



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF POWER, ENERGY AND MINERAL RESOURCES
POWER DIVISION
Sustainable and Renewable Energy Development Authority (SREDA)
IEB BHABAN, LEVEL-10, RAMNA
DHAKA-1000**

**Request for Quotation (RFQ)
For Supply of Photocopier/Printer's Toner/Cartridge**

AS PER PPR-2008

January, 2021

Ministry of Power Energy & Mineral Resources
Power Division
Sustainable and Renewable Energy Development Authority (SREDA)
IEB Bhaban (10th Floor), Ramna, Dhaka-1000.

RFQ No : 27.02.0000.013.07.053.19-231

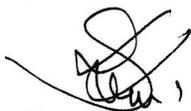
Date: 10/01/2021

Subject : Request for Quotation (RFQ) for Photocopier/Printer's Toner/Cartridge

To :	M/S. Phone : Mobile :
Date :	

1. SREDA, Power Division, Ministry of Power, Energy & Mineral Resources has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
2. Detailed Specifications and Requirement 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 of the office as specified in **Para-6** below.
5. Quotation in a sealed envelope shall be submitted to the office of the undersigned on or before **12:00 PM, 19/01/2021**. The envelope containing the Quotation must be clearly marked "**Quotation for supply of Photocopier/Printer's Toner/Cartridge**" and **DO NOT OPEN** before **12:30 PM, 19/01/2021**." Quotations received later than the time specified herein shall not be accepted.
6. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of 10 (ten) days pursuant to Rule 71 (4) of the public procurement Rules, 2008.
7. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
8. No public opening of Quotations received by the closing date shall be held.
9. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of tax, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
10. Rates shall be Quotationed 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.
11. Quotationer shall have legal capacity to enter into Contract, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License and Tax Identification Number (TIN)** without which the Quotation may be considered non-responsive.

12. Quotations shall be evaluated based on Unit Price and documents submitted with the Quotations, by the Evaluation Committee and, at least 3 (three) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
13. 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 issuing bound to accept the arithmetic corrections made by Evaluation Committee.
14. The supply of Goods and related services shall be completed within 7 days from the date of issuing the Purchase Order.
16. The Purchase Order constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 5 days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



10.01.2021

Shamim Anowar

Assistant Director (Logistics & Protocol)

Sustainable and Renewable Energy Development Authority

Date: 10/01/2021.

Address: Level-10, IEB Bhaban, Ramna, Dhaka.

Distribution:

1. Director General (Admin), BTRC, IEB Bhaban, Ramna Dhaka, for information and wide circulation.
2. Director (Renewable Energy/Energy Efficiency & Conservation), SREDA, for information and wide circulation.
3. Assistant Director (Admin/Accounts), SREDA, for information and wide circulation.
4. ICT support officer, SREDA; for posting in the website.
5.
6. Notice Board.
7. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **“Photocopier/Printer’s Toner/Cartridge” at SREDA Office, IEB Bhaban 9th & 10th Floor”**

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

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 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 [insert date.....]

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:

Specification of **Photocopier/Printer's Toner/Cartridge:**

Sl. No	Type	Brand	Model	Unit
1.	Printer	HP	LaserJet Pro M402dn	2
2.		HP	LaserJet p2055d	2
3.		HP	LaserJet Pro 401d	2
4.		Canon	LBP 3300	2
5.		Canon Laserjet	LBP 6030w	6
6.		Canon Laserjet	LBP 6230dn	15
7.	Photocopier	Toshiba	Studio 256SE	1
8.		Toshiba	Studio 255	2
9.		Toshiba	E-Studio 2809A	3
10.		Canon	IR 1024	2
Total				37

PRICE SCHEDULE FOR GOODS AND RELATED SERVICES

Goods to be supplied to SREDA, Power Division			
Unit Price in Taka (in words)	HP	LaserJet Pro M402dn	
	HP	LaserJet p2055d	
	HP	LaserJet Pro 401d	
	Canon	LBP 3300	
	Canon Laserjet	LBP 6030w	
	Canon Laserjet	LBP 6230dn	
	Toshiba	Studio 256SE	
	Toshiba	Studio 255	
	Toshiba	E-Studio 2809A	
	Canon	IR 1024	
Total Amount in Taka (in words)			
Service Offered	7 (Seven) Days	Days delivered service to Purchaser from date of issue of the Purchase Order by the Purchaser	
Validity		As mentioned in Technical Specification	

Signature of Quotationer with Seal	Date:
Name of Quotationer	

**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 within **Specified time according to the instruction of the purchaser** after issuing the 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 BDT [**Insert Amount**] [**In word**].
12. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. 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 .
14. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. 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.
16. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
17. **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.**
18. 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.
19. 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.
20. 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.