

Higher Education Quality Enhancement Project (HEQEP)
Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level
Education in the Faculty of Agriculture at Sylhet Agricultural University



**Request for Quotation Document (National)
For
Procurement of Office Equipment (Tab PC, UPS etc.)**

[Request for Quotation Method]



Sylhet Agricultural University, Sylhet 3100, Bangladesh

Request of Quotation No : UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/G-7/2015/07
Issued on : 25-11-2015
Contract Package No : G 7
Lot No : 01

Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level
Education in the Faculty of Agriculture at Sylhet Agricultural University

Faculty of Agriculture, Sylhet Agricultural University
Sylhet 3100, Bangladesh
REQUEST FOR QUOTATION

for
Procurement of Office Equipment (Tab PC, UPS etc.).

RFQ No: UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/G-7/2015/07

Date: 25-11-2015

To

1. **The Faculty of Agriculture at Sylhet Agricultural University (CP# 3626)** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 02 December 2015 at 12.30 pm**. The envelope containing the Quotation must be clearly marked "Quotation for supply of Generator and **DO NOT OPEN** before **12.30 pm on 02 December 2015**". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.

14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within **30** days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **02** days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name: Professor Dr. A.F.M. Saiful Islam
Designation: Professor and SPM (HEQEP CP# 3626)
Address: Department of Crop Botany & Tea Production Technology
Faculty of Agriculture, Sylhet Agricultural University, Sylhet 3100
Bangladesh
Phone No: +88-0171-1978392
E-mail: afmsislam@yahoo.com; afmsislam@gmail.com

Distribution:

1. Deans, Faculty of Agriculture, Sylhet Agricultural University, Sylhet- 3100
2. Notice board of the Registrar office and P, D & W office, SAU, Sylhet- 3100
3. Notice Boards of the Crop Botany & Tea Production Technology, Faculty of Agriculture, SAU, Sylhet -3100,
4. Office File
5. Website of the SAU, Sylhet- 3100, Bangladesh

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: **UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/G-7/2015/07**

Date: 25-11-2015

To:

**Office of the Sub-Project Manager
CP# 3626 [Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level Education in the Faculty of Agriculture at Sylhet Agricultural University
Chairman, Department of Crop Botany & Tea Production Technology, Faculty of Agriculture, Sylhet Agricultural University, Sylhet 3100, Bangladesh.**

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named supply of Office Equipment (Tab PC, UPS etc.).

The total Price of my/our Quotation is BDT (*In Words:*) only.

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on dated

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

RFQ NO.: UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/G-7/2015/07

Date: 25-11-15

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Tab PC	Nos	6				Agriculture Faculty Building, Sylhet Agricultural University, Sylhet-3100
2	2	Colour Printer	Nos	1				
3	3	Portable Hard Disk Drive	Nos	3				
4	4	UPS	Nos	11				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		

Goods to be supplied to	Name: Professor Dr. A.F.M. Saiful Islam Designation: Professor and SPM (HEQEP CP# 3626) Address: Department of Crop Botany & Tea Production Technology, Faculty of Agriculture, Sylhet Agricultural University, Sylhet 3100, Bangladesh Phone: +88-0171-1978392 E-mail: afmsislam@yahoo.com; afmsislam@gmail.com
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	30 days from date of issuing the Purchase Order
Warranty Provided	12 months from date of completion of the delivery; state none if not applicable

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

<p>Signature of Quotationer with Seal</p>	<p>Date:</p>
<p>Name of Quotationer</p>	

