

Kumudini Welfare Trust of Bengal (BD) Ltd.-

SEIP Project

86, Sirajuddowla Road

Narayanganj-1400,

Bangladesh

Shopping for Goods

Package No: GD-01

**Package Name: Procurement of Computer, Scanner, Printer and IP
Camera For SEIP-KWT (KTTL, Narayanganj)-Tranche 3**

SHOPPING FOR GOODS

REQUEST FOR QUOTATION (RFQ)

Project Title: Kumudini Welfare Trust of Bengal (BD) Ltd. - SEIP

Source of Funding: ADB

Contract Ref: Contract on Grants for Training (Tranche-3) ADB Loan 3839-BAN (COL)

Date: 07/03/2023

Package No: GD-01

Package Name: Procurement of Computer, Scanner, Printer and IP Camera For SEIP-KWT (KTTI, Narayanganj) -Tranche 3

To: Prospective Suppliers

Dear Sir/Madam:

1. Kumudini Welfare Trust of Bengal (BD) Ltd. - SEIP Project (Purchaser) hereby requests you to submit price quotation(s) for the supply, installation and after sales services of the following items:

Item No.	Description of the Item	Unit	Required Quantity	
1	Computer	Desktop	Pcs	4
		Laptop	Pcs	2
2	Scanner	Pcs	2	
3	Printer	Pcs	2	
4	IP Camera	Pcs	7	

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities in **Annexure D-H**.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address

Purchaser's Address:

Mozharul Islam
Chief Coordinator
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
86 Sirajuddowla Road, Narayanganj-1400, Bangladesh.
Telephone: (+88-02) 7633545-46
Mobile: (+880) 1878-241161
Fax: (+88-02) 7635024
Email: imozharul@gmail.com

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Bangladesh.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: **14/03/2023 at 3.00 PM.**

6. You shall submit only one set of quotations for the above items. Your quotation must be typed of written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to SEIP-KWT Project Office as mentioned in Supply schedule (place of destination). Prices shall be quoted in Bangladeshi Taka (BDT) inclusive of all local taxes, VAT, carriage, installation, commissioning as applicable and after sales services for one year from the date of commissioning.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive*. In evaluation the quotations, the Purchaser will adjust for any arithmetical errors as follows:

a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

- b) Where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- c) If a supplier refuses to accept the correction, his quotation will be rejected. The evaluated price shall include local taxes i.e. Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.

(iii) **AWARD OF PURCHASE ORDER:** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities**. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Biswajit Mondal

Asst. Coordinator- Job Placement Database & Procurement

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

86 Sirajuddowla Road, Narayanganj-1400, Bangladesh.

Telephone: (+88-02) 7633545-46

Mobile: (+880)1717417264

E-mail: bishu76@gmail.com

9. The bidder whose quotation had been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 15 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the SEIP-KWT Project, Kumudini Welfare Trust of Bengal (BD) Ltd eligible payments under the Purchase Order resulting from this RFQ.

11. Under SEIP's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. SEIP-KWT will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of Submission of your quotation, you should not be in

SEIP's sanctions list.

12. Any quotation submitted will be regarded as an offer by prospective supplier and does not constitute or imply the acceptance of the quotation by purchaser.

13. Purchaser shall not be responsible for any costs associated with a prospective supplier's preparation and submission of a quotation, regardless of the outcome or the manners of conducting the selection process.

14. No price variation due to escalation, inflation, natural calamity or any other market factors shall be accepted at any time during the validity of the price quotation after the quotation has been received.

Sincerely,

Mozharul Islam

Chief Coordinator

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

*To substantiate responsiveness of quotations, please furnish supporting documents/evidences, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate and Specification Compliance Sheet as Annexure including its word format soft copy in a CD.

** To substantiate financial capabilities, please furnish supporting document/evidence such as Bank solvency Certificate and/or Bank Statement.

Annexure A

FORM OF QUOTATION

To

Mozharul Islam

Chief Coordinator

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

86,Sirajuddowla Road, Narayanganj-1400, Bangladesh.

We offer to execute the contract titled Package No. GD-01, Package Name: Procurement of Computer, Scanner, Printer and IP Camera For SEIP-KWT (KTTI, Narayanganj) -Tranche 3 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(BDT)_____ (amount in words and figures) .We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices (inclusive of local taxes i.e AIT, VAT, etc.) and Schedules for Supply:

Item No.	Description of the Item	Unit	Quantity	Rate per Unit (Tk.)	Total Price (Tk.)
1	Computer	Desktop	Pcs	4	
		Laptop	Pcs	2	
2	Scanner		Pcs	2	
3	Printer		Pcs	2	
4	IP Camera		Pcs	7	
Grand Total					

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive. We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation. We are not in the SEIP Sanctions list.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Email address (optional): _____

