

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 Books and Journal for Seminar Library



Sylhet Agricultural University, Sylhet-3100, Bangladesh

REQUEST FOR QUOTATION : UGC/HEQEP(W-1)/SAU/CPSF#3621/Procurement/G5-23/2017/75
Contract Package No : G 5
Lot : N/A
Issued on : 31/12/2017



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

REQUEST FOR QUOTATION

for

Supply of Books and Journal for Seminar Library

Package-G 5

RFQ No: UGC/HEQEP(W-1)/SAU/CPSF#3621/Procurement/G5-23/2017/75

Date: 31/12/2017

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 January, 2018 at 12.00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply of Books and Journal for Seminar Library** and **DO NOT OPEN 07 January, 2018 at 12.30 pm** 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.

December 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: 31/12/2017

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

Mobile: +8801712-736216

Email: 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.

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 Books and Journal for Seminar Library**.

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:

December 2017

Price Schedule for Goods and Related Services

RFQ NO.

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	Economics Systems of Foraging, Agricultural, and Industrial Societies	Number	01(One)				
2	2	Textbook of Agricultural Economics	Number	01(One)				
3	3	Agribusiness & Intellectual Property Rights	Number	01(One)				
4	4	Regulated Exchanges : Dynamic Agents of Economic Growth	Number	01(One)				
5	5	Fundamentals of Corporate Finance	Number	01(One)				
6	6	Public Finance	Number	01(One)				
7	7	Agricultural Business Management	Number	01(One)				
8	8	Agricultural Finance and Management	Number	01(One)				
9	9	Economics of Energy use in Cropping Systems	Number	01(One)				
10	10	Agriculture and Intellectual Property Rights : Economic, Institutional and Implementation Issues in Biotechnology	Number	01(One)				
11	11	Economic Microbiology	Number	01(One)				
12	12	Economic Reforms and Technological Development	Number	01(One)				
13	13	Bayesian Inference in Statistical Analysis	Number	01(One)				
14	14	Simulation with Arena	Number	01(One)				
15	15	Stochastic Processes : Wiley Series in Probability and Mathematical Statistics	Number	01(One)				
16	16	Statistical Design for Research	Number	01(One)				
17	17	Survey Sampling	Number	01(One)				
18	18	Probabilistic Methods of Signal and System analysis	Number	01(One)				
19	19	Agricultural Statistics : A Guide for Competitive Examinations	Number	01(One)				
20	20	Agricultural Statistics in India	Number	01(One)				
21	21	Quality Engineering Statistics	Number	01(One)				
22	22	Thermodynamics and Statistical Mechanics	Number	01(One)				
23	23	The Self – Instructional Route to Statistical Process Control and Just- In – Time Manufacturing	Number	01(One)				
24	24	Fundamentals of Error-Correcting Codes	Number	01(One)				
25	25	Basic Guidelines for Research : An Introductory for all Disciplines	Number	01(One)				

December 2017

26	26	Fundamentals of Experimental Design	Number	01(One)				
27	27	Data Mining: Concepts and Techniques	Number	01(One)				
28	28	Applied Psychology for Social Workers	Number	01(One)				
29	29	Social Conflict	Number	01(One)				
30	30	Anthropology	Number	01(One)				
31	31	Anthropology of the Family and Kinship	Number	01(One)				
32	32	Gender in South Asia : Social Imagination & Constructed Realities	Number	01(One)				
33	33	Woman of Wisdom : The Journey of the Sacred Feminine through the Ages	Number	01(One)				
34	34	Women's Career in Public Service	Number	01(One)				
35	35	Women Leaders in Development Organizations & Institution	Number	01(One)				
36	36	Strategic Human Resource Development	Number	01(One)				
37	37	Fundamentals of Demography	Number	01(One)				
38	38	Human Resource Development	Number	01(One)				
39	39	Child Development	Number	01(One)				
40	40	Project Marketing : Beyond Competitive Bidding	Number	01(One)				
41	41	The Little Book of BIG Customer Satisfaction Measurement	Number	01(One)				
42	42	Strategic Market Management: Global Perspectives	Number	01(One)				
43	43	Consumer Behaviour : Applications in Marketing	Number	01(One)				
44	44	Marketing	Number	01(One)				
45	45	Introduction To Marketing Theory And Practice	Number	01(One)				
46	46	Markets and Indigenous Peoples in Asia	Number	01(One)				
47	47	Marketing Research: Concepts & ractices	Number	01(One)				
48	48	Bangladesh Financial Reporting Standards (BFRS), 2 vol set	Number	01(One)				
49	49	Handbook of Bangladesh Standards on Auditing, Assurance & Ethics ronouncements, Volume 1	Number	01(One)				
50	50	Decentralization and Empowerment for Rural Development	Number	01(One)				
51	51	Social Capital for Sustainable Rural Development	Number	01(One)				
52	52	Jagatpur 1977-97 : Poverty & Social Change in Rural Bangladesh	Number	01(One)				
53	53	Banker to the Poor : The Autobiography of Muhammad Yunus, Founder of the Grammeen Bank	Number	01(One)				
54	54	কৃষি, খাদ্য নিরাপত্তা ও দারিদ্র্য বিমোচন	Number	01(One)				
55	55	Urbanization in South Asia : Focus on Mega Cities	Number	01(One)				
56	56	Money, Banking, International Trade and Public Finance	Number	01(One)				

