

Centre for Advanced Research in Sciences
University of Dhaka
Dhaka-1000

Office of the Director

REQUEST FOR QUOTATION

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

R.F.Q. No: CARS/ST/P-341/2023	Date: 13/07/2023
То	

- 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'.

Director
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- 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.
- 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 19/07/2023 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 19/07/2023 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, Tax Identification Number (TIN), VAT Registration Number and 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 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.

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.



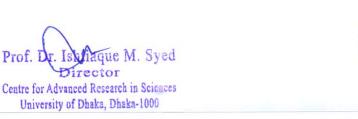
Price Schedule for Goods and Related Services

R.F.Q. No: CARS/ST/P-341/2023 Date: 13/07/2023

SI. No.	Item No.	Description of Items	Pack Size	Quantity	Unit Rate or Price		Total Amount	Destinatio n for
					In figur	In words	In figure In words	Delivery of Goods
								CARS-DU.
					9	In figure		
						In words		

Goods to be supplied to	
Total Amount in	
Taka (in words)	

Sl. No.	Pro	duct Description and Technical Specifications	Pack size	Qnty.
	Brand	Reputed Brand	No's	1
	Model	To be mention		
	Country of Origin	To be mention		
	Country of	To be mention		
	Manufacture			
	Туре	Desktop		
	Core Function	Print, Copy, Scan & Send		
	Copy /Print Speed	43 ppm in A4		
	Maximum Original	A4, LGL India		
	Size			
	Control panel	5 Inch TFT LCD WVGA Color Touch Panel		
	First Copy Time	Approximately 6.4 seconds or less,		
	Warm-up Time	From power-on: 14 seconds or less*		
1		From sleep mode: 4 seconds or less		
-	Standard Paper	Standard: 650 sheets Cassette-s 550		
	Capacity	sheets + Stack bypass 100 sheets		
	Multiple Copies	1 to 999 sheets		
	Prints			
	Print Resolution	600 x 600 dpi		
	Memory	1 GB RAM Standard		
	Duplex	Built in		
	Document Feeder	Optional 50 sheets		
		Network: 1000 Base-T/ 100		
	Interface	Base-TX / 10Base-T, Wireless		
	Connection	LAN (IEEE802.11b/g/n Wi-Fi		
		Direct connection		
	Secure Print	Others: USB 2 Built in		
	Secure Print	Built in		



Special features	Rotation and Collation, ID Card Copying,	
	booklet copies, Department ID	
Magnification	25% to 400% 1% Increment	
Memory Media	USB Memory	
Power Supply	220-240V AC, 50/60 Hz	
Toner cartridge	20500 pages in A4 (5% Coverage)	
Yield		
Warranty	One-year free service	

insert number] number corrections made by me/us have been duly initialed in My/Our Offer is valid	this Price Schedule.
until/	
Signature of Quotationer with Seal	Date:
Name of Quotationer :	

Note:

- Col. 6, 7 & 8 to be filled in 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.



