

# Higher Education Quality Enhancement Project (HEQEP)

Promoting and Modernization of Teaching Learning Facilities for Newly Launched Agricultural Economics & Business Studies Faculty of Sylhet Agricultural University (CPSF#3621)



## Standard Request for Quotation Document (National) For Procurement of Goods RFQ (for values up to Tk.0.5 million)

REQUEST FOR QUOTATION  
for

Supply of Furniture and Fixtures for Conference Room



**Sylhet Agricultural University, Sylhet-3100, Bangladesh**

REQUEST FOR QUOTATION : UGC/HEQEP(W-1)/SAU/CPSF#3621/Procurement/G1-10/2017/12  
Contract Package No : G 1  
Lot : N/A  
Issued on : 31/05/2017



Sylhet Agricultural University, Sylhet, Bangladesh  
Office of SPM

*"Promoting and Modernization of Teaching Learning Facilities for Newly Launched Agricultural Economics & Business Studies Faculty of Sylhet Agricultural University" (CPSF # 3621)*

Address: Tilagor, Sylhet-3100, Bangladesh. Cell: +8801712736216; Email: [jahmed.sau@gmail.com](mailto:jahmed.sau@gmail.com)



REQUEST FOR QUOTATION

for

Supply of Furniture and Fixtures for Conference Room

Package-G 1

RFQ No: UGC/HEQEP(W-1)/SAU/CPSF#3621/Procurement/G1-10/2017/12 Date: 31/05/2017

To

-----  
-----

1. Faculty of Agricultural Economics & Business Studies, Sylhet Agricultural University (SAU) 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 07 June, 2017 at 12.00pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply of Furniture and fixtures for conference room** and **DO NOT OPEN 12.30pm on 07 June, 2017** 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.

May 2017

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 **10 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 3 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. Jasim Uddin Ahmed

Designation: SPM, HEQEP, Sub-Project (CPSF#3621), SAU, Sylhet-3100

Date: 31/05/2017

Address: Faculty of Agricultural Economics & Business Studies, Sylhet Agricultural University

Mobile: +8801712-736216

Email: [jahmed.sau@gmail.com](mailto:jahmed.sau@gmail.com)

**Distribution:**

1. Dean, Faculty of Agricultural Economics & Business Studies, SAU, Sylhet.
2. Director, Planning, Development & Works, and Chairman, UAIFS, SAU, Sylhet.
3. Website Committee, SAU, Sylhet, (To take action for in SAU website)
4. PS to VC, SAU, Sylhet.
5. Notice Board.
6. Office File.

May 2017

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: .....

Date: .....

To:

Professor Dr. Jasim Uddin Ahmed  
Sub-Project Manager,  
HEQEP, Sub-project (CPSF#3621), SAU, Syllhet-3100

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 Furniture and Fixtures for Conference Room**

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

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

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 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.....

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:

May 2017

## Price Schedule for Goods and Related Services

RFQNO.Date: dd/mm/yy

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		
1	2	3	4	5	6	7	8	9
1	1	Sofa set	Number	01 (One)				Room No 412 HEQEP, Sub-project Office, Agriculture Building, SAU, Sylhet.
2	2	Audience Chair	Number	25 (Twenty Five)				
3	3	Book Shelves	Number	08 (Eight)				
4	4	Reporter Table	Number	02 \Two)				
5	5	Drawer	Number	02 (One)				
6	6	Show Rack	Number	01 (One)				

**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. Jasim Uddin Ahmed Designation : SPM, HEQEP, Sub-project (CPSF#3621) Address : Faculty of Agricultural Economics & Business Studies Sylhet Agricultural University, Sylhet 3100, Bangladesh Mobile : +8801712-736216 Email : <a href="mailto:jahmed.sau@gmail.com">jahmed.sau@gmail.com</a>
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	10 working 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><b>Signature of Quotationer with Seal</b></p>	<p>Date: dd'mm/yy</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.

May 2017

## Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	Sofa set with Center Table	Brand	To be specified by the Quotationer		
		Model	To be specified by the Quotationer		
		One Seated Sofa	Made of best quality & well seasoning Beech wood with UV Lacquer polish.		
		Size Structure	840 x W 800 x 800 mm, Floor to seat top height 450 mm & Floor to back top height 800 mm.		
		Materials List	Back leg of the sofa 70x 70 mm. Front tie W 115 mm. Structure of the sofa 40x 40 mm. Seat & Back of the Sofa best quality Foam Fabric covered. Joint of the Sofa Structure Wood Screw, Wood Pin etc.		
		Identification mark	Hologram & Monogram Sticker		
		Two Seated Sofa	Made of best quality & well seasoning Beech wood with Antique Lacquer polish.		
		Size Structure	L1330 x W 800 x H800 mm, Floor to seat top height 450 mm & Floor to back top height 800 mm. Structure of the sofa 40x 40 mm. Seat & Back of the Sofa best quality Foam with Fabric covered . Joint of the Sofa Structure Wood Screw, Wood Pin etc.		
		Center Table	Made Of Best Quality Red Oak Wood round design With Four SS dia leg. 10 mm OG design dia glass Size Dia-750 X H 400 MM		
		Identification mark	Hologram & Monogram Sticker.		
		Packing	Polythene & Carton Pack.		
		Termite Warranty	5years guaranty Minimum 12 months		
		picture (Sofa set)			
		Picture (Center Table)			

