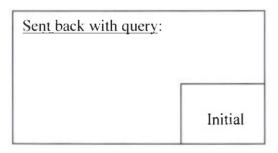
Forward to MD UO No. Dated..... Further Forward to MD UO No. Dated.....

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:**



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

**Managing Director** 

Reviewed by (GMP&D):

Approved by (DP&D):

Scripta

QUALITY	POWER								
MANAGEMENT SYSTEM	TITLE: PC	OST LANDING	INSP	PECTION STATE	MENT	QUAL	YTI.	FOR	MS
Document No:	QF-PRO-19	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

#### POST LANDING INSPECTION STATEMENT

P	roject Name :			
C	ontract No:			
N	ame of the Supplier:			
M	anufacturer:			
Si	ore Location:			
D	ate of Inspection:			
D	escriptions:			
il. O.	Invoice Number & Date	Description of Materials	Qty.	CIF Value (Unit price)

#### Comments:

#### Signature by Committee members:

Signature  Name:  Designation	Signature Name: Designation
	***************************************
Signature	Signature
Name:	Name:
Designation	Designation

Reviewed by (GMP&D):

QUALITY	AGEMENT TITLE: WORK ORDER QUA							
MANAGEMENT SYSTEM							QUALITY FORMS	
Document No:	QF-PRO-20	Revision No.:	00	Effective Date:	15/02/07	Page:	of	1

M/s				
Attd				
Subject	: Work order for Supply/Ins	tallation of	•••••	
Referen	ce:			
Dear Si	r,			
•••••				
•••••			***************************************	
Sl No.	Description	Quantity	Unit Prize	Total Prize
		Total:		
Torms &	& Condition :			
2.				
٥.				***************************************
4.				
				By Order
			DG	
			Dai	te:

Reviewed by (GMP&D):

Approved by (DP&D):

Jacks Japes

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

То							
Subject: I	Dispatch Clearance	for (	)				
	he Project:						
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):

Walson
04,07.19