



বাংলাদেশ নির্বাচন কমিশন
নির্বাচন কমিশন সচিবালয়

নং- ১৭.০০.০০০০.০৫৭.৭০.০০৩.১৭- ২৩৩

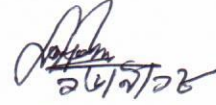
তারিখ : ১৬/০৯/২০১৮ ইং

“RFQ বিজ্ঞপ্তি”

নির্বাচন ভবনে ব্যবহারের নিমিত্ত (Supply of ICT goods for Election Commission secretariat) ক্রয়/ সংগ্রহের লক্ষ্যে প্রকৃত সরবরাহকারী প্রতিষ্ঠানের নিকট হতে দরপত্র আহবান করা যাচ্ছেঃ

শর্তাবলীঃ

- ১। আগামী ২৪-০৯-২০১৮ ইং তারিখ দুপুর ১২.৩০ ঘটিকায় নিম্ন-স্বাক্ষরকারীর অফিস কক্ষে সরাসরি/ সাধারণ ডাকযোগে/ ই-মেইল/ কুরিয়ার সার্ভিস এর মাধ্যমে কোটেশন দাখিল করা যাবে;
- ২। এতদসংক্রান্ত নির্ধারিত কোটেশন ফরম অত্র সচিবালয়ের আইসিটি সিস্টেম সহায়তা শাখা হতে অথবা ওয়েবসাইট (www.ecs.gov.bd) হতে ২৪-০৯-২০১৮ ইং তারিখ সকাল ১০.০০ 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 ০৭ (সাত) কর্মদিবসের মধ্যে Supply of ICT goods for Election Commission secretariat সংশ্লিষ্ট লামাল সরবরাহ ও ইনস্টলেশন করতে হবে;
- ৬। সংশ্লিষ্ট কার্য সম্পাদন করে বিল পরিশোধের জন্য ৩(তিন) প্রস্থ বিল এ সচিবালয়ে দাখিল করতে হবে;
- ৭। যে কোন দরপত্র গ্রহণ অথবা বাতিল করবার ক্ষমতা অত্র সচিবালয়ের রয়েছে;
- ৮। প্রচলিত নিয়ম অনুযায়ী প্রাপ্য বিল হতে আয়কর ও ভ্যাটসহ অন্যান্য চার্জ প্রযোজ্য হারে কর্তন করা হবে।



(মোঃ ইকবাল জাভীদ)
মেনটেইনেস ইঞ্জিনিয়ার
ফোন: ৫৫০০৭৬০৩

ই-মেইল: ikbal@ecs.gov.bd

অনুলিপি বিতরণ :

- ১। নোটিশ বোর্ড, নির্বাচন কমিশন সচিবালয়, নির্বাচন ভবন, আগারগাঁও, ঢাকা।
- ২। নির্বাচন কমিশন সচিবালয়ের ওয়েবসাইট (www.ecs.gov.bd)
- ৩। অফিস নথি।

অফিসের ঠিকানাঃ

নির্বাচন ভবন, প্লট নং-ই-১৪/জেড, আগারগাঁও, ঢাকা-১২০৭

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ secretary@ecs.gov.bd ওয়েব এড্রেসঃ www.ecs.gov.bd

Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka.

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

Supply of ICT goods for Election Commission secretariat



Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka.

REQUEST FOR QUOTATION

Supply of ICT goods for Election Commission secretariat

RFQ No: 17.00.0000.057.70.003.17 - 233

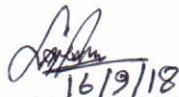
Date: 16 /09/2018

To
Maintenance Engineer
Nirbachan Bhaban, Room#903-A
09th Floor, Agargaon, 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 **September 24 ,2018 at 12:30 Noon**. The envelope containing the Quotation must be clearly marked "**Quotation for collection of parts of various ICT products for Election Commission secretariat**" and DO NOT OPEN before **September 24 , 2018 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 **07 (seven)** working 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.



16/9/18

Signature of the official inviting Quotation

Name: Md. Iqbal Zavid.

Designation: Maintenance Engineer

Date: 16-09-2018

Address: Election Commission Secretariat

Nirbachan Bhaban, Room#903-A, Agargaon, Dhaka-1207

Phone: 55007603

Fax No.....

e-mail: ikbal@ecs.gov.bd

Distribution:

1. Notice Board, Bangladesh Election Commission, Nirbachan Bhaban, Agargaon Dhaka,
2. ECS Website (www.ecs.gov.bd)
3. Office File



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 17.00.0000.057.70.003.17- 233

Date: 16/09/2018

To:
Maintenance Engineer
Nirbachan Bhaban, Room#903-A
Agargaon, 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 "**Supply of ICT goods for Election Commission secretariat**"

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 April ---, 2018

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. 17.00.0000.057.233

Date:16/09/2018

Sl no	Item no	Description of Items	Unit of Measurement	Qty	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
1	1	Motherboard for Projector		2				Election Commission Secretariat
2	2	Pickup Roller for Tray 1		30				
3	3	Pickup Roller for Tray 2		30				
4	4	Fuser Film		10				
5	5	Fuser Roller		5				
6	6	Pickup Roller Unite Rode With Gear Tray 1		5				
7	7	Front Cover Full Set		5				
8	8	Fuser Gear		20				
9	9	RAM		2				
10	10	Power Supply		5				
11	11	Display 15.6 inch LED		14				
12	12	Keyboard for Laptop		5				
13	13	VGA splitter		2				
14	14	VGA Cable (15 m)		5				
15	15	VGA Cable (30 m)		2				
16	16	RJ 45 connector		1 Box				
Total For : Supply of ICT goods for Election Commission secretariat						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].

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

SI no	Item no	Description of Items	Full Technical Specification and Standards
1	2	3	4
Spare parts for Projector			
1	1	Projector Motherboard	Brand: Hitachi or internationally reputed brand Model : Hitachi CP-X5022WN Compactable Warranty: 1 years (min)
Spare parts for HP LaserJet Printers			
2	2	Pickup Roller for Tray 1	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
3	3	Pickup Roller for Tray 2	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
4	4	Original Fuser Film	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
5	5	Pressure Roller Original	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
6	6	Pickup Roller Unite Rode With Gear Tray 1	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
7	7	Front Cover Full Set	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
8	8	Fuser Gear	Compactable with HP425,HP2055,HP401,HP227,HP1200 Laserjet Printers
Computer Accessories			
9	9	RAM	International reputed brand DDR 4 4GB
10	10	Power Supply	Compactable with PC
Accessories Dell E5530 Laptops			
11	11	Display 15.6 inch LED	Compactable with Dell E5530 Numeric Key LCD Backlight Technology: LED backlight Widescreen Display: Yes Monitor Features : anti-glare
12	12	Keyboard for Laptop	Compactable with Dell E5530 Numeric Key
13	13	VGA Splitter	One video input to 4 video outputs Superior video quality - up to 2048 x 1536 Supports up to 450 MHz bandwidth Built-in 1.5 GHz amplifier to ensure video system maintain excellent fidelity
14	14	VGA Cable (15m)	Factory made VGA cable
15	15	VGA Cable (30m)	Factory made VGA cable
16	16	RJ 45 Connector	International reputed brand Compatible with all CAT and UDP cable

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:

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.



Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka

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: [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



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. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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 of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date