57	57	Corporate Finance	Number	01(One)				
58	58	Advanced Modeling in Finance Using Excel and VBA	Number	01(One)				
59	59	E-Banking and Management	Number	01(One)				
60	60	Principles Of Banking	Number	01(One)				
61	61	Banking and E-Services	Number	01(One)				
62	62	Technology in Banking Sector	Number	01(One)				
63	63	Hotel Finance	Number	01(One)				
64	64	Technical Analysis Tools: Creating a Profitable Trading Systems	Number	01(One)				
65	65	বাংলাদেশের স্বাধীনতা যুদ্ধেও দলিলপত্র, ১৫ খন্ডে	Number	01(One)				
66	66	An Introduction to Probability Theory and its Applications. Vol-I	Number	01(One)				
67	67	Introduction to Mathematical Statistics	Number	01(One)				
68	68	Probability and Statistical Inference	Number	01(One)				
69	69	Introduction to the Theory of Statistics	Number	01(One)				
70	70	Data Mining : Concepts and Techniques	Number	01(One)				
71	71	Essentials of Statistics for Business and Economics	Number	01(One)				
72	72	Statistical Techniques in Business and Economics	Number	01(One)				
73	73	An Introduction to Demographic Techniques	Number	01(One)				
74	74	Linear Statistical Inference and its Applications	Number	01(One)				
75	75	Introduction to Econometrics	Number	01(One)				
76	76	Biostatistics : A Foundation for Analysis in the Health Sciences	Number	01(One)				
77	77	Operations Research : An Introduction	Number	01(One)				
78	78	Multivariate Analysis and its Application	Number	01(One)				
79	79	Applied Multivariate Statistical Analysis	Number	01(One)				
80	80	Econometric Analysis	Number	01(One)				
81	81	Introductory Econometrics : A Modern Approach	Number	01(One)				
82	82	Agricultural Economics	Number	01(One)				
83	83	Statistical Techniques in Business and Economics	Number	01(One)				
84	84	Ecometrics with CD	Number	01(One)				
85	85	Marketing Research	Number	01(One)				
86	86	Enterprisewide Resource Planning Theory and Practice	Number	01(One)				
87	87	Services Marketing	Number	01(One)				
88	88	Case Studies in Marketing	Number	01(One)				

89	89	Entrepreneurship Successfully Launching New Ventures	Number	01(One)				
90	90	Consumer Behavior	Number	01(One)				
91	91	Business Research Methods	Number	01(One)				
92	92	Leadership & Management Development	Number	01(One)				
93	93	Facebook Marketing	Number	01(One)				
94	94	Entrepreneurship Development and Small Business Enterprises	Number	01(One)				
95	95	Corporate Social Responsibility	Number	01(One)				
96	96	Marketing Research A South Asian Perspective	Number	01(One)				
97	97	Rural Marketing Concepts & Practices	Number	01(One)				
98	98	Online Marketing a customer-led approach	Number	01(One)				
99	99	Rural Marketing	Number	01(One)				
100	100	Risk Management and Insurance Planning	Number	01(One)				
101	101	Social Research	Number	01(One)				
102	102	Social Research Methods Qualitative and Quantitative Approaches	Number	01(One)				
103	103	Statistics for Business and Economics	Number	01(One)				
104	104	International Finance	Number	01(One)				
105	105	Disaster Management	Number	01(One)				
106	106	Export Import Management	Number	01(One)				
107	107	Customer Relationship Management A Step-by-Step Approach	Number	01(One)				
108	108	Event Marketing and Management	Number	01(One)				
109	109	Multinational financial Management	Number	01(One)				
110	110	Model Business Letters, Emails and Other Business Documents	Number	01(One)				
111	111	Insurance : theory and Practice	Number	01(One)				
112	112	the Analysis and Use of Financial Statements	Number	01(One)				
113	113	ENABLING THE BUSINESS OF AGRICULTURE –WORLD BANK GROUP	Number	03(Three)				
114	114	Doing Business 2011-IFC	Number	01(One)				
115	115	World development report	Number	04(Four)				
116	116	Climate Change Education for Sustainable Development in Bangladesh-Ministry of Education-2015	Number	01(One)				
117	117	National Sustainable Development Strategy (2010-2021)	Number	01(One)				
118	118	AID For TRADE AT A GLANCE-WTO	Number	04(Four)				
119	119	Global Education Monitoring Report	Number	04(Four)				

December 2017

120	120	Green and Social Entrepreneurial Basics-part one-Kazi Abdur Rouf	Number	01(One)				
121	121	Human Development Report (UNDP)	Number	04(Four)				

**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 : jahmed.sau@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	10 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].

