



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

নং- ১৭.০০.০০০০.০৫৫.৭১.০০৩.১৪-১৬৯

তারিখ : ১৫/১১/২০১৮ ইং

**“RFQ বিজ্ঞপ্তি”**

বাংলাদেশ নির্বাচন কমিশন-এর জন্য “Hosting and Maintenance of Existing Website of Bangladesh Election Commission” ক্রয়/ সংগ্রহ করার লক্ষ্যে প্রকৃত সরবরাহকারী প্রতিষ্ঠানের নিকট হতে দরপত্র আহ্বান করা যাচ্ছেঃ

শর্তাবলীঃ

- ১। আগামী ২২-১১-২০১৮ 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 উপাত্ত প্রশাসন শাখা হতে অথবা ওয়েবসাইট ([www.ecs.gov.bd](http://www.ecs.gov.bd)) হতে ২২-১১-২০১৮ ইং তারিখ সকাল ১০.০০ ঘটিকার মধ্যে সংগ্রহ করতে হবে;
- ৩। কোটেশন ফরমের প্রতি পৃষ্ঠায় দরদাতা প্রতিষ্ঠানের সীল এবং স্বাক্ষর থাকতে হবে;
- ৪। দরপত্রের সাথে 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 Hosting and Maintenance of Existing Website of Bangladesh Election Commission সরবরাহ করতে হবে;
- ৬। Hosting and Maintenance of Existing Website of Bangladesh Election Commission সরবরাহের 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।

(আবু নাছের মোঃ মানছুর হেলাজ)

সহকারী প্রোগ্রামার

ফোন: ৫৫০০৭৫৬৪

ই-মেইল: [hallaz@ecs.gov.bd](mailto:hallaz@ecs.gov.bd)

অনুলিপি বিতরণ :

- ১। নোটিশ বোর্ড, নির্বাচন কমিশন সচিবালয়, নির্বাচন ভবন, আগারগাঁও, ঢাকা।
- ২। নির্বাচন কমিশন সচিবালয়ের ওয়েবসাইট ([www.ecs.gov.bd](http://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](mailto:secretary@ecs.gov.bd) ওয়েব এড্রেসঃ [www.ecs.gov.bd](http://www.ecs.gov.bd)



**BANGLADESH ELECTION COMMISSION**

**Election Commission Secretariat**

Nirbachan Bhaban, Agargaon, Dhaka

Hosting and Maintenance of Existing Website of  
Bangladesh Election Commission

RFQ No:17.00.0000.055.71.003.14-169

Date: 15/11/2018

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## Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

# Bangladesh Election Commission

Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka

## REQUEST FOR QUOTATION

For

### Hosting and Maintenance of Existing Website of Bangladesh Election Commission

RFQ No: 17.00.0000.055.71.003.14-169

Date: 15/11/2018

To

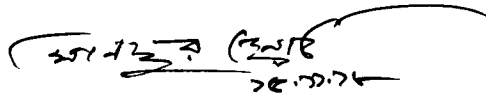
[Insert name and address of the Quotationers]

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1. The 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 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 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 or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 22 November, 2018 12:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Hosting and Maintenance of Existing Website of Bangladesh Election Commission**" and **DO NOT OPEN** before **22 November, 2018 12:00 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 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.
9. All Quotations must be valid for a period of at least **15 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. 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.

12. 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.
13. 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.
14. 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.
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. Quotationer 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 07 (seven) 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 05 (five) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation



Name :	Abu Naser Md. Manchor Hallaz	Abu Naser Md Manchor Hallaz
Designation :	Assistant Programmer, Data Administration Section.	Assistant Programmer Election Commission Secretariat Agargaon, Dhaka.
Date :	15 November, 2018	
Address:	Nirbachan Bhaban, Agargaon, Dhaka	
	Phone No : 55007564, Cell Phone No : 01752921278	
	Fax No..... e-mail: hallaz@ecs.gov.bd	

**Distribution:**

1. [Administrative wings of other Procuring Entities] for information and circulation in their notice board.
2. [Any other concerned offices] for information and wide circulation.
3. [Authorized Officer] for posting in the website, if applicable.
4. Notice Board.
5. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 17.00.0000.055.71.003.14-169

Date:15/11/2018

To:

*Abu Naser Md. Manchor Hallaz  
Assistant Programmer  
Data Administration Section  
Election Commission Secretariat  
Nirbachan Bhaban, Agargaon, Dhaka*

I/We, the undersigned, offer to up gradation website in conformity with the Terms and Conditions for **Hosting and Maintenance of Existing Website of Bangladesh Election Commission.**

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 supply of existing website hosting service.

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, 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 Hosting and Maintenance of Existing Website of Bangladesh Election Commission

RFQ No:17.00.0000.055.71.003.14-169

Date:15/11/2018

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods	Remark
					In figure	In words			
1	2	3	4	5	6	7	8	9	
1	1	Hosting and Maintenance of Existing Website of Bangladesh Election Commission	unit	1				BCC	
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>									
					In figure				
					In words				
Goods to be supplied to			BCC						
Total Amount in Taka (in words)			[enter the Total Amount as in Col.8 above for the delivery of Supply of Existing website hosting and related services].						
Delivery Offered			07 days from date of issuing the Purchase Order]						
Warranty Provided			None						

<p><b>Signature of Quotationer with Seal</b></p>	<p>Date: dd/mm/yy</p>
<p>Name of Quotationer</p>	

[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].

**Note:**

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity 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, 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 Hosting and Maintenance of Existing Website of Bangladesh Election Commission**

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		Hosting and Maintenance of Existing Website (www.ecs.gov.bd) of Bangladesh Election Commission	Website hosting and maintenance in a dedicated server for 01 (One) year with unlimited bandwidth.		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
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 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 Supply of website hosting service 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 Supply of website hosting service 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 Supply of website hosting service offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



# Bangladesh Election Commission

Election Commission Secretariat  
Nirbachan Bhaban, Agargaon, Dhaka

## PURCHASE ORDER FOR THE

Hosting and Maintenance of Existing Website of  
Bangladesh Election Commission

Purchase Order No. \_\_\_\_\_ Date: dd/mm/yy

RFQ No : 17.00.0000.055.71.003.14-169	Date:15/11/2018
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 of existing website hosting service of Bangladesh Election Commission 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 Supply of website hosting service 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

### Hosting and Maintenance of Existing Website of Bangladesh Election Commission

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 15 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 **Hosting and Maintenance of Existing Website of Bangladesh Election Commission** 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 **Hosting and Maintenance of Existing Website of Bangladesh Election Commission** 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 **Hosting and Maintenance of Existing Website of Bangladesh Election Commission** in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Up gradation website 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 minimum Warranty Period of the Supplies shall be 1(one) years.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 Up gradation website and related services .
15. Any claim arising out of delivery of Up gradation website and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage or hacked to the website 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.

17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. 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.
19. 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 website 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 website and related services.
  - c. fails to perform any other obligation(s) under the Contract.
20. 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.
21. 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.

<p><b>For the Purchaser:</b></p>   <p>Signature of the Procuring Entity with name and Designation</p>	<p><b>For the Supplier:</b></p>   <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>

