

নির্বাচন কমিশন সচিবালয়
শেরেবাংলা নগর, ঢাকা

নং- ১৭.০০.০০০০.০৫৭.৭০.০০৩.১৬-১০৩


তারিখ : ০৯/১১/২০১৬ ইং

“RFQ বিজ্ঞপ্তি”

Supply and installation of ICT Product (1 Desktop and 1 Color Printer) for Election Commission Secretariat ক্রয়/ সংগ্রহের লক্ষ্যে প্রকৃত সরবরাহকারী প্রতিষ্ঠানের নিকট হতে দরপত্র আহবান করা যাচ্ছেঃ

শর্তাবলীঃ

- ১। আগামী ১৪-১১-২০১৬ ইং তারিখ বেলা ১২.০০ ঘটিকায় নিম্নস্বাক্ষরকারীর অফিস কক্ষে সরাসরি/ সাধারণ ডাকযোগে/ কুরিয়ার সার্ভিস এর মাধ্যমে কোটেশন দাখিল করা যাবে;
- ২। এতদসংক্রান্ত নির্ধারিত কোটেশন ফরম অত্র সচিবালয়ের আইসিটি সহায়তা শাখা হতে অথবা ওয়েবসাইট (www.ec.org.bd) হতে ১৩-১১-২০১৬ ইং তারিখ বিকাল ৪.০০ ঘটিকার মধ্যে সংগ্রহ করতে হবে;
- ৩। কোটেশন ফরমের প্রতি পৃষ্ঠায় দরদাতা প্রতিষ্ঠানের সীল এবং স্বাক্ষর থাকতে হবে।
- ৪। দরপত্রের সহিত হালনাগাদকৃত ভ্যাট রেজিস্ট্রেশন সার্টিফিকেট, আয়কর প্রত্যয়নপত্র, ট্রেড লাইসেন্স এবং ব্যাংক সলভেন্সি সার্টিফিকেট এর সত্যায়িত কপি দাখিল করতে হবে;
- ৫। কার্যাদেশ প্রাপ্তির ৭ (সাত) কর্মদিবসের মধ্যে পণ্যসমূহ সরবরাহ করতে হবে;
- ৬। বর্ণিত পণ্যসমূহ সরবরাহের কাজ সম্পাদন করে বিল পরিশোধের জন্য ৩(তিন) প্রস্থ বিল এ সচিবালয়ে দাখিল করতে হবে;
- ৭। যে কোন দরপত্র গ্রহণ অথবা বাতিল করার ক্ষমতা অত্র সচিবালয়ের রয়েছে;
- ৮। প্রচলিত নিয়ম অনুযায়ী প্রাপ্য বিল হতে আয়কর ও ভ্যাটসহ অন্যান্য চার্জ প্রযোজ্য হারে কর্তন করা হবে।


০৯/১১/১৬
(মোঃ ইকবাল জাবীদ)
মেনটেইনেন্স ইঞ্জিনিয়ার
ফোন: ৯১৮০৭৯২
Email: ikbalcse@yahoo.com

অনুলিপি বিতরণ :

- ১। নোটিশ বোর্ড, নির্বাচন কমিশন সচিবালয়, শেরে বাংলা নগর, ঢাকা।
- ২। নোটিশ বোর্ড, আইএমইডি, শেরে বাংলা নগর, ঢাকা।
- ৩। নোটিশ বোর্ড, পরিকল্পনা বিভাগ, শেরে বাংলা নগর, ঢাকা।
- ৪। নির্বাচন কমিশন সচিবালয় ওয়েবসাইট (www.ec.org.bd)।
- ৫। অফিস নথি।

Election Commission Secretariat

Block-5/6, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Standard Request for Quotation Document (National) For Procurement of Goods [Request for Quotation Method]

Supply and installation of ICT Product (1 Desktop, 1 Color
Printer) for Election Commission Secretariat

Election Commission Secretariat

Block-5/6, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

REQUEST FOR QUOTATION

For Supply and installation of ICT Product (1 Desktop, 1 Color Printer)
for Election Commission Secretariat

RFQ No: 17.00.0000.057.70.003.16-103

Date: 09/11/2016

To
Senior Maintenance Engineer
Block-5, Room-22
Sher-e-Bangla Nagar, Dhaka-1207

1. The Bangladesh Election Commission Secretariat 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 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 shall be submitted to the office of the undersigned **on or before November 14, 2016 at 12:00 Noon**. The envelope containing the Quotation must be clearly marked "Quotation for ICT Product (1 Desktop, 1 Color Printer) for Election Commission Secretariat and **DO NOT OPEN** before November 14, 2016 at 12:30 Noon. Quotations received later than the time specified herein shall not be accepted.
7. 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.
8. All Quotations must be valid for a period of at least 45 days 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 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.

