



বাংলাদেশ নির্বাচন কমিশন
নির্বাচন কমিশন সচিবালয়

নং- ১৭.০০.০০০০.০৫৭.৪৩.০০৬.১৫-৮৬

তারিখ : ১৬/০৭/২০১৯ ইং

“RFQ বিজ্ঞপ্তি”

নির্বাচন কমিশন সচিবালয়ের “EVM (Old) destroy for Election Commission Secretariat” ক্রয়/সংগ্রহের লক্ষে প্রকৃত সেবা প্রদানকারী প্রতিষ্ঠানের নিকট হতে দরপত্র আহবান করা যাচ্ছেঃ

শর্তাবলীঃ

- ১। আগামী ২৪-০৭-২০১৯ ইং তারিখ দুপুর ১২:০০ 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 ২৪-০৭-২০১৯ ইং তারিখ সকাল ১১:৩০ 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 কার্য সম্পন্ন করতে হবে;
- ৬। কাজ 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)
মেন্টেইনেন্স ইঞ্জিনিয়ার
ফোন: ৫৫০০৭৫৫০

ই-মেইল: ikbalcse@yahoo.com

অনুলিপি বিতরণ :

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

জারীকৃত
৬৫৫২
১৬/০৭/১৯

Election Commission Secretariat
Nirbachan Bhaban, Agargaon, Dhaka.

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

“EVM (Old) Destroy for Election Commission Secretariat.”



Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka.

REQUEST FOR QUOTATION

“EVM (Old) destroy for Election Commission Secretariat.”

RFQ No: 17.00.0000.057.45.006.15-86

Date: 16/07/2019

To
Maintenance Engineer
Nirbachan Bhaban, Room#607
6th Floor, Agargaon, Dhaka-1207.

1. 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 **July 24, 2019 at 12:00 Noon**. The envelope containing the Quotation must be clearly marked “EVM (Old) destroy for Election Commission Secretariat” DO NOT OPEN before 24th July,2019 at 12:00 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 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.
16. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



16/7/19

Signature of the official inviting Quotation

Name: Md. Ikbal Zavid.

Designation: Maintenance Engineer

Date: 16-07-2019

Address: Election Commission Secretariat

Nirbachan Bhaban, Room#607, Agargaon, Dhaka-1207

Mobile No: 55007550

Fax No.....

E-mail: ikbalcse@yahoo.com

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: 17.00.0000.057.43.006.15-85

Date:16/07/2019

To:
Maintenance Engineer
Nirbachan Bhaban, Room#607
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

“EVM (Old) destroy 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 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 July 16, 2019

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 Services

RFQ No. 17.00.0000.057.43.006.15-85

Date:16/07/2019

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods and Service
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Control unit	Pcs	1100				Service: Election Commission Secretariat
	2	Ballot unit	Pcs	3300				
	3	Smart card	Pcs	500				
	4	Smart card writer	Pcs	06				
Total Amount: (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		

[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	Date:
Name of Quotationer	

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]

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.



Description of the Service

Sl no	Item no	Description of Service
1	2	3
01	01	<p>I. Collect all EVM related equipments (Control unit, Ballot unit) from Islamic foundation Bhaban, Agargaon, Dhaka (8th & 9th floor) to Nirbachan Bhaban basement-2, Agargaon, Dhaka.</p> <p>II. Separate all paper packet form control unit and ballot unit and destroy them separately</p> <p>III. Separate battery from control unit</p> <p>IV. Separate circuit board from control unit and ballot unit and destroy separately</p> <p>V. Separate plastic frame from control unit and ballot unit and destroy separately</p> <p>VI. Destroy smart card and smart card writer separately</p> <p>VII. Destroy control unit and ballot unit shape</p> <p>VIII. Store all destroyed equipment separately in basement of Nirbachan Bhaban</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	
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

“Total Amount for EVM (Old) destroy for Election Commission Secretariat”

[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 **07** working 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. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Description of Service and notify the Supplier of any Defects found.
6. If the service are found to be defective or otherwise not in accordance with the Description of Service, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
7. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
8. Notwithstanding any other practice, the payment shall be based on the actual **completion of service on the basis of the quantity of service** in accordance with the Priced Schedule and Description of service. 100% of the Contract price of the service shall be paid after submission and acceptance of the Delivery Chalan and the said service is accepted by the "Technical Committee" of the Election Commission Secretariat.
9. 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.
10. The total Contract Price is BDT **[insert figure] [in words]**.
11. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
12. 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 .
13. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
14. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.



15. 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.
16. 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 and Designation
Date:	Date:



