

আইসিটি'র মাধ্যমে মাধ্যমিক ও উচ্চ মাধ্যমিক স্তরে শিক্ষার প্রচলন প্রকল্প (২য় পর্যায়, ১ম সংশোধিত)
মাধ্যমিক ও উচ্চ শিক্ষা অধিদপ্তর
প্রকল্প কোড নং- ২২৪১৬৬০০
Genius Laboratory School and College, Meherpur.

**REQUEST FOR QUOTATION
FOR**

***Package Name: Procurment of IT Equipment related services
for Multimedia Classroom
(Package No: G-01)***

Invitation for RFQ No: G-01
Issued Ref: glsc/meher/23/24
Issud On: 30 May, 2024

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: www.bppa.gov.bd. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers **'free-of-cost'**.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on **'Unit-Rate'** basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

Office Of The Principal
Genius Laboratory School and College
Meherpur Sadar, Meherpur.
Mobile No: 01309130628, Email No: genius.lsc.m@gmail.com

REQUEST FOR QUOTATION

for

Desktop Computer, UPS, Smart TV,Router & PenDrive

RFQ No:glsc/meher/23/24

Date: 30/05/2024

To

1. The Genius Laboratory School and College, Meherpur 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 06/06/2024 and 12:30 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Desktop Computer, UPS, Smart TV,Router & PenDrive** and **DO NOT OPEN** before **06/06/2024 and 12:30 PM**. 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 **15 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 **02 days** 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 **01 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.



30.05.24

(Mst. Rita Parvin)

Principal

Genius Laboratory School and College

Kanshari Para, Meherpur sadar, Meherpur

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E-mail : ritaparvinglc48@gmail.com

মোসাঃ রিতা পারভীন

অধ্যক্ষ

জিনিয়াস ল্যাবরেটরী স্কুল এন্ড কলেজ
মেহেরপুর।

Distribution:

1. Head Teacher, Modnadanga Girls High School, Meherpur sadar, Meherpur for kind information and circulation in the notice board.
2. Assistant Teacher, for posting in the School website.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:glsc/meher/23/24

Date: 30/05/2024

To:

Genius Laboratory School and College, Kansharipara, Meherpur sadar, Meherpur.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Desktop Computer, UPS, Smart TV,Router & PenDrive**

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(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 [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:

Price Schedule for Goods and Related Services

RFQ NO. glsc/meher/23/24

Date: 30/05/2024

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	<u>In figure</u> <u>In words</u>	
1	2	3	4	5	6	7	8	9
1	1	Desktop Computer	Nos	1				Genius Laboratory School and College.
2	2	UPS	Nos	1				
3	3	Smart TV	Nos	1				
4	4	Wifi Router With 4G connectivity	Nos	1				
5	5	Pen Drive	Nos	1				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		
Goods to be supplied to Genius Laboratory School and College, Kansharipara, Meherpur sadar, Meherpur.								
Total Amount in Taka (in words)								
Delivery Offered								
Warranty Provided								

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until 05/06/2024.

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

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 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

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	1	Desktop Computer	<p>Brand: Any internationally reputed brand (To be mentioned by Bidder). Model: To be mentioned by Bidder. Country of origin: To be mentioned by Bidder Country of Manufacture: To be mentioned by Bidder</p> <p>Processor: Intel 12th Generation or higher Core-i5/ Equivalent Processor Base Frequency: Minimum 2.4 GHz, Processor Core and Cache: Minimum 6 core, 6 MB Cache</p> <p>Chipset: Intel B660/ H510/ SoC / Equivalent/ Higher</p> <p>Memory: 8 GB DDR4 RAM- Frequency 3200 MHz, 1 extra RAM Slot</p> <p>Storage: 256GB NVMe SSD, 1TB SATA HDD</p> <p>Graphics: Integrated Intel Iris Xe Graphics/ UHD Graphics 730/ Equivalent / Higher</p> <p>Monitor: 21.5" FHD (1920×1080) Display monitor, LED Backlit /IPS, Same brand of Desktop Computer</p> <p>Form Factor: Tower / Mid Tower Network & Connectivity: Integrated Gigabit LAN Port, Wi-Fi and Bluetooth included Audio: Integrated High-Definition Audio</p> <p>Ports: Minimum (2 x USB 2.0, 2 x USB 3.2), 1 x Gigabit LAN Port, 1 X HDMI port, 1 Display Port, 1 x Audio combo Jack (Front), At least 2 USB ports in front side and 2 USB ports in Rear side</p> <p>Keyboard: USB Standard Keyboard of same brand Mouse: USB Mouse of same brand; Accessories: Optical Drive, Power cord, Driver CD etc. Operating System: Windows 11 with genuine License</p>		

