

Name of Purchaser: Mohammad Kamrul Hasan
Address of Purchaser: Headmaster
Mahanandapur Bijoy Smriti High School
School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail
Secondary and Higher Secondary Education Department
Ministry of Education

Request for Quotation Document (National)
For Procurement of Goods

Name of the Package: Procurement of IT Equipment for Multimedia Classroom

Reference: মবিউবি/ICTP-II/০১/২০২৪, Date: 02-06-2024

June 2024

Name of Purchaser: Mohammad Kamrul Hasan
Address of Purchaser: Headmaster
Mahanandapur Bijoy Smriti High School
School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail

REQUEST FOR QUOTATION LETTER
Name of the Package: Procurement of IT Equipment for Multimedia Classroom

Ref : Reference: মবিউবি/ICTP-II/০১/২০২৪, Date: 02-06-2024

To

1. The Grantee as specified in the Quotation Data Sheet (hereinafter called the Purchaser) has been allocated public funds by the **Project on Promotion of Education through ICT at Secondary and Higher Secondary Levels (2nd Phase, 1st Revised) by the Directorate of Secondary and Higher Secondary Education, Ministry of Education** 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 Purchaser 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 in a sealed envelope or through electronic mail to the office of the Purchaser by the as specified in the Quotation Data Sheet. Quotations received later than the time specified herein shall not be accepted
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security/Security Deposit shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotations received through electronic mail shall be sealed-enveloped by the Purchaser duly marked as specified in the Quotation Data Sheet and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
7. The Purchaser 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.
8. All Quotations must be valid for a period of at least marked as specified in the Quotation Data Sheet from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.
11. 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.
12. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit documents as specified in the Quotation Data Sheet; without which the Quotation may be considered non-responsive.

13. 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.
14. 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.
15. The delivery of Goods and related services will be expected to be completed during the period as specified in the Quotation Data Sheet (termed as Contract Period) from the date of issuing the Purchase Order (termed as Contract).
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Purchaser shall be issued within the period as specified in the Quotation Data Sheet of receipt of approval from the Approving Authority.
17. The Purchaser reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature:



কামরুল হাসান Kamrul Hasan

Headmaster

Mahanandapur Bijoy Smriti High School

School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail

Secondary and Higher Secondary Education Department

Ministry of Education

Date: 02/06/2024

Copy to:

1. Notice Board.
2. Office File.

Quotation Data Sheet (ODS)

1.	The Purchaser is: Mohammad Kamrul Hasan Headmaster Mahanandapur Bijoy Smriti High School School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail Secondary and Higher Secondary Education Department Ministry of Education
4.	Quotation submission and opening shall take place: Mahanandapur Bijoy Smriti High School , P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail
4.	Quotation submission deadline (on or before): Time: 12.00 noon Date: 09/06/2024
4.	Quotation opening take place (quotation cannot be opened before the time and date mentioned below): Time: 12.30 PM Date: 09/06/2024
4.	The envelope containing the Quotation must be clearly marked: Name of Package: Procurement of IT Equipment for Multimedia Classroom
8.	Quotation validity period: 30 days
12.	Quotationer shall submit following documents: i. Copy of Valid Trade License ii. Copy Tax Identification Number (TIN) iii. Copy of VAT Registration Number and iv. Original of the Financial Solvency Certificate from any scheduled bank of Bangladesh v. Income Tax Return Certificate/Receipt/Similar Document
15.	Delivery period: 7 days <i>[insert duration in days/weeks/months as applicable]</i>
16.	The Purchase Order shall be issued: 7 days <i>[insert duration in days]</i>

Quotation Submission Letter

[Use Letter-head Pad of the Quotationer]

Reference: মবিউবি/ICTP-II/০১/২০২৪, Date: 02-06-2024

To:

Mohammad Kamrul Hasan

Headmaster

Mahanandapur Bijoy Smriti High School

School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail

Secondary and Higher Secondary Education Department

Ministry of Education

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named

Name of Package: Procurement of IT Equipment for Multimedia Classroom

The total Price of my/our Quotation is BDT

Taka in 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 20(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.

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

Name:

Designation:

Date:

Price Schedule for Goods and Related Services

[The Purchaser may customize this from]

Reference: মবিউবি/ICTP-II/০১/২০২৪, Date: 02-06-2024

To be Filled in by the Purchaser					To be filled in by the Quotationer				To be Filled in by the Purchaser
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	10
01	01	Desk top Computer	No	01					Shahabuddin Ahamed High School, Dariapur, Shakhipur, Tangail
01	02	UPS	No	01					
01	03	Smart TV	No	01					
01	04	Pen Drive	No	01					
01	05	Wifi Router	NO	01					
Total Amount (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure			
						In words			

Delivery Period	<i>7 days</i>			
Warranty Provided	Not applicable			
<table border="1" style="width:100%; height:100%;"> <tr> <td style="width:70%;">Signature of Quotationer with Seal</td> <td rowspan="2" style="width:30%; vertical-align: middle;">Date:</td> </tr> <tr> <td>Name of Quotationer:</td> </tr> </table>		Signature of Quotationer with Seal	Date:	Name of Quotationer:
Signature of Quotationer with Seal	Date:			
Name of Quotationer:				

Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Purchaser and Col. 6, 7 & 8 by the Quotationer.
- 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, etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Purchaser.

