

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**College Education Development Project (CEDP)**  
**Uttar Bangla College**  
Kakina, Kaliganj, Lalmonirhat

**REQUEST FOR QUOTATION**

for

**Procurement of College Management Information System (CMIS) software for  
Uttar Bangla College, Lalmonirhat.**

**Issued Ref.:** UBC/CEDP-IDG/05/2023/G-9

**Issued On.:** 26 November, 2023

To

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1. The **Uttar Bangla College** 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 30 November, 2023, 02.00 PM**. The envelope containing the Quotation must be clearly marked "Procurement of College Management & Information System (CMIS) software for Uttar Bangla College, Lalmonirhat" and **DO NOT OPEN** before **30 November, 2023, 02.30 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 quotation document 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 **60 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.
11. 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, if the Contract is awarded.



মো. আব্দুর রউফ সরকার  
অধ্যক্ষ  
উত্তর বাংলা কলেজ  
কাকিনা, লাগমনিরহাট।  
যোগাযোগ: ০১৩০৯-১২২৮৯১

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Supplier, if accepted shall remain fixed for the duration of the Contract.
13. Supplier shall have legal capacity to enter into Contract. Supplier, in support of its qualification shall be required to submit certified photocopies of latest documents related to **Valid Trade License, Tax Identification Number (TIN) Certificate, VAT Registration Number (BIN) Certificate, Financial Solvency Certificate from any scheduled Bank**; without which the Quotation may be considered non-responsive.
14. Quotation shall be evaluated based on information and documents submitted with the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 **14 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 **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotation document or annul the procurement proceedings.



**(Md. Abdur Rouf Sarkar)**

Principal

26 November, 2023

Kakina, Kaliganj, Lalmonirhat

Phone No.: 01309122891

E-mail: [ubc.idgm@gmail.com](mailto:ubc.idgm@gmail.com)

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**Distribution:**

1. Office of the UNO, Kaliganj, Lalmonirhat for information and circulation in their notice board.
2. Office of the Chairman, Kakina Union Parishad, Kakina, Kaliganj, Lalmonirhat for information and wide circulation.
3. ICT Consultant ([ict@cedp.gov.bd](mailto:ict@cedp.gov.bd)), College Education Development Project for kind information and taking necessary action to publish in the project CEDP website.
4. PS to Principal, Uttar Bangla College for posting in the college website ([www.ubc.edu.bd](http://www.ubc.edu.bd)).
5. Head Assistant, Uttar Bangla College to publish on College Notice Board.
6. Office File.