			<p>Software: Installation and configuring of all necessary software. Necessary Software backup should be provided in local drive.</p> <p>Warranty: 03 (Three) years of Full Warranty with spare parts and support.</p>		
2	2	UPS	<p>Brand: Any internationally reputed brand (To be mentioned by Bidder). Model: To be mentioned by Bidder. Country of Manufacture: To be mentioned by Bidder</p> <p>Capacity: Minimum 600VA Battery Type: Lead-Acid maintenance-free 12V 7AH Input Voltage: 180 ~ 250VAC Output Voltage: 220 VAC ±5% Frequency: 50Hz ± 1Hz Waveform: Sine wave Recharge Time: Typically, 4-5 hours to 90% charge; Backup Time: 30 minutes at full load Protection: Over/Under Voltage: Switch to Bat. O/P when Mains over regulation range; Input Protection: Circuit Breaker; Overload/Short: Fuse & current limited for both mains and Battery modes; Low Battery: Two stages; no battery drain after cut off; Transfer Time: Typical 2~6 ms; Accessories: Compatible Power Cable Warranty: 01 (One) year full warranty with spare parts and service.</p>		
3	3	Smart TV	<p>Brand: Any internationally reputed brand (To be mentioned by Bidder). Model: To be mentioned by Bidder Country of Manufacturer: To be mentioned by the Bidder Country of origin: To be mentioned by Bidder</p> <p>Type: 65 INCH 4K ULTRA HD SMART TV TV System: Digital Terrestrial Picture (Panel): Backlight dimming type, Frame Dimming, Backlight type: LED</p> <p>Viewing Angle: (X-Wide Angle) Picture (processing): Contrast enhancement, HDR (High Dynamic Range) compatibility: Yes (HDR10, HLG, Dolby</p>		

			<p>Vision)</p> <p>DISPLAY TYPE: 4K UHD, Crystal Display and HDR, LCD</p> <p>DISPLAY RESOLUTION: Minimum 3840x2160</p> <p>Refresh rate: 60 Hz</p> <p>PICTURE MODES: Vivid, Standard, Cinema, Game, Graphic, Photo, Custom</p> <p>SPEAKER TYPE: Bass Reflex Speaker</p> <p>AUDIO POWER OUTPUT: Minimum 10W + 10W</p> <p>SOUND MODES: DOLBY AUDIO FORMAT SUPPORT</p> <p>WI-FI STANDARD: Wi-Fi Certified 802.11a/b/g/n/ac</p> <p>ETHERNET INPUTS: 1 Gigabit Ethernet port</p> <p>BLUETOOTH SUPPORT: Yes</p> <p>HDMI ports: Minimum 3</p> <p>USB PORTS: Minimum 2</p> <p>OPERATING SYSTEM: Android</p> <p>STORAGE: Minimum 16GB</p> <p>INTERNET BROWSER: Yes</p> <p>NUMBER OF TUNERS (TERRESTRIAL/CABLE): 1</p> <p>Accessories: Minimum 10 Meter Standard quality HDMI Cable (Round), Remote, Power cord, Wall Bracket etc.</p> <p>Others: Installation with electric cable, HDMI cable and necessary hardware (Wall mount kit)</p> <p>Warranty: 03 (Three) years of Full Warranty with spare parts (Including Panel) and support.</p>		
4	4	Wifi Router with 4G Connectivity	<p>Brand: Any International reputed brand (To be mentioned by Bidder).</p> <p>Model: To be mentioned by Bidder.</p> <p>Country of Manufacture: To be mentioned by Bidder</p> <p>Data Rate: Min. 300 Mbps or Higher (WiFi)</p> <p>Button: WPS/Wi-Fi Button, Power On/Off Button, Reset Button</p> <p>Wireless: Standards - Wi-Fi 5: IEEE 802.11ac/n/a 5 GHz, IEEE 802.11n/b/g 2.4 GHz</p>		

			<p>Ports: Min. 1 WAN (100Mbps), Min. 3 LAN Ports (100 Mbps)</p> <p>4G Connectivity: The wifi router should have support for SIM/ USB 4G modem to work as failover for alternative Wan Connectivity</p> <p>Encryption: WEP, WPA, WPA2, WPA/WPA2-Enterprise (802.1x)</p> <p>Network Security: SPI Firewall, Access Control, IP & MAC Binding, Application Layer Gateway</p> <p>Working Modes: Router Mode, Access Point Mode</p> <p>Accessories: Power Adapter etc.</p> <p>Warranty: 01 year of Full Warranty with Support</p>		
5	5	Pendrive	<p>Brand: Any Internationally reputed brand (To be mentioned by Bidder).</p> <p>Model: To be mentioned by Bidder.</p> <p>Country of Manufacture: To be mentioned by Bidder</p> <p>Type: Minimum USB 3.1</p> <p>Capacity: 128GB Storage</p> <p>Warranty: Life time warranty.</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:.....
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 prerequisite 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.