

**Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP
Project**

**86, Sirajuddowla Road
Narayanganj-1400, Bangladesh**

Shopping for Goods

Package No. KWT-SEIP- 4

Package Name: Procurement of Photocopy Machine

For

KWT-SEIP

SHOPPING FOR GOODS REQUEST FOR QUOTATION (RFQ)

Project Title: Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP

Source of Funding: ADB

Contract Ref: Contract on Grants for Training (Tranche-2)

Date: 29 November 2021

To: Prospective Supplier

Sir/Madam:

1. Kumudini Welfare Trust of Bengal (BD) Ltd. - SEIP Project (Purchaser) hereby requests you to submit price quotation(s) for the supply, installation and after sales services of the following items:

Item No.	Description of Item	Unit	Quantity	Delivery at Mirzapur	Delivery at Narayanganj
1	Photocopy Machine	PCS	2	1	1

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities in Annexure.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address

Purchaser's Address:

Dr. ABM Ali Hassan

Main Focal Point

Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project

74 Gulshan Avenue, Dhaka, Bangladesh.

Telephone: (+88-02)58817100

Mobile: (+880) 1707008181

Fax: (+88-02) 7635024

Email: kwt-seip@kumudini.org.bd

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after- sales service facilities in Bangladesh.

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is: 09.12.2021 at 3.00 PM.

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) PRICES: The prices should be quoted for supply and delivery to KWT-SEIP Project Office as mentioned in Supply schedule (place of destination). Prices shall be quoted in Bangladeshi Taka (BDT) inclusive of all local taxes, vat, carriage, installation, commissioning as applicable and after sales services for one year from the date of commissioning.
- (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive*. In evaluation the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) Where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) If a supplier refuses to accept the correction, his quotation will be rejected.The evaluated price shall include local taxes i.e Value Added Tax (VAT) and Advance Income Tax (AIT) in Bangladesh.
- (iii) AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities**. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (15) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Emon Barua
Deputy Focal Point
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Telephone: (+88-02)58817100
Mobile: (+880) 1707008181
Fax: (88-02) 7635024
E-mail: ebarua@kumudini.org.bd

9. The bidder whose quotation had been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 15 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the KWT-SEIP Project, Kumudini Welfare Trust of Bengal (BD) Ltd eligible payments under the Purchase Order resulting from this RFQ.

11. Under SEIP's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. KWT-SEIP will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of Submission of your quotation, you should not be in SEIP's sanctions list.

12. Any quotation submitted will be regarded as an offer by prospective supplier and does not constitute or imply the acceptance of the quotation by purchaser.

13. Purchaser shall not be responsible for any costs associated with a prospective supplier's preparation and submission of a quotation, regardless of the outcome or the manners of conducting the selection process.

14. No price variation due to escalation, inflation, natural calamity or any other market factors shall be accepted at any time during the validity of the price quotation after the quotation has been received.

Sincerely,

(Purchaser)

*To substantiate responsiveness of quotations, please furnish supporting documents/evidences, among others, copies of Valid Trade License, Tax Identification Number (TIN), VAT Registration Certificate and Specification Compliance Sheet as Attachment-1 including its word format soft copy in a CD.

** To substantiate financial capabilities, please furnish supporting document/evidence such as Bank solvency Certificate and/or Bank Statement.

Annexure A FORM OF QUOTATION

To
Dr. ABM Ali Hassan
Main Focal Point
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Telephone: (+88-02)58817100
Mobile: (+880) 1707008181
Fax: (+88-02) 7635024
Email: kwt-seip@kumudini.org.bd

We offer to execute the contract titled KWT-SEIP-4: Procurement of Electronic Equipment (Photocopy Machine) for KWT-SEIP in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (BDT)_____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices (inclusive of local taxes i.e AIT, VAT, etc.) and Schedules for Supply:

Item No.	Description of Item	Brand	Unit	Quantity	Rate per Unit	Total Price
1	Photocopy Machine		PCS	2		

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation. We are not in the SEIP sanctions list.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Email address (optional): _____

