



Institutional Quality Assurance Cell (IQAC)

Dhaka International University

QAP NO: B-012

**Request for Quotation Document (National)
For
Procurement of Desktop Computer, Laptop Computer,
Printer, Multimedia Projector and Photocopier etc.
Package No. G2**

Dhaka International University

Address: House # 04, Road # 01, Block # F, Banani, Dhaka-1215

July 2015

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Institutional Quality Assurance Cell (IQAC)

Dhaka International University

House # 4, Road # 1, Block # F, Banani, Dhaka-1213

REQUEST FOR QUOTATION

for

Procurement of Desktop Computer, Laptop Computer, Printer, Multimedia Projector and Photocopier etc.

Package No. G2

RFQ No: 002/IQAC/2015

Date:10/11/2015

To

[insert name and address of the Quotationers]

1. The Institutional Quality Assurance Cell (IQAC) at Dhaka International University 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 12.11.2015, 2.00pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of Desktop Computer, Laptop Computer, Printer, Multimedia Projector and Photocopier etc.** and **DO NOT OPEN** before **12.11.2015, 4.30pm**. 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 [Thirty] 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 15 (fifteen) 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.



Name: Dr. Md. Serajul Islam Prodhan
Designation: Director, IQAC
Date: 10.11.2015
Address: House # 4, Road # 1, Block # F, Banani, Dhaka-1213
Phone No. 01746437321
E-mail: prodhan_serajul@yahoo.com

Distribution:

1. [Administrative wings of other Procuring Entities] for information and circulation in their notice board.
4. [Any other concerned offices] for information and wide circulation.
5. [Authorized Officer] for posting in the website, if applicable.
6. Notice Board.
7. Office File.



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 002/IQAC/2015

Date: dd/mm/yy

To:

*Institutional Quality Assurance Cell (IQAC)
Dhaka International University
House # 4, Road # 1, Block # F, Banani, Dhaka-1213.*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Procurement of Desktop Computer, Laptop Computer, Printer, Multimedia Projector and Photocopier etc.**

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 [insert date]

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. 002/IQAC/2015

Date: 10/11/2015

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	Desktop Computer	Nos.	03				House # 4 (1 st Floor), Road # 1, Block # F, Banani, Dhaka-1213 (IQAC Office, DIU)
2	2	Laptop Computer	Nos.	02				
3	3	Printer	Nos.	01				
4	4	Multimedia Projector	Nos.	01				
5	5	Photocopier	Nos.	01				
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	[insert destination of Goods]
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	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/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 style="text-align: center;">Signature of Quotationer with Seal</p>	<p>Date: dd/mm/yy</p>
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.

[Handwritten Signature]

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	Desktop Computer				
		Processor	Core i3			
		Chipset	B85M-D3H			
		Graphic	HD Graphics			
		Memory	4 GB (4 Slot) (approx.)			
		Onboard LAN	(10/100/1000Mbit) (approx.)			
		Standard I/O port	USB (2x Front, 4x Back). 1x HDMI, VGA, DVI, Audio Line out.5in			
		Hard Drive	1 TB WD 7200RPM (approx.)			
		Optical Drive	DVDRW 24x (approx.)			
		Keyboard	USB			
		Monitor	19" (Wide Screen LED)			
		Mouse	USB			
		Casing	Thermal			
UPS	650 VA (approx.)					
2	2	Laptop Computer				
		Processor	Core i5			
		Graphic	HD 2GB Dedicated GFX			
		Memory	4 GM (approx.)			
		Display	15.6" LEB-backlit (approx.)			
		Hard Drive	5400RPM (approx.)			
		Optical Drive	DVD+RW Super Multi DL			
		Audio	High Definition Audio			
		Blue Tooth	Bluetooth v4.0 (approx.)			
		Networking	Ethernet Controller			
		Wireless	Atheros 802.11b/g/n (approx.)			
		Webcam	HD Webcam			
		Card Slot	Multi-format digital media reader			
		AC Adapter	45 W Smart AC Adapter			
		Battery & Power	4-cell, 44WHr Lithium-Ion battery (approx.)			
Weight	2.65 kg (approx.)					
3	3	Printer (Laser)				
		Colour	Black and White			
		Media	A3, A4, Letter and more			
		Print speed (A4)	up to 25ppm (approx.)			
		Volume	2000-5000 pages			
		Memory	125MB (approx.)			
4	4	Multimedia Projector				
		Lumens	4000			
		Audio	16w x 1 (Mono) (approx.)			
		Brightness	4000 ANSI Lumens			
		Contrast	10000:1 (approx.)			
		Lamp	10000 (approx.)			
		Remote Control	Yes			
Resolution	XGA 1024x768 (approx.)					

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model	
		Dimension	317 x 98 x 288 mm (approx.)			
		Screen Size	70" x 70" Tripod/wall mound			
5	5	Photocopier				
		Device	image RUNER			
		Type	Desktop (Reader Combined + Inner Output)			
		Memory	Standard 256MB Maximum 512MB (approx.)			
		Network Interface	Ethernet, USB			
		Warm Up time	30 Second maximum after power on			
		First Copy Output Time	6.4 Seconds or less			
		Multiple Copies	1 to 999 sheets			
		Magnification	25% to 400%			
		Maximum Original Size	A3/11"x17"			
		Resolution	Reading 600 x 600dpi Writing 1200 x 1200dpi			
		Paper Sources (80gsm)	Paper Cassette: 250 sheets paper capacity (approx.)			
		Acceptable Paper Weights	64gsm to 128gsm			
		Weight	50kg			
		Power Source	220-240V AC, 50/60Hz			
		Toner Yield	14,600 sheets (A4) (approx.)			
		Drum Yield	1,32,000 sheets (A4) (approx.)			
		Resolution	Up to 600 x 600dpi			
		Supported OS	Widows2000/XP/Server2003/ Vista/ Server2008/ Win7			

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:

- 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.