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 supply of Goods and related services shall be completed within 7 days from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 10 days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



09/11/16

Signature of the official inviting Quotation

Name: **Md. Iqbal Zavid.**

Designation: **Maintenance Engineer**

Date: 09-11-2016

Address: **Bangladesh Election Commission Secretariat
Block-5/6, Sher-e-Bangla Nagar, Dhaka-1207**

Phone No: 9180792 Fax No..... e-mail: **ikbalcse@yahoo.com**

Distribution:

1. Notice Board, Bangladesh Election Commission, Sher-e-Bangla Nagar, Dhaka-1207.
2. Notice Board, IMED, Sher-e-Bangla Nagar, Dhaka-1207.
3. Notice Board, Planning Commission, Sher-e-Bangla Nagar, Dhaka-1207.
4. Web site, www.ec.org.bd
5. Office File

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 17.00.0000.057.70.003.16-103

Date:09/11/2016

To:
Senior Maintenance Engineer
Block-5, Room-22
Sher-e-Bangla Nagar, Dhaka-1207

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **ICT Product (1 Desktop, 1 Color Printer) for Election Commission Secretariat**

The total Price of my/our Quotation is BDT

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 November 09, 2016.

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. 17.00.0000.057.70.003.16- 103

Date: 09/ 11/ 2016

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	<u>Desktop Computer</u>	no	1 (One)				Election Commission Secretariat
2	2	<u>Color Laserjet Printer</u>		1 (One)				
Total Amount for Supply and installation of ICT Product (1 Desktop, 1 Color Printer) for Election Commission Secretariat (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		

Goods to be supplied to	
Total Amount in Taka (in words)	
Delivery Offered	
Warranty Provided	

[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 Name of Quotationer	Date:
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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 of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	Desktop Computer	<p>Brand: Apple or Standard Model: iMac Retina 4K 21.5 LED MK452ZA/A or Equivalent Operating System: MAC OS X El Capitan Processor: 3.1GHz quad-core Intel Core i5 (Turbo Boost up to 3.6GHz) Chipset: Intel HM76 or equivalent Ram: 8GB of 1867MHz LPDDR3 onboard memory (min) Hard Disk: 1TB (5400-rpm) hard drive (min) Graphics: Intel Iris Pro Graphics 6200 Display: 21.5-inch (diagonal) Retina 4K display with IPS technology; 4096-by-2304 resolution with support for millions of colors Video Support and Camera: FaceTime HD camera Simultaneously supports full native resolution on the built-in display and up to 4096 by 2304 pixels on an external display Support for extended desktop and video mirroring modes Wireless: Wi-Fi 802.11ac Wi-Fi wireless networking IEEE 802.11a/b/g/n compatible Bluetooth: Bluetooth 4.0 wireless technology Card Reader: Yes Isolated Keyboard & Mouse : 84-key, 1.5mm key stroke Intelligent Touch Pad USB: USB 3.0 x 2, USB 2.0 x 1, HDMI-out, Audio: Stereo speakers, Dual microphones, 3.5 mm headphone jack: Headphone/optical digital audio output (minijack), Support for Apple iPhone headset with microphone Input: Magic Keyboard, Magic Mouse 2, Magic Trackpad 2 Color: Silver Warranty: 1 years (min)</p>	<mention by the bidder>	
2	2	Color Laserjet Printer	<p>Brand & Model: HP M477fdw or Equivalent Function: Print, copy, scan, fax, email, wireless Memory: 256 MB (min) Mobile Printing Capability: HP ePrint; Apple AirPrint™; Mopria™-certified; NFC Touch-to-print; Wireless Direct Printing; Google Cloud Print 2.0; Mobile Apps Network ready: Standard (built-in Gigabit Ethernet, Wi-Fi) Ports 1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000 Base-TX; 1 Easy-access USB Compatible operating systems Windows OS, Mac OS, Linux Paper Sizes: Tray 1, Tray 2: A4, Tray 3: A4, A5, A6, Connectivity: Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000 Base-TX network port; Easy-access USB Print speed letter: Up to 28 ppm (black and color) Auto duplex printing; Scan to email; 50-sheet ADF; 2 paper trays (standard) Warranty : 1 Year Warranty</p>		

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:
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 prerequisite 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.



Election Commission Secretariat

Block-5/6, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date:	Order Value:TK
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



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 in all respects within 7 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 [One 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 .
17. Number of Antivirus may increase or decrease.
18. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
19. 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.
20. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
21. **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.**
22. 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.
23. 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.
24. 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: Signature of the Procuring Entity with name and Designation	For the Supplier: Signature of the Supplier with name Designation
Date	Date

