

**Skills for Employment Investment Program (SEIP)  
Project**

**Probashi Kallyan Bhaban (Level-16)**

**71-72 Old Elephant Road, Eskaton Garden  
Dhaka-1000**

**Request for Quotation**

**for**

**Procurement of Smart Attendance Device with  
Facial Recognition for SDCMU**

**Package No. GD-215**



## REQUEST FOR QUOTATION (RFQ)

Project Title: Skills for Employment Investment Program (SEIP)

Source of Funding: GoB

Contract Ref: FD/SEIP/GD-215/649/2023/178

Date: 19 January 2023

To

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1. The **Skills for Employment Investment Program (SEIP) Project** 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 26 January 2023**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Smart Attendance Device with Facial Recognition for SDCMU** " and **DO NOT OPEN before 26 January 2023 at 2.30 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 **60 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.

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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 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 **15 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 07 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.

Signature of the official inviting Quotation

Name: Fatema Rahim Veena  
Designation: Executive Project Director  
Date: 19 January 2023  
Address: Probashi Kallyan Bhaban (Level 16), 71-72 Old Elephant Road,  
Eskaton Garden, Dhaka-1000  
Phone No: 55138753-5 (PABX)

**Distribution:**

1. Project Officer-2 for information and wide circulation.
2. IT & Database Specialist for posting in the website, if applicable.
3. Office File.



**Quotation Submission Letter**  
[Use Letter-head Pad]

RFQ No: \_\_\_\_\_

Date: dd/mm/yy

To:

Executive Project Director  
Skills for Employment Investment Program (SEIP) Project  
Probashi Kallyan Bhaban (15<sup>th</sup> Floor)  
71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Smart Attendance Device with Facial Recognition for SDCMU.

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. \_\_\_\_\_

Date: dd/mm/yy


[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

SI 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	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Smart Attendance Device with Facial Recognition with installation	Nos.	1				SDCMU Office
2	2	Smart Employee Management Software with 1 Year Subscription License	No	1				
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure		
						In words		
Goods to be supplied to		[insert destination of Goods]						
Total Amount in Taka (in words)		[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].						
Delivery Offered		15 days from date of issuing the Purchase Order						
Warranty Provided		1 year from date of completion of the delivery;						

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
Name of Quotationer	

**Note:**

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7 & 8 by the Quotationer.
- 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	Smart Attendance Device with Facial Recognition with installation	As in Attachment - 1		
2	2	Smart Employee Management Software with 1 Year Subscription License	As in Attachment - 1		

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: dd/mm/yy
Name of Quotationer	

**Note:**

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite 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.
- 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.

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[enter here the name and address of the Procuring Entity]

## PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

RFQ No: _____	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services
Attached Certified photocopy of approved Technical Specification of the Goods Required
Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above



**Technical Specifications**

## 1. Smart Attendance Device with Facial Recognition with installation

Description	Product Specification
Country of Origin	To be Mentioned by the Tenderer
Brand	To be Mentioned by the Tenderer
Model	To be Mentioned by the Tenderer
Display	8" LCD Color Display
Face Recognition Algorithm	Dynamic Face++ Deep AI
Camera	2 MP Wide Angle Dual Lens
Camera Resolution	1920*1080 Pixel
Face Capacity	Minm 50,000
Face Accuracy	Minm 99.95%
Image Attendance	No
Mask Detection	Yes
Face Recognition	FAR : 0.001%    FRR : 0.01%
Face Recognition Time	1:1 < 300ms    1:N < 800ms (with 50,000 Faces)
Face Detection Distance	0.3-1.0 m
Log Storage Capacity	Minm 10,00,000
Communication	TCP/IP    Always connected
Integration	Easy API    Cloud API
Attendance Log	Push to Central Server
Power Supply	12V DC 2A
Power Usage	2W (standby)    18W (peak)
Audio	Speaker
Enrollment	Image
Operating Temperature	0°C - 45°C
Weight & Dimension	< 800g, 21 x 12 x 2 cm (L x W x D)
Software	Smart Employee Management Software with 1 Year Subscription License)
Warranty	01 Year





## 2. Smart Employee Management Software

Description	Product Specification
Country of Origin	To be Mentioned by the Tenderer
Brand	To be Mentioned by the Tenderer
Model	To be Mentioned by the Tenderer
Features	Cloud based Attendance Software
License	1 Year
Warranty	1 Year



