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: Govt. H. S. S. College, Magura

R E Q U E S T F O R Q U O T A T I O N

FOR

Procurement of Furniture & Fixture for IDG office

Invitation for RFQ No: G-1
Issued Ref.: GHSSCM/CEDP/G-1/RFQ/2020/37
Issued On: 05.09.2020

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)

College Name: Govt. H.S.S. College, Magura
College Address: College Road, Magura

REQUEST FOR QUOTATION
For
Procurement of Furniture& Fixture for IDG Office

Issued Ref.: GHSSCM/CEDP/G-1/RFQ/2020/37
Issued On: 05.09.2020

To

1. The **Govt. H. S. S. College, Magura** 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 12.09.2020, 12:00 AM.** The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Furniture & Fixture for IDG Office"** and **DO NOT OPEN** before **12.09.2020 12:30 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 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.

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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. 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**.**

13. 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.

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. Supplier 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 **14 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 **7 days** of receipt of approval from the Approving Authority.

17. The Procuring Entity reserves the right to reject all the Quotation document or annul the procurement proceedings.

Signature of the official inviting Quotation
Name: Prof. Debabrata Ghosh
Designation: Principal
Date: 05.09.2020
Address: College Road, Magura, Phone No: 048862418, Fax No……e-mail: ghssmcollege@yahoo.com

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Distribution:

1. DC Office Notice board, Magura.
2. Head Assistant for posting in Notice Board and the College website.
3. ICT Consultant (ict@cedp.gov.bd), College Education Development Project for kind information and taking necessary action to publish in the project CEDP website.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

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Issued On: 05.09.2020

Govt. H. S. S. College, Magura
College Road, Magura

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Procurement of Furniture & Fixture for IDG Office**

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 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 [**insert 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.

Signature of Quotationer with Seal
Date:

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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.	1.	Executive Table	Nos	4				*Govt. H. S. S. College, Magura*
2.	2.	Computer Table	Nos	2				
3.	3.	Multipurpose Shelf	Nos	1				
4.	4.	Office Amirah	Nos	1				
5.	5.	File Cabinet	Nos	1				
6.	6.	Revolving Chair	Nos	4				
7.	7	Computer Chair	Nos	2				
8.	8	Visitor Chair	Nos	3				
Total :						In figure		
						In words		

Goods to be supplied to	*Govt. H. S. S. College, Magura, College Road, Magura*
Total Amount in Taka (in words)	
Delivery Offered	**14 days from date of issuing the Purchase Order**
Warranty Provided	**One year.**

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until [insert date]

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.**

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Technical Specification of the Goods (Furniture & Fixture) Required

Issued Ref.: GHSSCM/CEDP/G-1/RFQ/2020/37
Issued On: 05.09.2020

1. **Executive Table**

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	**2**	**3**	**4**
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	The table made with best quality teak veneer pasted MDF and with glossy lacquer finish. Main table top made raw MDF board (60 mm thickness) with writing pad and side 30 mm raw MDF. Fully knock down system by using Housing, Dowel, T-Nut, JRN nut, Wood Pin etc.	
7	Wood Quality	Solid Wooden Frame and processed wood should be used to ensure product's durability. Well-seasoned and chemically treated wood to ensure termite resistance.	
8	Size	2400X1120X750 MM (Approximately) No Side Rack and No Drawer Unit	
9	Packaging	Knocked down flat box packaging for easy and damage-free transportation.	
10	Warranty	1 year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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2. Computer Table

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Made of imported high quality 16 mm thick melamine laminated wood particleboard with PVC edging. One drawer in right side with high quality lock. 1no. standard keyboard trey with high quality MS channel in left side. One vertical Support between Key board Trey and Drawer. Provision for CPU and UPS on lower shelf, Monitor and printer on top of the table with cable passing whole. Fully knock down system by using Housing, Dowel, T-Nut, JRN nut, Wood Pin etc. All completed by Panel Saw, Hyd. Lifting Table, Through Feed Boring, Edge bending Machine, Edge trimming machine, Circular Saw, Pneumatic Drill, Dust collector, Band Saw & Automatic boring machine etc.	
7	Product Quality	Best quality particle board. Best quality melamine paper which can make furniture scratch free and enhance glossiness. Melamine paper must be joined by heat pressed machine as it enhances the durability of the board. Water and termite-proof.	
8	Size	L800 x W480 x H760 mm (Approximately)	
9	Packing	Carton Pack. Knocked down flat box packaging for easy and damage-free transportation.	
10	Identification Mark	Hologram and Monogram sticker of manufacturer.	
11	Warranty	One Year.	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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3. Multipurpose Shelf

