



**Office of the Sub-Project Manager**  
**Higher Education Quality Enhancement Project (HEQEP)**  
**Window-1, Round-4, CP 6134**  
Department of Statistics, Jahangirnagar University, Savar, Dhaka



**Sub-Project Title:**

**Sustainable Development of Computer-Intensive Teaching-Learning Capacity  
of Advanced Statistical Sciences at the Undergraduate and Master's Level**

**Request for Quotation Document (National)**  
**For Procurement of Works**  
**[Request for Quotation Method]**

**Supply, Fitting and Fixing of Electric Equipment**  
**Package No.: G11**

**Jahangirnagar University**

**Savar, Dhaka-1342**

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**September 2017**

**PG11 (RFQ)**

# Department of Statistics, Jahangirnagar University

## REQUEST FOR QUOTATION

for

### Supply, Fitting and Fixing of Electric Equipments.

(Package No.: G11)

RFQ No: UGC/HEQEP/Procurement/JU-STAT/G11/2017/02

Date: 10/09/2017

To

To

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1. The Department of Statistics 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 17th September, 2017**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply, Fitting and Fixing of Electric Equipments**" and **DO NOT OPEN** before **17th September, 2017**. 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 (thirty) 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. 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 Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
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 execution of Works and physical services shall be completed within **60** days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within **7** days of receipt of approval from the Approving Authority. The Contract shall have to be signed within **7** days of issuing such Letter of Invitation.
19. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation

Name: Dr. Md. Abdus Salam

Designation: Sub-Project Manager (SPM), HEQEP SP, CP No.: 6134

Date: 16/08/2017

Address: Department of Statistics, Jahangirnagar University, Savar, Dhaka.

Phone No: 01715152237 Fax No: 7791052 e-mail: salamju123@yahoo.com

**Distribution:**

1. P.S. to V.C., Jahangirnagar University, Savar, Dhaka
2. Director, Planning and Development Office, Jahangirnagar University, Savar, Dhaka
4. Engineering Office, Jahangirnagar University, Savar, Dhaka for circulation to the prospective tenderers
3. Internet Management Center (IMC), Jahangirnagar University, Savar, Dhaka for posting in the website.
4. Notice Board.
5. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: **UGC/HEQEP/Procurement/JU-STAT/G11/2017/02**

Date:

To:  
Dr. Md. Abdus Salam  
Sub-project Manager (SPM)  
HEQEP SP, Window-1, Round-4, CP No. 6134  
and  
Professor  
Department of Statistics  
Jahangirnagar University  
Savar, Dhaka-1342

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Supply, Fitting and Fixing of Electric Equipments**.

The total Price of our Quotation is BDT.....in words: Tk.....

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 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the works.

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 your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

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:

## Price Schedule for Goods and Related Services

RFQ NO.: UGC/HEQEP/Procurement/JU-STAT/G11/2017/02

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
1	1	4G MK Switch	Pcs	22				
2	2	3G MK Switch	Pcs	06				
3	3	MK Socket (Round) 15 A	Pcs	12				
4	4	MK Dimmer	Pcs	30				
5	5	MK Multi Socket	Pcs	60				
6	6	3G MK Steel Box	Pcs	50				
7	7	2G MK Steel Box	Pcs	15				
8	8	1G MK Steel Box	Pcs	06				
9	9	MK PVC 1G Box	Pcs	16				
10	10	1" PVC Pipe	Pcs	20				
11	11	¾" PVC Pipe	Pcs	25				
12	12	1½" PVC Pipe	Pcs	14				
13	13	1" Clam, ¾" Clam, 1¼" Clam	Pcs	150				
14	14	PVC Band 1", 1¼", ¾"	Pcs	100				
15	15	Screw	Pcs	400				
16	16	Royal Plug	Packet	10				
17	17	Royal Bolt	Pcs	50				
18	18	Industrial Lubber Tube Light Set 4': Teta Company, Two lights per set	Number	40				
19	19	LED Light 2' × 2'	Pcs	04				
20	20	35 RM NYN Cable (19 Way)	Yard	125				
21	21	16 RM BYA Cable	Coil	04				
22	22	10 RM BYA Cable	Coil	02				
23	23	4 RM BYA Cable	Coil	03				
24	24	2.5 RM BYA Cable (Green)	Coil	01				
25	25	1.5 RM BYA Cable (Green)	Coil	02				
26	26	1.5 RM BYA Cable (Red & Black)	Coil	04				
27	27	220A Circuit Breaker (ABB) Made in Italy	Pcs	01				
28	28	160A Circuit Breaker (ABB) Made in Italy	Pcs	01				
29	29	63A SP Circuit Breaker (ABB) Made in Germany	Pcs	10				

30	30	40A DP Circuit Breaker (ABB) Made in Germany	Pcs	12				
31	31	6 No. Copper Cable (Naked)	Kg	07				
32	32	Boring Charge	ft	100				
33	33	SDB Board (3 Phase) Bus Bar, Earth Bus Bar	Pcs	02				
34	34	SDB Board (Small)	Pcs	04				
35	35	Fitting and fixing Charge	Total	All the supplied equipment				

**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	Department of Statistics, JU
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	30 days from date of issuing the Purchase Order
Warranty Provided	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:
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.

## Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

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

**Note:**

1. **Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity** and **Col. 5 & 6** by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.