Technical Specifications of the Goods Required *[The Purchaser may customize this from]*
Reference: মবিউবি/ICTP-II/০১/২০২৪, Date: 02-06-2024

To be filled in by the Purchaser				To be filled in by the Quotationer	
Sl. no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
01	01	Desk top Computer	<i>Processor: Intel 12th Gen Core i5-12400 (2.5 GHz to 4.0 GHz, 18 MB) Motherboard: Intel B660 Chipset RAM: 8GB DDR4 RAM 3200MHz Monitor: 21.5 inches</i>		
01	02	UPS	<i>1200 VA, Acme, Made in China</i>		
01	03	Smart TV	<i>Walton Brand, WD55RUG1 - Android 9.0 - Screen size: 1.397m - Aspect ratio: 16:09 - Resolution: 3840 X 2160 - Viewing angle: H 1780/V 1780 - Contrast: 1200:1</i>		
01	04	Pen Drive	<i>Transcend V-700 64GB USB 3.1 Pen Drive (TS64GJF700) Interface(s) - USB 3.1 Capacity (GB/TB) - 64GB Access Time Read (Mbps) - 90MB/s Access Time Write (Mbps) - 20MB/s</i>		
01	05	Wifi Router	300 Mbps Wireless N 4G LTE Router <i>Cutting-edge 4G network – share internet access with up to 32 Wi-Fi devices and enjoy download speeds of up to 150 Mbps</i>		

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	
Name of Quotationer	
	Date:

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Purchaser and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Purchaser. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Purchaser. 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.
- Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Purchaser specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered

Name of Purchaser: Mohammad Kamrul Hasan
Address of Purchaser: Headmaster
Mahanandapur Bijoy Smriti High School
School/College Address: P.O: Abadat Nagar, Upazilla : Sakhipur. Dist : Tangail
Secondary and Higher Secondary Education Department
Ministry of Education

PURCHASE ORDER (CONTRACT) FOR THE SUPPLY OF GOODS

Purchase Order No..... Date:

RFQ Ref. No:	Date:
To: <i>[insert name of Supplier with Address]</i>	
Name of Package: <i>[insert package name]</i> Package No.: <i>[insert package no.]</i>	
Contract Price: <i>Tk.</i>	

The Purchaser has accepted your Quotation for the supply of Goods and related services as mentioned above and requests that you supply the Goods and related services within the delivery date stated in the attached Contract Data Sheet, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

For the Purchaser:

Signature of the Purchaser with Name and Designation

Date:

Attached:

1. Terms and Conditions
2. Priced Schedule for Goods and related services
3. Technical Specification of the Goods Required

Please sign the above attached documents, keep a copy with you and return the original of the documents to the Purchaser.

Terms and Conditions
For
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Purchaser and the Supplier for the supply of Goods as specified in the Contract Data Sheet 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 as specified in the Contract Data Sheet (termed as Contract Period) of issuing the Purchase Order (termed as Contract) in conformity with the Terms and Conditions.
4. The Purchase Order shall constitute the Contract between the Purchaser and the Supplier.
5. The Supplier shall be entitled to an extension of the Delivery Schedule if the Purchaser delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Purchaser on justifiable grounds duly recorded.
6. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Purchaser or his/her authorized representative.
7. The Purchaser shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found. \
8. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Purchaser may reject the supplies by giving due notice to the Supplier, with reasons.
9. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
10. 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.
11. 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 including transportation, etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Purchaser.
12. The total Contract Price is as specified in the Contract Data Sheet
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The minimum Warranty Period of the Supplies shall be as specified in the Contract Data Sheet starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Purchaser, of the Delivery Chalan.
15. The Supplier shall keep the Purchaser harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Purchaser or any third party while delivering the Goods and related services.
16. 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. Modification to Scope of Supply and Variations to the quantities ordered shall be permissible upto 15 (Fifteen) percent of the original Contract Price.
19. The Purchaser 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 Purchaser 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 Purchaser, 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 Purchaser 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.

For the Purchaser:	For the Supplier:
Signature:	
Name:	
Designation:	Signature of the Supplier with Name and Designation
Address:	
Date:	Date:

Contract Data Sheet (CDS)

1.	The Purchaser is: <i>[insert name, address, telephone and e-mail of Grantee]</i> Name of Package: <i>[insert package name]</i> Package No.: <i>[insert package no.]</i>
1.	The Supplier is: <i>[insert name, address, telephone and e-mail of Supplier]</i>
1.	Name of Package: <i>[insert package name]</i> Package No.: <i>[insert package no.]</i>
3.	Delivery period: <i>[insert duration in days/weeks/months as applicable]</i>
12.	The total Contract Price is Tk. in Figure: Taka in Words:.....
14.	Warranty period: <i>[insert duration in days/weeks/months/year as applicable, state none if not applicable]</i>

**Signature of the Purchaser
with Name, Designation and Date**

**Signature of the Supplier
with Name, Designation and Date**