Signature of Quotationer with Seal	Date: dd' mm/yy
Name of Quotationer	

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

Sl no	Item no	Description				
		Title of Books	Author	Edition	Print Description	Country of Origin
1	2	3	4	5	6	7
1	1	Economics Systems of Foraging, Agricultural, and Industrial Societies	Pryor	To be specified by the Quotationer	To be specified by the Quotationer	To be specified by the Quotationer
2	2	Textbook of Agricultural Economics	Warade			
3	3	Agribusiness & Intellectual Property Rights	Gaur			
4	4	Regulated Exchanges : Dynamic Agents of Economic Growth	Hrris			
5	5	Fundamentals of Corporate Finance	Richard A Brealey			
6	6	Public Finance	Harvey Rosen			
7	7	Agricultural Business Management	Strasbourg			
8	8	Agricultural Finance and Management	Desai			
9	9	Economics of Energy use in Cropping Systems	Chinnappa			
10	10	Agriculture and Intellectual Property Rights : Economic, Institutional and Implementation Issues in Biotechnology	Santaniello			
11	11	Economic Microbiology	Kumari			
12	12	Economic Reforms and Technological Development	Giriappa			
13	13	Bayesian Inference in Statistical Analysis	Box			
14	14	Simulation with Arena	Kelton			
15	15	Stochastic Processes : Wiley Series in Probability and Mathematical Statistics	Ross			
16	16	Statistical Design for Research	Kish			
17	17	Survey Sampling	Kish			
18	18	Probabilistic Methods of Signal and System analysis	Cooper			
19	19	Agricultural Statistics : A Guide for Competitive Examinations	Kushwaha			
20	20	Agricultural Statistics in India	Bansil			
21	21	Quality Engineering Statistics	Dovich			
22	22	Thermodynamics and Statistical Mechanics	Maximisation			
23	23	The Self – Instructional Route to Statistical Process Control and Just- In –Time anufacturing	Louis Bare			
24	24	Fundamentals of Error-Correcting Codes	Huffman			
25	25	Basic Guidelines for Research : An Introductory for all Disciplines	Sajjad Kabir			

Sl no	Item no	Description				
		Title of Books	Author	Edition	Print Description	Country of Origin
26	26	Fundamentals of Experimental Design	Bhuiyan			
27	27	Data Mining: Concepts and Techniques	Han			
28	28	Applied Psychology for Social Workers	Nicolson			
29	29	Social Conflict	Jayaram			
30	30	Anthropology	Ember			
31	31	Anthropology of the Family and Kinship	Delige			
32	32	Gender in South Asia : Social Imagination & Constructed Realities	Channa			
33	33	Woman of Wisdom : The Journey of the Sacred Feminine through the Ages	Marvelly			
34	34	Women's Career in Public Service	Khanon			
35	35	Women Leaders in Development Organizations & Institution	Qadir			
36	36	Strategic Human Resource Development	Kandula			
37	37	Fundamentals of Demography	Raj			
38	38	Human Resource Development	Werner			
39	39	Child Development	Berk			
40	40	Project Marketing : Beyond Competitive Bidding	Cova			
41	41	The Little Book of BIG Customer Satisfaction Measurement	Rao			
42	42	Strategic Market Management: Global Perspectives	Aaker			
43	43	Consumer Behaviour : Applications in Marketing	East			
44	44	Marketing	Baines			
45	45	Introduction To Marketing Theory And Practice	Palmer			
46	46	Markets and Indigenous Peoples in Asia	Nathan			
47	47	Marketing Research: Concepts & Practices	S Shajahan			
48	48	Bangladesh Financial Reporting Standards (BFRS), 2 vol set	ICAB			
49	49	Handbook of Bangladesh Standards on Auditing, Assurance & Ethics Pronouncements, Volume 1	ICAB			
50	50	Decentralization and Empowerment for Rural Development	Nagarajan			
51	51	Social Capital for Sustainable Rural Development	Lalitha			
52	52	Jagatpur 1977-97 : Poverty & Social Change in Rural Bangladesh	Siddiqui			

