



Government of the People's Republic of Bangladesh  
Ministry of Housing and Public Works  
Sylhet Regional Office, Urban Development  
Directorate  
Office of the Senior Planner  
Sylhet City Corporation Bhaban (4th Floor),  
Topkhana, Sylhet



Record Number

Date 23/1/2023

25.45.9162.103.07.001.18.26

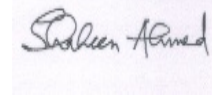
REQUEST FOR QUOTATION for Supply of Computer Accessories

To

\_\_\_\_\_  
\_\_\_\_\_

1. The Senior Planner, Urban Development Directorate, Sylhet Regional Office, Sylhet City Corporation Building (4<sup>th</sup> Floor), Topkhana, Sylhet 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. Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) shall not be required for submission of the Quotation but Performance Security may be required for 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 01/02/2023 at 2.00 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Supply of Computer Accessories**" and **DO NOT OPEN** before **01/02/2023 at 2.30 pm**. 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), Latest Income Tax Certificate/Income Tax Return Submission Acknowledgement Receipt and VAT Registration Number**; 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 (Seven)** 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 **30 (Thirty)** 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.**



23-1-2023

**Shaheen Ahmed**

**Senior Planner**

**Phone: +8802996636633**

**Email:**

**uddsylhet@yahoo.com**

**Copy for Kind Information and Necessary Action:**

- 1) Director (Current), Urban Development Directorate
- 2) Divisional Controller of Accounts, Sylhet Division, Sylhet
- 3) Senior Planner & Chairman, QEC, UDD, Regional Office, Sylhet
- 4) Senior Planner, Urban Planning, Urban Development Directorate (UDD) [Requested to taking necessary action immediately for uploading the Quotation Notice in UDD's official Website]
- 5) G. M. Abu Baker Siddique, Asst. Forest Conservator, Sylhet Forest Department & Member, QEC, UDD Sylhet Regional Office, Sylhet
- 6) Accounts Officer (Additional), Urban Development Directorate (UDD)
- 7) Planner & Focal Point Office, Training and Documentation Cell, Urban Development Directorate (UDD)
- 8) Planning Assistant, Town Planning, Urban Development Directorate (UDD), Dhaka
- 9) Administrative Officer, Urban Development Directorate (UDD)
- 10) Office Assistant Cum Computer Typist & Member Secretary, QEC, UDD, Regional Office, Sylhet
- 11) Notice Board: UDD-Sylhet/PWD/SCC
- 12) Information Portal, Sylhet Regional Office, Urban Development Directorate (UDD), Sylhet
- 13) Office Copy

*Quotation Submission Letter*

[Use Letter-head Pad]

To:  
Senior Planner,  
Urban Development Directorate  
Sylhet Regional Office, Sylhet  
Sylhet City Corporation Building (4<sup>th</sup> Floor)  
Topkhana, Sylhet.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply of Computer Accessories.

The total Price of my/our Quotation is BDT [ ]

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 [ ]

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:

*Badshah*

*Shahen*



**Price Schedule for Goods**

Sl no	Description of Items	Unit	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	In figure	
1	2	3	4	5	6	7	8
১	Tonner Cartidge (Specification: Supports HP 711 29-ML DESIGNJET, Color (S) of Print Cartridges: Cyan, Ink Drop: 5.5 PI, Compatible Ink Types: Dye-Based, Operating Temperature Range: 41 to 95F, Sotorage Temperature Range: -40 to 140F, Operating Humidity Range: 10 to 90% RH, Storage Humidity: 10 to 90% RH, Package Dimensions (WxDxH): 4.49x4.96x0.98In, Package Weight: 0.17Lb)	সংখ্যা	১				
২	Tonner Cartidge (Specification: Supports HP 727 130-ML DESIGNJET, Color (S) of Print Cartridges: Yellow, Compatible Ink Types: Dye-Based, Operating Temperature Range: 41 to 104F, Sotorage Temperature Range: -13 to 131F, Operating Humidity Range: 20 to 80% RH, Storage Humidity: 20 to 80% RH, Ink Drop: 6PI, Package Dimensions : 7.95x5.08x1.57 In, Package Weight: 0.54Lb)	সংখ্যা	১				
৩	Tonner Cartidge (Specification: Supports HP 727B 130-ML DESIGNJET, Color (S) of Print Cartridges: Photo Black, Ink Drop: 6 PI, Cartridges Capacity: Standard Capacity Cartridges, Print Head Nozzles: 9632, Empty Weight: -40G, Technology: Ink, Print Cartridge Volume Devlivered: 130 MI, Ink Types: Dye-Based, Operating Temperature Range: 5 to 35C, Non-operating Humidity Range: 20 to 80% RH, Sotorage Temperature Range: -25 to 55C, Minimum Dimensions (WxDxH): 7.95x5.08x1.57In, Package Dimensions (WxDxH): 7.95x5.08x1.57In, Weight: 205 G)	সংখ্যা	১				
৪	Tonner Cartidge (Specification: Supports HP 727B 300-ML DESIGNJET, Color (S) of Print Cartridges: Matte Black, Ink Drop: 9PI, Ink Types: Pigment-Based, Cartridges Capacity: High Capacity Cartridges, Print Head Nozzles: 9632, Empty Weight: -55G, Technology: Ink, Print Cartridge Volume Devlivered: 300 MI, Operating Temperature Range: 5 to 35C, Non-operating Humidity Range: 20 to 80% RH, Sotorage Temperature Range: -25 to 55C, Minimum Dimensions (WxDxH): 11.14x1.61x4.65 In, Package Dimensions (WxDxH): 11.14x1.61x4.65 In, Weight: 454 G)	সংখ্যা	১				