Annexure B
FORM OF CONTRACT

THIS AGREEMENT number made _____ on _____ 2023,
between _____ (herein after called the Purchaser”) on the One part
and _____ (herein after called “the Supplier”) on the other part.
WHEREAS the Purchaser has requested for quotation for _____
(description of goods) to be supplied by Supplier, viz. GD-01 Contract; _____ (hereinafter
called “Contract”) and has accepted the quotation by the Supplier for the supply of
goods under Contract at the sum of (_____) herein after called “the
Contract Price”

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - (a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - (b) Addendum (if applicable):
2. Taking into account payments to be made by the Purchaser to the Supplier as herein after mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of good sunder the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorize Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP Project

Purchaser:

Mozharul Islam

Chief Coordinator

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

86 Sirajuddowla Road, Narayanganj-1400, Bangladesh.

Mobile: (+880) 1878-241161

Email: imozharul@gmail.com

Package No:GD-01

Package Name: Procurement of Computer, Scanner, Printer and IP Camera For SEIP-KWT (KTTI, Narayanganj) -Tranche 3

1.Schedules for Supply and Place forDestination

The place of destination of the goods/equipment is Kumudini Welfare Trust of Bengal (BD) Ltd.-SEIP Project.

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of supply/commissioning as mentioned in the annexure. The supply schedule of the Book for SEIP-KWT Project, are as stated below:

Item No.	Description of the Items	Unit	Quantity	Delivery Time	Delivery at Narayanganj (KTTI)	
1	Computer	Desktop	Pcs	4	15 days from the date of signing contract	Kumudini walfare Trust of Bangal (BD)Ltd, SEIP Project, 86SirajuddowlaR oad,Narayanganj-1400
		Laptop	Pcs	2		
2	Scanner	Pcs	2			
3	Printer	Pcs	2			
4	IP Camera	Pcs	7			

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3. **Delivery Schedule:** The delivery shall be completed as per above schedule but not exceeding 15(Fifteen) days from the date of signing of contract.

4. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

5. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under off in connection with the Contract. In the case of a dispute between the Purchaser and the supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act 2001 of the Purchaser's country.

6. **Delivery and Documents:** Upon delivery the Supplier shall provide the following documents to the Purchaser:

- (i) Copies of the Supplier's invoice showing good's description, quantity, unit price, and total amount;
- (ii) Manufacturers or supplier's warranty certificate;
- (iii) Manuals; and
- (iv) Certificate of origin.
- (v) VAT Challan if applicable

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.

7. **Payment:** Payment of the contract price shall be made in the following manner:

a) 100% (excluding AIT and VAT which will be deducted at source by purchaser if applicable) within 30 days upon receipt by the Purchaser of the delivered goods on site and acceptance of the delivered goods by the purchaser in accordance with the contract.

8. **Warranty:** Goods offered should be covered by manufacturer's warranty as mentioned in respective annexure.

9. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty periods: SEIP-KWT as specified in the Supply Schedule (place of Destination).

10. **Force Majeure:** The supplier shall not be liable for penalties of termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "**Force Majeure**" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable.

Such events may include, but not restricted to, act of Purchaser in its sovereign capacity,

wars of revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

11. Required Technical Specifications: With attachments as necessary. (**Annexure D-H**)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

12. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14 days' notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____

Annexure C

LETTER OF ACCEPTANCE

Date:

To:

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [GD-01] for the Contract price of _____ [amount in words and figures], as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached Form of Contract and commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized Signature: _____

Name of Signatory: _____

Title: _____

Annexure D

Technical Specification for Desktop Computer

Technical Specifications for Desktop	Specification
Brand	To be mention by Bidder
Model	To be mention by Bidder
Country of origin	To be mention by Bidder
Country of assemble	To be mention by Bidder
Chassis	Tower
Processor	10 th Generation Intel Core i5-10500-6C (3.10 up to 4.50GHz, 12MB Cache, 12 Threads) or equivalent
Chipset	Intel B460 Chipset or equivalent
Integrated Audio	Integrated High-Definition Audio
Internal Speaker	Internal Business Audio Speaker
RAM	8GB DDR4, 2666 MHz
Hard Drive	1TB 7200 RPM 3.5" SATA Hard Disk Drive
SSD	A DATA M.2 PCIE SX6000NP 128GB Solid State Drive or equivalent
DVD+/-RW	DVD+/-RW Drive (Half Height)
Monitor	21.5" Widescreen LED Backlight Monitor with HDMI display port
Mouse	Optical Mouse and mouse pad
Keyboard	USB Keyboard (English & Bangla)
Graphics	Integrated Intel UHD Graphics 630
OS	Pre-loaded original windows 10 Pro 64 bit license
Power Supply	Standard 260W PSU Active PFC 260W typical 85% efficient PSU
Land USB Port	HDMI and USB Port
Warranty	3 Years warranty parts and labor
UPS	Type offline Capacity-1200VA STD back-up minimum 15 minutes 12 months warranty period
Anti-virus	Year of 2021 editions Reliable protection without slowdown & Minimal power usage
Delivery period	15 days from the date of signing contract
Others	Installation in free of cost

