Bangladesh Atomic Energy Commission
Paramanu Bhabhon
E-12-A, Agargaon, Sher-e Bangla Nagar, Dhaka-1207
Website: www.baec.gov.bd, Fax : 880-2-8181845, 8181842

No: 39.01.0000.226.32.005.15-

Date:05/06/2017

Standard Request for Quartation Document (National) For Procurement of Goods

[Request for Quotation Method]

Name of Supply : Supply of Computer Toner (Samsung, Canon & Etc.) to BAEC HQ, Dhaka

Purchaser's Reference No: 39.01.0000.226.32.005.15- **05/06/2017**

PG1 (SRFQ)

REQUEST FOR QUOTATION
for
Name of Supply : Supply of Computer Toner to BAEC, HQ,Dhaka.

No. 39.01.0000.226.32.005.15 **Date: 05.06.2017**

RFQ No. 2-01/2016-17 **Date: 05.06.2017**

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1. The Bangladesh Atomic Energy 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 13 June, 2017** up to **12:00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply of Photocopier toner** and **DO NOT OPEN** before **12:30 pm on 13 June, 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 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, Authorised Distributorship of main components** and up-to-date **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 shall be completed up to 30 June, 2017 from the date of issuing the Purchase Order. As per requirement issued by time to time.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07 (Seven) 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.

(Md.Ansar Rahman)
Sr. Administrative Officer
Administrative Branch

No. 39.01.0000.226.32.005.15 **Date: 05.06.2017**

Distribution: Copy for circulation through notice board:

1. Director, ICS, AERE, Savar, Dhaka. (for posting in the BAEC website).
2. Bangladesh Atomic Energy Commission Head quarter all Notice Board.
3. National Science and Technology Musium, Agargaon,Dhaka (Notice Board).
4. Deparment of Environment,Agargaon,Dhaka (Notice Board.
5. Department of Archaeology, Agargaon, Dhaka (Notice Board).

H/CSDD

Terms and Conditions
for
Supply of Goods and Payment

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 **As Per Requirement Issued by time to time** 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, commissioning, 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 **TK(.....)In word ..... Only**
12. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate **of 5** percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **3 months** 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.
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
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.

For the Purchaser:	**For the Supplier:**
(Md. Anisur Rahman) **Sr. Administrative Officer** **Administrative Branch**	Signature of the Supplier with name Designation
Date	Date

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:-**02/2016-17** Date: 05/06/2017

To:
Md. Anisur Rahman
Sr. Administrative Officer
Administrative Branch
Bangladesh Atomic Energy Commission
E-12/A, Agargaon,Dhaka.
Sher-E-Bangla Nagar
Dhaka-1207

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Supply Computer Toner to Bangladesh Atomic Energy Commission, Head Quarter, Sher-e-Bangla nagar, Agargaon, Dhaka-1207.**

The total Price of my/our Quotation is BDT [Taka----------
----------]only.

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: /06/2017

Price Schedule for Goods and Related Services

RFQ NO : 2/06/2016-17 **Date : 05/06/2017**

Subject : Supply of Computer Toner to Bangladesh Atomic Energy Commission, Head Quarter, Sher-E-Bangla Nagar, Agargaon, Dhaka-1207.

Computer Toner:

SAMSUNG:				
SL	**Description of Items**	**Quantity**	**Unit Price**	**Total price**
1.	Brand:Samsung, Model No.#2581Toner	01 Nos		
2.	Brand:Samsung,Model No.#2850DToner	12 Nos		
3.	Brand:Samsung, Pro Xpress M-3320 NDToner	06 Nos		
4.	Brand:Samsung, Pro400M-401dToner	03 Nos		
5.	Brand:Samsung, Model No.#ML-2240Toner	01 Nos		
6.	Brand:Samsung, Model No.#ML-1053Toner	01 Nos		
7.	Brand:Samsung, Model No.#ML-1640Toner	03 Nos		
8.	Brand:Samsung, Model No.#ML-3320ndToner	01Nos		
Canon:				
9.	Brand:Canon, Model No.LBP-3300Toner	15 Nos		
10.	Brand:Canon, Model No.LBP-3150Toner	02 Nos		
11.	Brand:Canon, Model No.LBP-1210Toner	01 Nos		
12.	Brand:Canon, Model No.IP-1880Toner	01 Nos		
BROTHER'S:				
13.	Brand:Brother's, Model No.2320dToner	02 Nos		
OTHER'S				
14.	Brand:Dell, Model No.1130Toner	01 Nos		

Total taka :

In word :

Signature of Quotationer with Seal

Name of Quotationer

Date ----------

(Md. Anisur Rahman)
Sr. Administrative Officer
Administrative Branch

Ref : 39.01.0000.226.32.005.15- **Dated : 05/06/2017**

Technical Specification of the Goods Required

Computer Toner

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	*2*	*3*	*4*	*5*	*6*
1		Computer Toner	**Samsung:**		
2		-do-	Brand:Samsung, Model No.#2581Toner		
3		-do-	Brand:Samsung,Model No.#2850DToner		
4		-do-	Brand:Samsung, Pro Xpress M-3320 NDToner		
5		-do-	Brand:Samsung, Pro400M-401dToner		
6		-do-	Brand:Samsung, Model No.#ML-2240Toner		
7		-do-	Brand:Samsung, Model No.#ML-1053Toner		
8		-do-	Brand:Samsung, Model No.#ML-1640Toner		
9		-do-	Brand:Samsung, Model No.#ML-3320ndToner		
10			**Canon:**		
11		-do-	Brand:Canon, Model No.LBP-3300Toner		
12		-do-	Brand:Canon, Model No.LBP-3150Toner		
13		-do-	Brand:Canon, Model No.LBP-1210Toner		
14		-do-	Brand:Canon, Model No.IP-1880Toner		
15			**Etc:**		
16		-do-	Brand:Brother's, Model No.2320dToner		
17		-do-	Brand:Dell, Model No.1130Toner		

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

Signature of Quotationer with Seal	Date: dd/mm/yy
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.**