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	Tab PC	<p>Processor Type - Intel or Equivalent similar recognized company RAM - 2GB or above Processor Speed - 1.86GHz or above Internal Memory - 16GB or above Display Type - Capacitive Touch Display or equivalent Display Size - 10.1" or equivalent Screen Resolution - 1920x1200 pixels or equivalent Connectivity - WLAN: WiFi 802.11 b/g/n or equivalent Bluetooth 4.0 or equivalent. Card Slot - Micro SD or similar recognized company GSM/3G Calling - Yes Sim Card Slot - Micro Sim or similar recognized company. Front Camera - 1.6MP or equivalent Rear Camera - 8MP or equivalent Operating System - Android 4.4 (Kitkat) or equivalent Dimensions – Approximately 25 x 250 x 175 mm or equivalent Battery - Li-Ion or equivalent Backup Hours - 7 hrs or equivalent Warranty - 1 year</p>		
2	2	Colour Printer	<p>Print technology: Color Laser Print Speeds: Up to 25 ppm (Black), 25 ppm (Color) Time to first page: Black: 10 seconds / Color: 11 seconds Processor: Dual Core, 800MHz or higher Memory: Standard 256 MB, Maximum 2304 MB or more Print resolution: Black: 1200 x 1200 dpi, 4800 Color Quality (2400 x 600 dpi) / Color: 1200 x 1200 dpi, 4800 Color Quality (2400 x 600 dpi) Monthly Duty Cycle: 60000 pages per month or more Duplex Unit: Integrated Duplex Touch Screen Panel: 16 character, 2-line backlit All Points Addressable (APA) LCD Display Paper size: A4,A5,leagal,letter,Universal Connectivity Standard: USB 2.0 Specification Hi-Speed Certified (Type B), Ethernet 10/100BaseTX (RJ-45), also works with 1000Base-T Warranty: 12 Months</p>		
3	3	Portable Hard Disk Drive	<p>Capacity: 1 TB or above Color: Black / White or any color Dimension (L x W x H): 115 x 78 x 15mm (4.5 x 3.1 x 0.6 in) or similar or above Interface: Super Speed USB 3.0 (backward compatible with USB 2.0) Texture: Plastic or similar quality Optimum Voltage: USB DC 5V or above System requirement: Windows XP/Vista/7/8/8.1 Mac OS X 10.6 or later Linux Kernel 2.6 or later Accessories: USB 3.0 cable; Quick Start Guide or similar quality Optimum Temperature: 5°C (41°F) to 50°C (121°F) or equivalent. Warranty: 3 years</p>		

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
4	4	UPS	Input: Voltage- 145VAC-275VAC (or equivalent), Frequency- Synch with AC (or equivalent) Output: Wave Form- Sine wave under main supply, Stimulated sine wave under battery operation (or equivalent) Frequency- 50Hz±5% (or equivalent), AVR- 220VAC±10% (or equivalent), Transfer time- ≤10ms (or equivalent). Protection: Over load- loading >120%, output shuts off (or equivalent), Load Input- Over load & short circuit protection (or equivalent), Short Circuit- UPS output cut of immediately (or equivalent). Audible Alarm: Battery supply power- Sufficient battery capacity, buzzer rings every 1 second (or equivalent). Battery: Type- Sealed Lead Acid Maintenance free battery (or equivalent), Capacity- 12V/7.5AH X 1 (or equivalent) Battery protection- Auto-inspection, discharge protection & battery fault caution (or equivalent) Battery time- Depends on load (or equivalent). Physical: Environmental: Operating temperature- 0-50 ⁰ C (or equivalent), Humidity- <95% RH Non Condensing (or equivalent). Warranty: 12 Months		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

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Education in the Faculty of Agriculture at Sylhet Agricultural University
Faculty of Agriculture, Sylhet Agricultural University
Sylhet 3100, Bangladesh

PURCHASE ORDER FOR PROCUREMENT OF OFFICE EQUIPMENT (TAB PC, UPS etc).

Purchase Order No.

Date:

RFQ No: UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/G-7/2015/07	Date: 25-11-2015
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

Terms and Conditions for Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **30** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT (.....) (*In words:*) only.
12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five **(05)** percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **1 Year** starting from the date of completion of installation in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
14. The Security deposit shall be returned to the Supplier within twenty one **(21)** days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .

17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>