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Multipurpose shelf made of 16 mm thick scratch proof and termite proof melamine laminated wood particleboard with PVC edging.4Nos. Shelve. 3Nos. are covered by 3 mm sliding glass and 1No. Shelf covered by laminated board door with Hinge, Handle and tower bolt. Back side covered by 3 mm thick ply wood. Fully knock down system by using Housing, Dowel, T-nut, JRN nut, Wood Pin etc.	
7	Product Quality	Best quality particle board. Best quality melamine paper which can make furniture scratch free and enhance glossiness. Melamine paper must be joined by heat pressed machine as it enhances the durability of the board. Water and termite-proof.	
8	Size	L800 x W400 x H1800mm (Approximately)	
9	Packing	Carton Pack. Knocked down flat box packaging for easy and damage-free transportation.	
10	Identification Mark	Hologram and Monogram sticker of manufacturer.	
11	Warranty	One Year.	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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4. Office Amirah

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	To be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Best quality Steel Almirah made of 0.8 & 0.7 mm thick cold rolled Mild Steel. All surface of Mild Steel (MS) chemically de-rusted, zinc phosphate coated and oven-backed paint finish. High quality handle.	
	Color	Deep Ash / Brown	
7	Base	Almirah stand on 2 legs.	
8	Shelf	5nos. adjustable shelves inside the Almirah.	
9	Size	L 915 x W482 x H1930mm (Approximately)	
10	Warranty	One Year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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5. File Cabinet

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	**2**	**3**	**4**
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	4-drawer file Cabinet Made of 0.7 mm thick high quality, cold rolled Mild Steel. All surface of Mild Steel (MS) chemically de-rusted and zinc phosphate coated with oven backed paint finish. Drawers are sates on high quality, smooth running MS channel, PVC Handle and high quality central locking system. All complete by Slitting Machine. Shearing Machine, Notching Machine, Banding Machine etc. Size:	
7	Size	L476 x W620 x H1390mm (Approximately)	
8	Packing	Carton pack	
9	Identification Mark	Hologram and Monogram Sticker	
10	Warranty	One Year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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6. Revolving Chair

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Revolving Back tilt, Back locked and pneumatic lifting executive chair constructed with SS chrome plated steel leg base with five castors foam cushioning seat & Back with Rexene upholstery on ply wood and with chrome plated tubular structural wooden armrest. Tubular chrome plated steel tube join with the armrest in back of the back rest'	
7	Packing	Packing: Poly Pack	
8	Identification Mark	Hologram and monogram sticker	
9	Warranty	One Year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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7. Computer Chair

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	High quality revolving chair with back tilt facility and SS & PVC arms. Hydraulic height adjustable Structure made of SS. PU Foam cushioning covered with high quality Foreign Rexene. Seat fixed on MS Plate with column boss and joined with PVC leg by 5nos castors.	
7	Identification mark	Hologram and Monogram Sticker of manufacturer.	
8	Packing	Poly Pack.	
9	Warranty	One Year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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8. Visitor Chair

Sl. No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer (Name of brand and model)
1	2	3	4
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Prime Quality fixed type visitor chair constructed with SS chrome plated steel U shape leg base with foam cushioning seat & Back with Rexene upholstery on ply wood and with chrome plated tubular structural wooden armrest. Tubular chrome plated steel tube joining with the armrest in back of the back rest.	
7	Product Quality	Best quality ply wood	
8	Identification mark	Hologram and monogram sticker	
9	Packing	Poly Pack	
10	Warranty	One Year	
Or substantially equivalent.			
Note: Brochure/catalogue must be submitted by the supplier.			

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. **Column 1, 2, 3 to be filled in by the Procuring Entity and Column 4 by the Supplier.**

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Govt. H. S. S. College, Magura
College Address: College Road, Magura

PURCHASE ORDER FOR THE

Package Name:

Issued Ref.:
Issued On:

To:	
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 **[insert ordered items serially]**
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

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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 **14 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 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. 10% Taka shall be deducted as retention money. This retention money will be released after expiring of warranty period.

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.

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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:	**For the Supplier:**
Signature of the Procuring Entity with name Designation	Signature of the Supplier with name Designation
Date :	Date :

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