Annexure B

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 2021, between _____ (hereinafter called "the Purchaser") on the one part and (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. KWT-SEIP-4 (hereinafter called "Contract") and has accepted the quotation by the Supplier for the supply of goods under Contract at the sum of _____ () hereinafter called "the Contract Price"

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement. viz:
 - (a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - (b) Addendum (if applicable):
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Bangladesh (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:

For and on behalf of

Signature and seal of the Supplier:

For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Kumudini Welfare Trust of Bengal (BD) Ltd.- SEIP Project

Purchaser:

Dr. ABM Ali Hassan
Main Focal Point
Kumudini Welfare Trust of Bengal (BD) Ltd-SEIP Project
74 Gulshan Avenue, Dhaka, Bangladesh.
Telephone: (+88-02)58817100
Mobile: (+880) 1707008181
Fax: (+88-02) 7635024
Email: kwt-seip@kumudini.org.bd

Package No. KWT-SEIP-4

Package Name: Procurement of Photocopy Machine for KWT-SEIP

1. Schedules for Supply and Place for Destination

The place of destination of the goods/equipment is Kumudini Welfare Trust of Bengal (BD) Ltd.-SEIP Project.

The supply shall include carriage, installation, commissioning as applicable and after sales service/defect liability for one year from the date of supply/commissioning as mentioned in the annexure. The supply schedule of the Photocopy Machine for KWT-SEIP Project, are as stated below:

Item No.	Description of item	Unit	Quantity	Delivery Time	Delivery at Mirzapur	Delivery at Narayanganj
1	Photocopy machine	PCS	2	15 days from the date of signing contract	1	1

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3. **Delivery Schedule:** The delivery shall be completed as per above schedule but not exceeding 15 (Fifteen) days from the date of signing of contract.

4. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

5. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under of in connection with the Contract. In the case of a dispute between the Purchaser and the supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act 2001 of the Purchaser's country.

6. **Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- (i) Copies of the Supplier's invoice showing good's description, quantity, unit price, and total amount;
- (ii) Manufacturer's or supplier's warranty certificate;
- (iii) Manuals; and
- (iv) Certificate of origin.
- (v) VAT Challan if applicable

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment: Payment of the contract price shall be made in the following manner:

- a) 100% (excluding AIT and VAT which will be deducted at source by purchaser if applicable) within 30 days upon receipt by the Purchaser of the delivered goods on site and acceptance of the delivered goods by the purchaser in accordance with the contract.

8. Warranty: Goods offered should be covered by manufacturer's warranty as mentioned in respective annexure.

9. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period is:

KWT-SEIP as specified in the Supply Schedule (place of Destination).

10. Force Majeure: The supplier shall not be liable for penalties of termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable.

Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars of revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

11. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

12. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14- day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____

Annexure C
LETTER OF ACCEPTANCE

Date: _____

To: _____ [Name and address of the Supplier]

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the execution of the [name and number of the Contract Package] for the Contract price of _____ [amount in words and figures], as corrected and modified in accordance with the Request for Quotation has been accepted by us.

You are also requested to sign the attached Form of Contract and commence supply of the goods not later than _____ and ensure the completion of the delivery of goods within the delivery time specified in the contract.

For and on behalf of the Purchaser:

Authorized Signature: _____

Name of Signatory: _____

Title: _____

Annexure D
Technical Specifications for Photocopy Machine

Features	Specification
Brand	To be mention by Bidder
Model	To be mention by Bidder
Country of origin	To be mention by Bidder
Colour	To be mention by Bidder
Copy/Print Speed	30 CPM in A4 Paper
Function	Copy/Print/Color Scan/Auto Duplex
Copy/Print Size	A3 (11"x17")
GDI/Network Printer & Scanner	Built IN
Resolution	2400x600 DPI
Memory	HDD-320GB, RAM- 4GB
One Touch Copy	1 to 999 copy
Document Feeder	100-Sheet (RADF)
Input Paper Capacity	1300 Sheet Minimum
ID Card Copy	Yes (Built In)
High Desk	Free of cost
Warranty	1 Year