

Purchaser's Reference: BSEC/ADB/EECM/05/2013/65

Date of Issue: 09/05/2013

Contract Package No: 01

This Request for Quotation for the Supply of Goods and related services as shown on the attached schedule of requirements is Issued to:

Name of Supplier: বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশনের Website

Address of Supplier:

Name of Issuing Officer: **Hafiz Mohammed Harunur Rashid**



Job Title of Issuing Officer: Deputy Director (EECM), Bangladesh Securities and Exchange Commission

Date: 09/05/2013

**Request for Quotation for Scanner
for
Enhancing Efficiency of the Capital Market**

To: _____

Date: ---/---/2013

1. The Enhancing Efficiency of the Capital Market has a budget allocation for the purchase of Goods and related services and wishes to apply some of that allocation for the purchase of Goods and related services for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned on or before **12:00 PM 16/05/2013**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for Scanner for the Project and DO NOT OPEN before 12:15 PM 16/05/2013".
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorised to receive to RFQ

Print name and
designation of official

Hafiz Mohammed Harunur Rashid
Deputy Director (EECM)



Schedule of Items and Priced Quotation for Scanner

SI	Item	Description & Details	Unit	Qty	Unit Rate Tk	Total Amount Tk
1	Scanner	Brand: Model: Country of origin: Scanner Type: Flatbed Scanner Interface Connection: USB 2.0 Internal Scan Depth: 48 bit Color / 24 bit Grayscale Max Horizontal Scan Size: 12 in Max Vertical Scan Size: 17 in Scan Resolution: 300 x 300 dpi Hardware / 1600 dpi Interpolated Scanner Type: Flatbed Scanner Scan Depth: 48 bit Color / 24 bit Grayscale External Scan Depth: 16.7 Million Colors (24-bit), 256 Gray Shades (8-bit) Operating System: PC, Mac Included Devices: Yes Transparency Adapter Height: 5.1 in Width: 24.5 in Depth: 15.5 in Dimensions: 24.50" Length x 15.50" Width x 5.10" Height Warranty: 01 (One) Year Full Warranty.	1	1		
		Subtotal of Supply of Goods				
		Additional cost to delivery to purchaser (if any)				
		<i>Total amount of supply of goods excluding VAT/Taxes</i>				
		<i>VAT/Taxes</i>				
		<i>Total amount of supply of goods including VAT/Taxes</i>				
		Total Amount in Taka excluding VAT/Taxes (in words)				
	Delivery Offered in days					
	Warranty Provided					
Signature of Supplier			Supplier's Stamp			
Name of Supplier						
Date						



Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if applicable);
- (e) Technical Specification of the Goods to be supplied; and
- (f) A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods and installation of services shall be completed within 2 (two) weeks from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
 - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
 - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
 - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

