



# BANGLADESH SECURITIES AND EXCHANGE COMMISSION

JIBON BIMA TOWER (14, 15, 16 & 20 FLOOR), 10 DILKUSHA C/A, DHAKA-1000, BANGLADESH

Purchaser's Reference: SEC/Admin/10:00/94/TEC-RFQ-03/2014/421 Date of Issue 04/12/2014

Contract Package No:

This Request for Quotation for the Supply of 8 Channels DVR & CCTV System as shown on the attached schedule of requirements is issued to:

Name of Supplier:

Address of Supplier:

Name of Issue Officer: Sahana Parvin

*Sahana Parvin*  
8/12/2014

Job Title of Issuing Officer: Assistant Director (Admin), Bangladesh Securities and Exchange Commission

[Bangladesh Securities and Exchange Commission]  
**REQUEST FOR QUOTATION**  
for  
Supply of 8 Channels DVR & CCTV System

RFQ No: SEC/Admin/10:00/94/TEC-RFQ-03/2014/421

Date: 04/12/2014

To

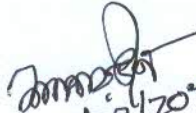
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1. The Bangladesh Securities and Exchange Commission has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & 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** 11/12/2014 The envelope containing the Quotation must be clearly marked "Quotation for 8 Channels DVR & CCTV and **DO NOT OPEN** before 11/12/2014 and time on 12.00 non. 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 30 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 7 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 10 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.

  
08/24/2018

Signature of the official inviting Quotation

Name: Sahana Parvin

Designation: Assistant Director

Date:

Address: Bangladesh Securities and Exchange Commission  
Jibon Bima Tower (15<sup>th</sup> Floor)  
10, Dilkusa C/A, Dhaka-1000.  
Phone: 9568101-2, Fax No. 9563721, E-mail: secbd@bdmail.net

**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:TEC-RFQ-03/2014

Date: 04/12/2014

To:  
Sahana Parvin  
Assistant Director  
Bangladesh Securities and Exchange Commission  
Jibon Bima Tower (15<sup>th</sup> Floor)  
10, Dilkusa C/A, 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 [insert name of goods]

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 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 RFQ Document issued by you on [insert date]

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:

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## Price Schedule for Goods and Related Services

RFQ NO. \_\_\_\_\_

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	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
01	01	1/3" CCD Color Box Type IR Camera	Nos.	02				Bangladesh securities and Exchange Commission, Dhaka
02	02	8 Channel Digital Video Recorder(DVR)	No.	01				Bangladesh securities and Exchange Commission, Dhaka
03	03	Co-axial Cable(RG-6)	meter	130				Bangladesh securities and Exchange Commission, Dhaka
04	04	Power Cable	meter	100				Bangladesh securities and Exchange Commission, Dhaka
05	05	Pipe, Channel	meter	50				Bangladesh securities and Exchange Commission, Dhaka
06	06	Installation, Testing & commissioning	SET	01				Bangladesh securities and Exchange Commission, Dhaka

**Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)**

In figure

In words

Goods to be supplied to

[ Bangladesh Securities and Exchange Commission, Dhaka ]

Total Amount in Taka (in words)

[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].

Delivery Offered

[insert weeks/days] from date of issuing the Purchase Order]

Warranty Provided

[insert 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 dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal

Date: dd/mm/yy

Name of Quotationer

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.

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