

**College Education Development Project (CEDP)  
University Grants Commission of Bangladesh/National University  
Secondary and Higher Education division, Ministry of Education  
IDA Credit # 5841-BD**

**College Name: Govt. Zia Mohila College, Feni.**

**REQUEST FOR QUOTATION**

**FOR**

**Furniture and Fixtures for Project Office**

**Invitation for RFQ No: Package G-2**

**Issued Ref.: ZMC/Feni/CEDP/IDG/RFQ/G-2/0010**

**Issued On: 03/11/2020**

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**College Education Development Project (CEDP)**

Govt. Zia Mohila College, Feni  
S.S.K Road, Feni Sadar, Feni.

**REQUEST FOR QUOTATION**  
for

**Procurement of Furniture and Fixtures for project Office**

Issued Ref.: **ZMC/Feni/CEDP/IDG/RFQ/G-02/0010**

Issued On: 03/11/2020

To

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1. The **Govt. Zia Mohila College, Feni** 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 10 November 2020, 1:00 PM**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Furniture and Fixtures for Sub-project Office**" and **DO NOT OPEN before 10 November 2020, 1:30 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 quotation document 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 **60 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.
11. 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, if the Contract is awarded.

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12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Supplier, if accepted shall remain fixed for the duration of the Contract.
13. Supplier shall have legal capacity to enter into Contract. Supplier, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), Online VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotation shall be evaluated based on information and documents submitted with the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 **14 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 **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject the entire Quotation document or annul the procurement proceedings.



Professor Tahamina Begum  
ID No-3290  
Principal  
Govt. Zia Mohila College, Feni.

Signature of the official inviting Quotation

Name: Professor Tahmina Begum

Designation: Principal

Date: 03-11-2020

Address: SSK Road, Feni Sadar, Feni. Phone No- 0331-74077, Fax No.....

e-mail: zmc\_ sskroadfeni@yahoo.com

**Distribution:**

1. Authorized Officer for posting in Notice Board and the College website.
2. Any other concerned offices for information and wide circulation.
3. ICT Consultant (ict@cedp.gov.bd), College Education Development Project for kind information and taking necessary action to publish in the project CEDP website.
4. Office File.

# Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.: **ZMC/Feni/CEDP/IDG/RFQ/G-02/0010**

Issued On: 03/11/2020

*Principal  
Govt. Zia Mohila College  
S.S.K. Road, Feni*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Furniture and Fixtures for Sub-project office**.

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 Quotation 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 Quotation issued by you on **[insert date]**.

I/We understand that you reserve the right to reject all the Quotation document 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

Sl. no	Item No	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1.	1.	Conference/Secretariat Table	Nos	1				Govt. Zia Mohila College, Feni
2.	2.	Executive Table	Nos	1				
3.	3.	Office Table	Nos	1				
4.	4.	Office Almirah	Nos	1				
5.	5.	File Cabinet	Nos	1				
6.	6	Executive Chair(Revolving)	Nos	2				
7.	7	Executive Chair	Nos	2				
8.	8.	Visitor Chair	Nos	5				
<b>Total :</b>						In figure		
						In words		

Goods to be supplied to	Govt. Zia Mohila College, S.S.k, Road, Feni Sadar, Feni.
Total Amount in Taka (in words)	
Delivery Offered	<b>14 days from date of issuing the Purchase Order</b>
Warranty Provided	<b>1 year form date of the completion of the delivery.</b>

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

<b>Signature of Supplier with Seal</b>	Date:
Name of Supplier	

**Note:**

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


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# Technical Specification of the Goods Required


Issued Ref.: ZMC/Feni/CEDP/IDG/RFQ/G-02/0010

Issued On: 03/11/2020

## 1. Conference Table

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Medium Density Fiber wooden structure & Worktop 35 mm thick, MDF and with best quality lacquer finish. Front legs are joining each other by one decorative front panel with 4 nos leg joint with mid panel. Cable passing hole in surface of the table top. Fully knock down system by using Housing, Dowel, T-Nut, JRN nut, wood pin etc.	
7	Wood Quality	Wooden Frame and processed wood should be used to ensure product's quality. Well-seasoned and chemically treatment ensure termite resistance.	
8	Size	2400×1200×750 mm (Approximately)	
9	Packaging	Knocked down flat box packaging for easy and damage free transportation.	
10	Identification mark	Hologram and monogram sticker	
10	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	


## 2. Executive Table

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		

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6	Manufacturing	Straight type worktop table. Medium Density Fiber wooden structure & Worktop 25mm thick, MDF and with best quality lacquer finished .Front legs are joining each other by one decorative front panel with 4 nos leg joint with mid panel. Fully knock down system by using Housing, Dowel, T-Nut, JRN nut, wood pin etc.	
7	Wood Quality	Wooden Frame and processed wood should be used to ensure product's quality. Well-seasoned and chemically treatment ensure termite resistance.	
8	Size	1 650 x 800 x 750 mm	
9	Packaging	Knocked down flat box packaging for easy and damage free transportation.	
10	Identification mark	Hologram and monogram sticker	
11	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	

### 3. Office Table

Sl No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Made of 25 & 16mm thick melamine laminated wood particle board with PVC edging, heavy duty PVC stopper. Fully knock down system by using housing, Dowel, T-Nut, JRN nut, Wood Pin etc. Table top will 30mm thickness which is front side State, Official colour BH/ MG/ BT / GR-GP, both side 16 mm thick panel & mid part 16 mm thick load bearing partition. All are knocking down system with Two Drawer knocking down system, heavy duty Channel, PVC Handle, Imported Center Locked System.	
7	Wood Quality	Melamine laminated wood particle board with PVC edging, heavy duty PVC stopper.	
8	Size	1400 X 750 X 750 mm (Approximately)	
9	Packaging	Knocked down flat box packaging for easy and damage free transportation.	
10	Identification mark	Hologram and monogram sticker	
10	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	

