

**Request for Quotation for Web-hosting Related Services
for
SECURITIES AND EXCHANGE COMMISSION**

To:

Date: 23/11/2011

1. The **Securities and Exchange Commission** 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 29/11/2011**. 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 Web-hosting Related Services and DO NOT OPEN before **12:15 PM 29/11/2011**".
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 Rahsid
Assistant Director (A & F)

Schedule of Items and Priced Quotation for Web-Hosting Related Services

| Sl | Item | Description & Details | Unit | Qty | Unit Rate Tk | Total Amount Tk |
|--|---|---|------|-----|--------------|-----------------|
| 1 | Website hosting for official website of SEC | <p>a. Hosting space: 10 GB, monthly bandwidth: 200 GB (or more if required) reliable spam guarded unlimited emails (POP3 & Web) including security features, FTP accounts, Mysql database-unlimited, necessary maintenance---offer on per year basis.</p> <p>b. Domain Registration offer on per year basis.</p> <p>C. Special page design---offer on per page basis.</p> | GB | 10 | | |
| <p>Required Features:</p> <ul style="list-style-type: none"> - Hosting must be reliable and its uptime must be 99.9% or more - Linux based hosting - Reliable spam guarded emails (POP3 & Web) including security - Fast host-server performance - Easy-to-use control panel - Frontpage extension - Immediate fixing of problem if arises - Backup facility - Common necessary tools etc | | | | | | |
| <p>The offerors must meet required features mentioned above to satisfy primary technical requirements and should quote item wise in part-1(a) and 1(b) so that required service can be paid as per use. The bidder should offer price on yearly basis for 1(a) and 1(6), which are recurring in nature. In case of dissatisfactory performance, the Commission may forfeit the contract at any time if feels so but the contractor will have liability for dissatisfactory performance. However, the contract with the wining bidder may be made initially for two years, which is renewable on satisfactory performance basis and necessary price adjustment based on market price.</p> | | | | | | |
| | | Subtotal of Supply of Goods | | | | |
| | | Additional cost to delivery to purchaser (if any) | | | | |
| | | Total amount of supply of goods excluding VAT/Taxes | | | | |
| | | VAT/Taxes | | | | |
| | | Total amount of supply of goods including VAT/Taxes | | | | |
| | | Total Amount in Taka excluding VAT/Taxes (in words) | | | | |
| Delivery Offered in days | | | | | | |
| Warranty Provided | | | | | | |

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.