Bangladesh Securities and Exchange Commission
Securities Commission Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka-1207

REQUEST FOR QUOTATION
for
"Procurement of digital archiving pilot testing service for BSEC"

RFQ No:BSEC/Admin/13:65/2026/1214 **Date: 04/11/2026**

To
[insert name and address of the Quotationers]
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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 Works are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate/Lump-sum** basis.
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 and Performance Security shall be required for submission of the Quotation and execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned on or before **15 November 2026 at 2 p.m.**. The envelope containing the Quotation must be clearly marked "Quotation for **"procurement of digital archiving pilot testing service for BSEC"** and **DO NOT OPEN** before **15 November 2026 at 2 p.m.** Quotations received later than the time specified herein shall not be accepted.
7. Quotations received 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 seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. Quotation shall be submitted as per Bill of Quantities of Works.
10. All Quotations must be valid for a period of at least **60 days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.

13. 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.

14. 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 Clearance Certificate (or** Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year (***2025-2026***), **VAT Registration Number/Business Identification Number (BIN)** and **Financial Solvency Certificate** showing liquid asset of at least BDT **5 lakh** from any scheduled Bank; without which the Quotation may be considered non-responsive. Quotationer must submit **an experience of working similar type of work (interior work) for at least 4 lakh** within last 3 years and work completion certificate/ work order/ contract shall be provided.

15. 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.

16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

17. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.

18. The execution of Works shall be completed within 30 days from the date of commencement.

19. Letter inviting the successful Quotationer to sign the Contract shall be issued within **3 days** of receipt of approval from the Approving Authority. The Contract shall have to be signed within **5 working days** of issuing such Letter of Invitation.

20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation

08/11/2026

Name: Rana Das
Designation: Assistant Director
Address: Securities Commission Bhaban, Agargaon.
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