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
2	Audience Chair	Brand	To be specified by the Quotationer		
		Model	To be specified by the Quotationer		
		Structure and thickness	it's a premium quality Visitor chair which is made of foam cushioning Hi Quality Rexene upholstery with Fixed Height, Stationary type with arms Local Rexene Foam thickness : Back: 60 mm. Structure made of cold rolled mild steel round tube which is Chemically de-rusted with zinc phosphate coating over backed electrostatic paint finished. The tube structure should be 32 mm and thickness of the tube will be 2 mm. PVC stopper at the bottom.		
		Size	Seat 470x540mm, Back 470x495mm (approx) Height: Floor to seat 430 and floor to Back 890mm		
		Identification mark	Hologram & Monogram Sticker.		
		Warranty	Minimum 12 months		
		Picture			
3	Book Shelves	Brand	To be specified by the Quotationer		
		Model	To be specified by the Quotationer		
		Structure and thickness	Made of 16/18mm. Oak Veneer Oak Wood. 3 glass frame door cabinet shelves are ms sheet with Glass & lower shelf covered by 2 door system melamine board door.		
		Size	800 x 400 x 1800mm		
		Identification mark	Hologram & Monogram Sticker.		
		Warranty	Minimum 12 months		
		picture			

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
4	Reporter Table	Brand	To be specified by the Quotationer		
		Model	To be specified by the Quotationer		
		Structure and thickness	Reporter Table made of imported best quality scratch proof and termite proof veneered red oak with PVC stopper & edging by automatic edge bending machine. Veneered Red Oak Thickness: Top 32mm (16mm solid top and 16mm Bit) and other panel are 16mm. Table top to be fixed in between the side panels and one horizontal front panel fixed in between the side panels. Fully knock down system by using Two in One Screw, T-nut , Pin Stopper etc.		
		Size	1000x700x750mm		
		Identification mark	Hologram & Monogram Sticker.		
		Warranty	Minimum 12 months		
	picture				
5	Drawer	Structure	One Drawer unit consist of 2drawer Red Oak Veneer Wood with high quality imported central lock and round shaped PVC handle fixed with Table. Fully knock down system by using Housing, Dowel, T-nut, JRN nut, Wood Pin etc.		
		Thickness	Top 32mm (16mm solid top and 16mm Bit) and other panel are 16mm. Table top to be fixed in between the side panels and one horizontal front panel fixed in between the side panels. Fully knock down system by using Two in One Screw, T-nut , Pin Stopper etc.		
		Identification mark	Hologram & Monogram Sticker.		
		Size	400 x 400 x 392,mm		
		Warranty	Minimum 12 months		
					

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
6	Show Rack	Brand	To be specified by the Quotationer		
		Model	To be specified by the Quotationer		
		Structure	Made of hi quality red oak veneer oak wood & antique uvlaquercolor. top 18 mm. and other panels are 16mm. thickness. Edges of panels and top are to be sealed by 3mm. oak veneer edging by Automatic edge banding Machine. Square shape designs with 3-wooden shelves unique design front of the rack have one shoe picture. Individual shoe storage facilities design Top and panels should be joint by using housing, dowel jibe screw, T. Nut and pneumatic nailing where necessary. Complete with three door		
		Size	L 890 x W 290 x H 1260 MM		
		Warranty	Minimum 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

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
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.



Sylhet Agricultural University, Sylhet, Bangladesh  
Office of SPM

*"Promoting and Modernization of Teaching Learning Facilities for Newly Launched Agricultural Economics & Business Studies Faculty of Sylhet Agricultural University" (CPSF # 3621)*

Address: Tilagor, Sylhet-3100, Bangladesh. Cell: +8801712736216; Email: [jahmed.sau@gmail.com](mailto:jahmed.sau@gmail.com)



**PURCHASE ORDER FOR THE PROCUREMENT OF GOODS**  
**Supply of Furniture and Fixtures for Conference Room**

Purchase Order No. \_\_\_\_\_ Date: dd/mm/yy

RFQ No: \ 	Date:
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

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

May 2017

# **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 and installation in all respects within **10 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 **[insert figure][in words]**.
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 **01 year** starting from the date of completion of delivery 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. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
17. 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.

18. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
19. **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.**
20. 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.
21. 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.
22. 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><b>For the Purchaser:</b></p>   <p>Signature of the Procuring Entity with name and Designation</p>	<p><b>For the Supplier:</b></p>   <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>