

College Education Development Project (CEDP)
University Grants Commission of Bangladesh / National University
Secondary and Higher Education division, Ministry of Education
IDA Credit # 5841-BD

College Name: Siddheswari Girls' College

REQUEST FOR QUOTATION
FOR
Furniture's and Fixtures for CEDP Sub-Project Office (G-1)

Invitation for RFQ No: Furniture's and Fixtures for CEDP Office (G-1)
Issued Ref.: SGC/CEDP/2019-2020/534
Issued On: 04-Feb-2020

M. M. Farhad



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Siddheswari Girls' College
College Address: 148, New, Baily Road, Dhaka-1000

REQUEST FOR QUOTATION

For

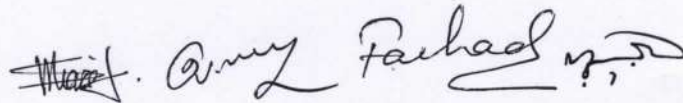
Package Name: Furniture's and Fixtures for CEDP Office (G-1)

Issued Ref.: SGC/CEDP/2019-2020/ 534

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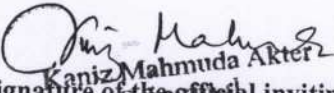
To

1. The **Siddheswari Girls' College** 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 12-Feb-2020, 2:0PM**. The envelope containing the Quotation must be clearly marked Quotation for "**Furniture's and Fixtures for CEDP Office (G-1)**" and **DO NOT OPEN** before **12-Feb-2020, 3:0PM**. 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 quotation document 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 **60 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.
11. 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, 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 Supplier, if accepted shall remain fixed for the duration of the Contract.



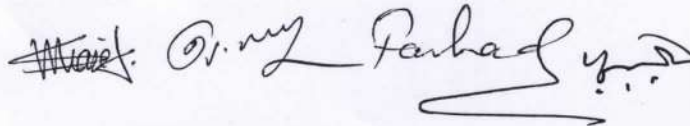


13. Supplier shall have legal capacity to enter into Contract. Supplier, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), Online VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotation shall be evaluated based on information and documents submitted with the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 **15 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 **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotation document or annul the procurement proceedings.


Signature of the official inviting Quotation
Name: Kaniz Mahmuda Akter.
Designation: Principal.
Date: 04-Feb-2020
Address: Siddheswari Girls' College, 148, New Baily Road, Dhaka-1000.
Phone No: 02-48313310
E-mail: sgcprincipal@ymail.com

Distribution:

1. Mohammadpur Kendriya College, Dhaka-1207 for information and circulation in their notice board.
2. Concerned CEDP officer for posting in www.cedp.gov.bd.
3. Notice Board of Siddheswari Girls' College.
4. Web side of Siddheswari Girls' College in www.sgc.edu.bd
5. Office File.





Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.:

Issued On:

Name and address of Procuring Entity: Siddheswari Girls' College, 148, New, Baily Road, Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Furniture's and Fixtures for CEDP Office (G-1)

The total Price of my/our Quotation is BDT [figure.....and words.....]

My/Our Quotation shall remain valid for the period stated in the Quotation 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 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 Quotation issued by you on [on date.....].

I/We understand that you reserve the right to reject all the Quotation document or annul the procurement proceedings without incurring any liability to me/us.

~~Handwritten signature~~ Ar.ing Farhad
Handwritten signature

Signature of Quotation with Seal
Date:



Price Schedule for Goods and Related Services

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.	01	Office conference Table Materials: Tabletop of Melamine Backed Board. Size of top: 96" tabletop length x 48" table Tabletop width. Thickness of top: 2" table thickness. Table top shape: Rectangular. Stand of pedestal base: 2 nos. Dimension (LxWxH): L-96"xW-48"xH-36" (as per sample)	Each	1					Siddheswatri Girls' College
2.	02	Office Table standard size. Materials: Table top of Melamine Backed Board. Size of top: 48" table top length x 36" table Table top width. Thickness of top: 1.5" table thickness. Table top shape: Rectangular. Stand of pedestal base: 1 nos. Dimension (LxWxH): L-48"xW-36"xH-30" (as per sample)	Each	2					
3.	03	The Relate multi-purpose side chair offers the perfect combination of design versatility, stacking convenience, and enhanced comfort for busy work areas, such as training rooms and informal conference spaces. Its stackable design provides you the flexibility to accommodate many room configurations. Available with or without arms, or casters, plus a unique pivoting back for improved ergonomics and comfort. Dimension(LxWxH): L-18.5"xW-15.32"xH-36.5"	Each	12					
4.	04	Office Cabinet Materials: Steel, 18 gaze. Size of top: 20" x 24" width. Cabinet shape: Rectangular. Dimension(LxWxH): L-20"xW-24"xH-60" (As per sample).Drawer : 4 nos. with handle and Lockers	Each	2					
5.	05	Office Computer table. Materials: Table top of Melamine Backed Board. Size of top: 48" table top length x 36" table top width. Thickness of top: 1.5" table thickness. Table top shape: Rectangular. Stand of pedestal base: 1 nos. Dimension (LxWxH): L-48"xW-36"xH-30" (as per sample). slide out keyboard panel: 1 no's with safety's toper	Each	2					
Total :						In figure			
						In words			



Handwritten signature and text in Urdu script.

Goods to be supplied to	College Name and Address
Total Amount in Taka (in words)	
Delivery Offered	[----- weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[----- 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 on 18-Mar-2020

Signature of Supplier with Seal	Date:
Name of Supplier	

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 Supplier.
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.

Handwritten signature: Ar. my Farhad



Technical Specification of the Goods Required

Issued Ref.: SGC/CEDP/2019-2020/534
 Issued On: 04-Feb-2020

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	Office conference Table	Office conference Table Materials: Tabletop of Melamine Backed Board. Size of top: 96" tabletop length x 48" table Tabletop width. Thickness of top: 2" table thickness. Table top shape. Rectangular. Stand of pedestal base: 2 nos. Dimension (LxWxH): L-96"xW-48"xH-36" (as per sample)		
02	02	Office Table	Office Table standard size. Materials: Table top of Melamine Backed Board. Size of top: 48" table top length x 36" table top width. Thickness of top: 1.5" table thickness. Table top shape: Rectangular. Stand of pedestal base: 1 nos. Dimension (LxWxH): L-48"xW-36"xH-30" (as per sample)		
03	03	Office chair	The Relate multi-purpose side chair offers the perfect combination of design versatility, stacking convenience, and enhanced comfort for busy work areas, such as training rooms and informal conference spaces. Its stackable design provides you the flexibility to accommodate many room configurations. Available with or without arms, or casters, plus a unique pivoting back for improved ergonomics and comfort. Dimension(LxWxH): L-18.5"xW-15.32"xH-36.5"		
04	04	Office Cabinet	Office Cabinet Materials: Steel, 18 gaze. Size of top: 20" x 24" width. Cabinets hap: Rectangular. Dimension(LxWxH): L-20"xW-24"xH-60" (As per sample).Drawer : 4 nos. with handle and Lockers		
05	05	Office Computer table	Office Computer table. Materials: Table top of Melamine Backed Board. Size of top: 48" table top length x 36" table top width. Thickness of top: 1.5" table thickness. Table top shape: Rectangular. Stand of pedestal base: 1 nos. Dimension (LxWxH): L-48"xW-36"xH-30" (as per sample). slide out keyboard panel: 1 no's with safety stopper		

Amey Farhad



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 Supplier with Seal	Date:
Name of Supplier	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Supplier.

~~Attest.~~ *Arjun Parhad*



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Siddheswari Girls College
College Address: 148, New Baily Road, Dhaka-1000.

PURCHASE ORDER FOR THE
Furniture's and Fixtures for CEDP office (G-1)

Issued Ref.:
Issued On:

To:	
Delivery Date:	Order Value: TK.
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated 17-Feb-2020 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 **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 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 Challan.
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 **12 (Twelve) months** 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 Challan.
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 Goods and related services .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.



[Handwritten signature]

16. 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.
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 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.
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.

For the Purchaser:

Signature of the Procuring Entity with name
Designation

Date :

For the Supplier:

Signature of the Supplier with name
Designation

Date :

M. J. Anand *Farhad*