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#### 4. Executive Chair

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	<p>Frame: High quality solid wood frame process with drying treatment, Armrest: high quality solid wood handrails, durable, Base: with lifting, inclining and rotating functions; Five stars bases: high quality solid wood five-star base with convenience nylon casters, beautiful and durable ,Backrest: Ergonomic design</p> <p>Structure made of zinc phosphate coated oven backed power paint finish Solid steel, Chrome plated polymer cast leg with 5 nos castors. High quality Wooden handles. Fully revolving and back tilt facility. Hydraulically height adjustable mechanism.</p>	
7	Wood Quality	High quality solid wood frame process with drying treatment, Armrest: high quality solid wood handrails, durable base.	
8	Size	660 × 675 × 1245 mm (H)	
9	Packaging	Knocked down flat box packaging for easy and damage free transportation.	
10	Identification mark	Hologram and monogram sticker	
11	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	


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## 5. Executive Chair

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Fixed Frame: High quality solid wood frame process with drying treatment, Armrest: high quality solid wood handrails, beautiful and durable, Backrest: Ergonomic design, Structure made of Solid Steel finish,	
7	Wood Quality	High quality solid wood frame process with drying treatment, Armrest: high quality solid wood handrails, durable base.	
8	Size	555 x 550 x 920 mm (H)	
9	Packaging	Pat foam carton	
10	Identification mark	Hologram and monogram sticker	
11	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	


## 6. Executive Chair

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		

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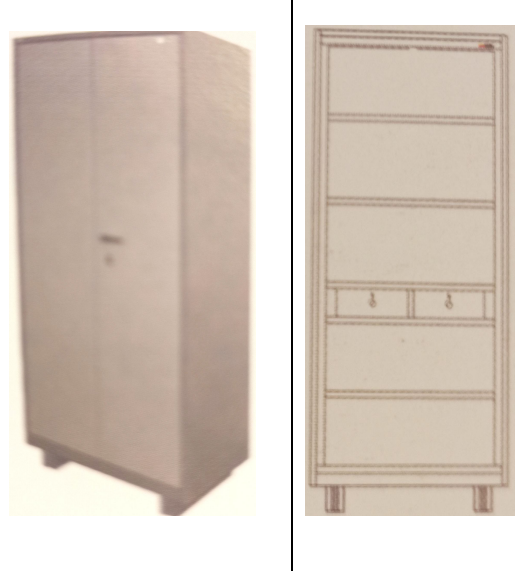
6	Manufacturing	Foam cushioning with black/Gray Rexene upholstery, chemically de-rusted zinc phosphate coated oven backed Electro-static powder paint finished. 1inch round MS tube structure with PVC stoppers. U shape banding MS/SS structure seat thickness 65mm back thickness 65mm. Seat size: seat 600x550 back 600x550 mm overall height 765mm.	
8	Size	550 x680 x 920 mm (H)	
9	Packaging	Pat foam carton.	
10	Identification mark	Hologram and monogram sticker	
11	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	

### 7. File Cabinet

Sl No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Made of high quality cold rolled steel sheet of 0.8x0.7mm thickness reinforced with stiffeners equipped. Four drawers hung on high strength drawer channels on rollers. Each drawer has recessed MS U-shape banding drawer grips size; 15x10x35mm thickness 8mm. Drawers are central locked. All steel parts chemically de-rusted, zinc phosphate coated with oven backed electrostatic paint finished.	
7	Colour	DG/LG	
8	Size	L-477 X D 620 X H 1390 mm	
9	Identification mark	Hologram and monogram sticker	
10	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	

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### 8. Office Almirah

SI No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Outlook		
6	Manufacturing	Best quality Steel Almirah made of rivet less fully mig welded 0.8 & 0.7+ mm thick imported cold rolled Mild Steel. All Surface of Mild Steel (MS) chemically de-rusted, zinc phosphate coated and oven backed powder paint finish with high quality imported Handel type handle with office lock. Inside constructed with Four fixed shelf with 2nos drawer. Height adjustable shelves on MS slot. Almirah to be stands on box type MS Leg size: 23x75x 60mm. All bands are created by automatic banding machine.	
7	Colour	DG/LG	
8	Size	L-915 X D 483 X H 1929 mm	
9	Packaging	Knocked down flat box packaging for easy and damage free transportation.	
10	Identification mark	Hologram and monogram sticker	
11	Warranty	1 year warranty service. Free fitting	
		OR, Substantially Equivalent	

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<b>Signature of Supplier with Seal</b>	Date:
Name of Supplier	

**Note:**

- Column 1, 2, 3 to be filled in by the Procuring Entity and Column 4 by the Supplier.

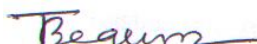
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# **Terms and Conditions**

## **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 **14 days** of 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. 90% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan. Remaining 10% contract money shall be deducted as retention money. The retention money shall be released after expiry of warranty period.
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 figure] [in words]**.
12. The minimum Warranty Period of the Supplies shall be **1 year for Furniture and Fixtures for Sub-project Office** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.



16. 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.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. **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.**
19. 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.
20. 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.
21. 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.

**For the Purchaser:**



Professor Tahamina Begum  
ID No-3290  
Principal  
Govt. Zia Mohila College, Feni.

Signature of the Procuring Entity with name  
Designation

Date :03-11-2020

**For the Supplier:**

Signature of the Supplier with name  
Designation

Date :