Annexure E

Technical Specification for Laptop Computer (Including Anti- Virus and License OS)

Features	Required Specification
Brand	To be mention by Bidder
Model	To be mention by Bidder
Country of origin	To be mention by Bidder
Country of assemble	To be mention by Bidder
Processor	Intel Core i5-1135G7 Processor (8M Cache,2.40 GHz up to 4.20 GHz)
Display	Minimum 14” HD (1366 x 768), Anti-Glare Display
Memory	8GB DDR4 3200MHz RAM (upgradable up to 32GB RAM)
Storage	256GB SSD + 1TB HDD
Graphics	Intel Iris Xe Graphics
Battery	3-Cell, 41Wh battery unit
Keyboard	Standard Keyboard
Card Reader	1 x SD Card Reader
Wi-Fi	Wireless 802.11ac
Bluetooth	Yes
USB(s)	1 USB 3.2 Gen 2x2 Type-C port 1 x USB 2.0 Gen 1 Type-A 2 x USB 3.2 Gen 1 Type-A
HDMI	1 x HDMI 1.4a
Audio Jack Combo	1 combo headphone / microphone jack
Extra RAM Slot	YES
Extra M.2 Slot	YES
Supported SSD Type	m.2 NVMeSSD
Operating System	Pre-loaded windows 10 pro/ Microsoft Windows 10 Professional license
Manufacturing Warranty	3 Years Rapid Parts Exchange Service
Delivery period	15 days from the date of signing contract

Annexure-F

Technical Specification for Scanner

Technical Specifications for Scanner	Specification
Brand	To be mention by Bidder
Model	To be mention by Bidder
Country of origin	To be mention by Bidder
Country of assemble	To be mention by Bidder
Brand & Model	A4 Size Slim Flatbed Scanner
Technology	Contact Image Sensor (CIS)
Light Source	LED(CIS)
Resolution (dpi)	4800
File Formats	BMP, PNG, GIF, JPEG, Single-Page PDF, Multi-Page PDF, Multi-Tiff, Tiff, RTF, TXT, OCR (foreskin only)
XSP, DOC, XLS, PPT, DOCS, XLSX, PPTX, HTML	
Grayscale mode	16-bit input 8-bit output
Color mode	48-bit input 24-bit output
Memory Size	16MB SDRAM
Interface	USB 2.0
Power Consumption	Ready<1.5 W
Acoustical Noise	operation<50 dB
Ready <45 dB	
OS Support	Win XP / Vista / Win 7 / Win 8 / Win 10
Scanning Speed	
B/W @ 200 dpi, A4	9 sec (Include Back home 18 sec)
B/W @ 300dpi, A4	9 sec (IncludeBackhome 18 sec)
Color @ 200dpi, A4	9 sec (IncludeBackhome 18 sec)
Color @ 300dpi, A4	9 sec (IncludeBackhome 18 sec)
Warranty	1year warranty with parts and labour.
Delivery period	15 days from the date of signing contract

Annexure G

Technical Specification for Printer (Auto Duplex)

Technical Specifications for Printer	Specification
Brand	To be mention by Bidder
Model	To be mention by Bidder
Country of origin	To be mention by Bidder
Display	To be mention by Bidder
Power	220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)
Print Speed	Print Speed PPM (Black): 38ppm
First-Print-Out Time	6.3 sec
Resolution	1200 x 1200dip
Processor Speed	1200 MHz
Duplex Printing	Automatic
Print Technology	Laser
Monthly Print Volume	750 to 4,000
Colour Output	Black & White
Connectivity	LAN,USB
Toner	3000 page
Connectivity	USB
Others/ Special Features	Supported Operating System: Windows 7, 8, 8.1, 10, Server 2008 R2, 2012, 2012 R2, 2016, Mobile OS, iOS, Android, Mac, Apple mac OS Sierra v10.12, Apple mac OS High Sierra v10.13, Apple Mac OS Mojave v10.14
Warranty	1 year warranty with parts and labour
Delivery period	15 days from the date of signing contract

Annexure H

Technical Specification for IP Camera

Particulars	Brand	Description
NVR 8 CH	Hikvision	Hikvision DS-7608NI-K2 8 CH NVR (2HDD UP TO 6TB Each HDD), Compression Format H.265, H.264, MPEG4
PoE Switch,	Hikvision	HIKVISION DS-3E0109P-E/M(B), 8-Port 100 Mbps Long-Range Unmanaged PoE Switch, Layer 2
IP Camera	Hikvision	Hikvision DS-2CD1T23G0-I 2 MP Bullet IP Camera, 50 Meter IR Distance, Lens 4 MM with adapter
HDD 4 TB	Western Digital	Western Digital 4TB Purple Surveillance HDD
Monitor	Dell	Dell 19"
Cable	D-Link	Cat 6
Connector	Micronut	Micronut Cat 6 RJ45 Cable Connector-
Warranty		1 Year