৫	Tonner Cartidge (Specification: Supports HP 72B 130-ML DESIGNJET, Color (S) of Print Cartridges: Gray, Technology: Ink, Supply Type: Cartridges, Cartridges Capacity: High Capacity Cartridges, Empty Weight: 0.056Kg, Print Cartridge Volume: 130MI, Ink Types: Dye-Based, Operating Temperature Range: 15 to 35C, Sotorage Temperature Range: 15 to 35C, Operating Humidity Range: 20 to 80% RH, Non-operating Humidity Range: 20 to 80% RH,	সংখ্যা	১			
৬	Tonner Cartidge (Specification: Supports HP 727 130-ML DESIGNJET, Color (S) of Print Cartridges: Megenta, Compatible Ink Types: Dye-Based, Operating Temperature Range: 41 to 104F, Sotorage Temperature Range: -13 to 131F, Operating Humidity Range: 20 to 80%, Storage Humidity Range: 20 to 80% RH, Ink Drop: 6PI, Package Dimension : 7.95x5.08x1.57In, Weight: 0.54Lb	সংখ্যা	১			
৭	Tonner Cartidge (Specification: Supports Canon 6000/6030/6030W/MF 3010, Duty cycle-1600 pages, Printing Color: Black, Printing Technology-Laser/Equivalent )	সংখ্যা	২			
৮	Tonner Cartidge (Specification: Supports Canon LBP-3300, LBP-3300 Duty Cycle up to-2500 pages, Printing Color: Black, Printing Technology-Laser/Equivalent)	সংখ্যা	৩			
৯	Tonner Cartidge (Specification: Supports-Samsung Xpress SL-M2620/2820/M2670/2870, Dimension-Box. 193x91x341mm (WxDxH), Yield-3000 Pages, Color of Consumables-Mono Laser Toner/Equivalent )	সংখ্যা	৩			
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>					In figure	
					In words	
Goods to be supplied to		Urban Development Directorate , Sylhet Regional Office, Sylhet				
Total Amount in Taka (in words)						
Delivery Offered		7 (Seven) days from date of issuing the Purchase Order				
Warranty Provided		[6 months from date of completion of the delivery]				

[ ] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until [insert Quotation Validity date].

<b>Signature of Quotationer with Seal</b> Name of Quotationer	Date:
--	-------

**Note: 1. Col. 5, 6 & 7 to be filled in by the Quotationer.**

**2. 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.**

*Badsha*

*Qadeem*



**Terms and Conditions**  
**for**  
**Supply of Computer Accessories**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **07(Seven)** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT- **only.**
12. The Supplier furnish a Performance Security in Pay order/Bank draft format at the rate of (N/A) percent of the contract price and kept it until expiration of the Warranty Period (if applicable).
13. The minimum Warranty Period of the Supplies shall be **[As per price schedule]** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan (if applicable).
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period (if applicable).
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<b>For the Purchaser:</b> <i>S. Akbar Ahmed</i> 23/01/2023 (শাহীন আহমেদ) সিনিয়র প্রোগ্রামার নগর উন্নয়ন অধিদপ্তর সিলেট আঞ্চলিক অফিস, সিলেট গনস্বাস্থ্য ও গণসুখ মন্ত্রণালয় গণপ্রজাতন্ত্রী বাংলাদেশ সরকার	<b>For the Supplier:</b>
<b>Date:</b> 23-01-2023	<b>Date:</b>

*Order*  
 23/01/2023