



## REQUEST FOR QUOTATION

Supply, Testing and installation of Photocopier machine for general office at CARS  
University of Dhaka

R.F.Q. No: CARS/ST/P-337/2023

Date: 11/05/2023

To

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1. The **Centre for Advanced Research in Sciences, University of Dhaka** 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 **18/05/2023 at 10.30 am.** The envelope containing the Quotation must be clearly marked "**Photocopier machine**" which Research Oriented for the Centre for Advanced Research in Sciences, and **DO NOT OPEN** before **18/05/2023 at 11.00 am.** Quotations received later than the time specified here in 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 7** 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 120 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, Income Tax Certificate 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 06 to 08 weeks 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 as early as possible 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.

SD/-

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Signature of the official inviting Quotation  
Name: Professor Dr. Ishtiaque M. Syed  
Designation: Director  
Address: Centre for Advanced Research in Sciences (CARS)  
University of Dhaka.

**Distribution:**

1. Notice Board, CARS
2. Office file.

## Price Schedule for Goods and Related Services

R.F.Q. No: CARS/ST/P-337/2023

Date: 11/05/2023

Sl. No.	Item No.	Description of Items	Pack Size	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	<u>In figure</u> In words	
								CARS-DU.
						In figure		
						In words		

Goods to be supplied to

Total Amount in Taka (in words)

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Sl. No.	Product Description and Technical Specifications	Pack size	Qty.
1	<p><b>Brand</b> Reputed</p> <p><b>Model</b> Need to be mention</p> <p><b>Country of Origin</b> Need to be mention</p> <p><b>Country of Manufacture</b> Need to be mention</p> <p><b>Type</b> Desktop/ Console by factory made pedestal</p> <p><b>Copy /Print Speed</b> Minimum 25 ppm in A4</p> <p><b>Maximum Original Size</b> A3</p> <p><b>Control panel</b> Minimum 7-inch TFT LCD WVGA Colour Touch panel</p> <p><b>First Copy Time</b> Approximately 5.9 seconds or less From power-on: 12 seconds or less</p> <p><b>Warm-up Time</b> From sleep mode: 10 seconds or less</p> <p><b>Standard Paper Capacity</b> Minimum 1,200 sheets; Maximum: 2,300 sheets</p> <p><b>Multiple Copies Prints</b> 1 to 9,999 sheets</p> <p><b>Print Resolution</b> Minimum 1200 x 1200 dpi</p> <p><b>Memory</b> Minimum 2 GB</p> <p><b>Duplex</b> Built in</p> <p><b>Interface Connection</b> Network: 1000Base-T / 100Base-TX / 10Base-T, Wireless LAN (IEEE 802.11 b / g / n) Others: USB 2.0 (Host) x3, USB 2.0 (Device) x1</p> <p><b>Special features</b> Rotation and Collation, ID Card</p>	No's	1

	Copying, booklet copies, Department ID, Remote User Interface		
<b>Toner Yield</b>	Minimum 30,000 pages in A4 (6% Coverage)		
<b>Drum Yield</b>	Minimum 150,000 pages in A4 (6% Coverage)		
<b>Power Supply</b>	220-240V AC, 50/60 Hz		
<b>Warranty</b>	Minimum one year		

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

until...../...../.....

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

**Note:**

1. Col. 6, 7 & 8 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.

## Technical Specification of the Goods Required

R.F.Q. No: CARS/ST/P-337/2023

Date: 11/05/2023

Sl. No.	Item No.	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1		<p><b>Brand</b> Reputed</p> <p><b>Model</b> Need to be mention</p> <p><b>Country of Origin</b> Need to be mention</p> <p><b>Country of Manufacture</b> Need to be mention</p> <p><b>Type</b> Desktop/ Console by factory made pedestal</p> <p><b>Copy /Print Speed</b> Minimum 25 ppm in A4</p> <p><b>Maximum Original Size</b> A3</p> <p><b>Control panel</b> Minimum 7-inch TFT LCD WVGA Colour Touch panel</p> <p><b>First Copy Time</b> Approximately 5.9 seconds or less From power-on: 12 seconds or less</p> <p><b>Warm-up Time</b> From sleep mode: 10 seconds or less</p> <p><b>Standard Paper Capacity</b> Minimum 1,200 sheets; Maximum: 2,300 sheets</p> <p><b>Multiple Copies Prints</b> 1 to 9,999 sheets</p> <p><b>Print Resolution</b> Minimum 1200 x 1200 dpi</p> <p><b>Memory Duplex</b> Minimum 2 GB Built in</p> <p><b>Interface Connection</b> Network: 1000Base-T / 100Base-TX / 10Base-T, Wireless LAN (IEEE 802.11 b / g / n) Others: USB 2.0 (Host) x3, USB 2.0 (Device) x1</p> <p><b>Special features</b> Rotation and Collation, ID Card Copying, booklet copies, Department ID, Remote User Interface</p> <p><b>Toner Yield</b> Minimum 30,000 pages in A4 (6% Coverage)</p> <p><b>Drum Yield</b> Minimum 150,000 pages in A4 (6% Coverage)</p> <p><b>Power Supply</b> 220-240V AC, 50/60 Hz</p> <p><b>Warranty</b> Minimum one year</p>			

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. 5 & 6 to be filled in by & 6 by the Quotationer.**
- 2. 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.**