

Purchaser's Reference:SEC/Admin/10:00/94/Part-3/TEC-1/2012/3688 Date of Issue:15/01/2012

Contract Package No:

This Request for Quotation for the Supply of Goods and related services as shown on the attached schedule of requirements is Issued to:

Name of Supplier:

Address of Supplier:

Name of Issuing Officer: **Hafiz Mohammed Harunur Rahsid**

Job Title of Issuing Officer: Assistant Director (Admin), Securities and Exchange Commission

Date: 15/01/2012

**Request for Quotation for Interior Related Services
for
SECURITIES AND EXCHANGE COMMISSION**

To:

Date: 15/01/2012

1. The **Securities and Exchange Commission** has a budget allocation for the purchase of Goods and related services and wishes to apply some of that allocation for the purchase of Goods and related services for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Bangladesh Taka. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, in duplicate, must be delivered to the office of the undersigned **on or before 12:00 PM 18/01/2012**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked "Quotation for Interior Related Services and DO NOT OPEN before **12:15 PM 18/01/2012**".
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Bangladesh.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Signature of official authorised to receive to RFQ

Print name and
designation of official

Hafiz Mohammed Harunur Rahsid
Assistant Director (A & F)

Technical Specification of the Goods Required

SI	Item	Specification	Unit
i	Work station Table	Size:4/4*4/2*4/2(sft) Material: 18 mm Particle board	11 Unit
ii	Low height Cabinet	Size:4*1.5*2(sft) with three locked drawer Material: 18 mm Particle board	20 Unit
iii	Reconstruction keyboard section	4*2 Sliding tray Material: 18 mm Particle board	08 Unit
iv	Thai partition replacement	Size:480 sft & Additional Thai partition 70 sft	550 sft
v	Curtain	Material: 60% Cotton & 40% mix Hanging Pipe, clam, cutting, making and fitting	1170 sft
vi	Total Cost(Including VAT & TEX)		

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilization of the equipment over a period of two (2) years.

This priced schedule will not be taken into account in the quotation evaluation, but will be used to determine anticipated operational costs of the equipment.

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- (b) A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A Manufacturer's Authorization Letter (if applicable);
- (e) Technical Specification of the Goods to be supplied; and
- (f) A Completion Certificate for at least two (2) similar nature of goods supplied by the Supplier during the last two (2) years to any Government sector; Autonomous Body, Corporation or Private sector organization;

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods and installation of services shall be completed within 2 (two) weeks from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (d) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (e) payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be made either:
 - (i) through the Accountant General's Office, at the time of settlement of the Invoice; or
 - (ii) in advance by the Supplier, who shall then submit the Treasury Challan, (showing it has been paid through the Bangladesh Bank);
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
 - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

Approved Design By

TABLE SIZE 4'-0" X 2'-0"

34-1"