Sl no	Item no	Description				
		Title of Books	Author	Edition	Print Description	Country of Origin
53	53	Banker to the Poor : The Autobiography of Muhammad Yunus, Founder of the Grammeen Bank	Muhammad Yunus			
54	54	কৃষি, খাদ্য নিরাপত্তা ও দারিদ্র্য বিমোচন	জাফর আহমেদ চৌধুরী			
55	55	Urbanization in South Asia : Focus on Mega Cities	Misra			
56	56	Money, Banking, International Trade and Public Finance	Mithani			
57	57	Corporate Finance	Ross, S. Westerfield			
58	58	Advanced Modelling in Finance Using Excel and VBA	Jackson			
59	59	E-Banking and Management	Singh R			
60	60	Principles Of Banking	Sharma,			
61	61	Banking and E-Services	Sinha R K			
62	62	Technology in Banking Sector	Sohani			
63	63	Hotel Finance	Anand Iyengar			
64	64	Technical Analysis Tools: Creating a Profitable Trading Systems	Tinghino			
65	65	বাংলাদেশের স্বাধীনতা যুদ্ধেও দলিলপত্র, ১৫ খন্ডে	হাসান হাফিজুর রহমান			
66	66	An Introduction to Probability Theory and its Applications. Vol-I	Feller			
67	67	Introduction to Mathematical Statistics	Hogg, Craig			
68	68	Probability and Statistical Inference	Hogg, Craig			
69	69	Introduction to the Theory of Statistics	Mood, Graybill			
70	70	Data Mining : Concepts and Techniques	Han, Kamber			
71	71	Essentials of Statistics for Business and Economics	Anderson, Williams			
72	72	Statistical Techniques in Business and Economics	Lind, Wathen			
73	73	An Introduction to Demographic Techniques	M.N. Islam			
74	74	Linear Statistical Inference and its Applications	Rao			
75	75	Introduction to Econometrics	Doughert			
76	76	Biostatistics : A Foundation for Analysis in the Health Sciences	Daniel, Cross			
77	77	Operations Research : An Introduction	Taha			
78	78	Multivariate Analysis and its Application	Bhuyan			
79	79	Applied Multivariate Statistical Analysis	Johnson, Wichern			
80	80	Econometric Analysis	William H, Greene			

Sl no	Item no	Description				
		Title of Books	Author	Edition	Print Description	Country of Origin
81	81	Introductory Econometrics : A Modern Approach	Jeffrey, Wooldrige			
82	82	Agricultural Economics	Ram reddy			
83	83	Statistical Techniques in Business and Economics	Lind			
84	84	Ecometrics with CD	Wooldrige			
85	85	Marketing Research	Aaker			
86	86	Enterprisewide Resource Planning Theory and Practice	Altekar			
87	87	Services Marketing	Apte			
88	88	Case Studies in Marketing	Balakrishna			
89	89	Entrepreneurship Successfully Launching New Ventures	Barringer			
90	90	Consumer Behavior	Blackwell			
91	91	Business Research Methods	Bryman			
92	92	Leadership & Management Development	Carmichael			
93	93	Facebook Marketing	Carter			
94	94	Entrepreneurship Development and Small Business Enterprises	Charantimath			
95	95	Corporate Social Responsibility	Chatterji			
96	96	Marketing Research A South Asian Perspective	Churchill			
97	97	Rural Marketing Concepts & Practices	Dogra			
98	98	Online Marketing a customer-led approach	Gay, Charlesworth			
99	99	Rural Marketing	Krishnamacharyulu			
100	100	Risk Management and Insurance Planning	Loomba			
101	101	Social Research	McTavish			
102	102	Social Research Methods Qualitative and Quantitative Approaches	Neuman			
103	103	Statistics for Business and Economics	Newbold			
104	104	International Finance	O'Brien			
105	105	Disaster Management	Pandey			
106	106	Export Import Management	Paul			
107	107	Customer Relationship Management A Step-by-Step Approach	Peeru			
108	108	Event Marketing and Management	Sanjaya Singh			
109	109	Multinational financial Management	Shapiro			
110	110	Moderl Business Letters, Emails and Other Business Documents	Taylor			

Sl no	Item no	Description				
		Title of Books	Author	Edition	Print Description	Country of Origin
111	111	Insurance : theory and Practice	Tripathy			
112	112	the Analysis and Use of Financial Statements	White			
113	113	ENABLING THE BUSINESS OF AGRICULTURE -WORLD BANK GROUP				
114	114	Doing Business 2011-IFC				
115	115	World development report				
116	116	Climate Change Education for Sustainable Development in Bangladesh-Ministry of Education-2015				
117	117	National Sustainable Development Strategy (2010-2021)				
118	118	AID For TRADE AT A GLANCE-WTO				
119	119	Global Education Monitoring Report				
120	120	Green and Social Entrepreneurial Basics-part one-Kazi Abdur Rouf				
121	121	Human Development Report (UNDP)				

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: 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

PURCHASE ORDER FOR THE PROCUREMENT OF GOODS
Supply of Books and Journal for Seminar Library

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]
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

December 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>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>