

বাংলাদেশ জাতীয় সংসদ সচিবালয়
কম্পিউটার সেল

REQUEST FOR QUOTATION
for
THE REPAIRING OF Mail SERVER

RFQ No: বাজাসস/কঃসেঃ/এক-১৫ /বিবিধ/২০১০/১৬৫

Date: ১৫ মার্চ ২০১০ খ্রিঃ

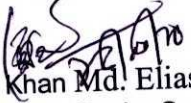
To

Quotationers Name and Address :

1. The **Bangladesh Parliament Secretariat** 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 (**Senior System Analyst, Computer Cell, East Block, Level-Five**) of the undersigned within 01-00 PM **on or before 24 /03/2010**. The envelope containing the Quotation must be clearly marked "Quotation for **Repairing Mail Server** and **DO NOT OPEN** before **24 /03/2010**. 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 7** 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 30 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(2009-2010)**, **Tax Clearance Certificate(2009-2010)**, **VAT Registration Number(10 Digit)** 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-- 10 - 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 03 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: Khan Md. Elias

Designation: Senior System Analyst(Computer)

Date : 15 /03/2010

Address : Computer cell, ,Level -5 , East-Block, Bangladesh Parliament Secretariat,Tele: 9135712,
e-mail : khan.elias@parliament.gov.bd

অনুলিপি সদয় অবগতির জন্য :

- ১। অতিরিক্ত সচিব (মাস) মহোদয়ের ব্যক্তিগত কর্মকর্তা জাতীয় সংসদ সচিবালয় ।
- ২। উপ সচিব (মাস) মহোদয়ের ব্যক্তিগত কর্মকর্তা জাতীয় সংসদ সচিবালয় ।

অনুলিপি সদয় কার্যার্থে :

- ২। ঢাকা বিভাগীয় কমিশনার এর কার্যালয় সেগুন বাগিচা ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ২। নির্বাহী কর্মকর্তা ঢাকা সিটি কর্পোরেশন ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৩। প্রধান প্রকৌশলীর কার্যালয় (এলজিআরডি ভবন)আগারগাও ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৪। জেলা প্রশাসক ঢাকা এর কার্যালয় ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৫। নির্বাহী প্রকৌশলীর (গণপূর্ত /ই/এম ,বিভাগ ৭ শেরেবাংলা নগর ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৬। সুপারিটেনডেন্ট, শেরেবাংলা নগর সদস্য ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৭। সুপারিটেনডেন্ট ,নাখালপাড়া সদস্য ভবন ঢাকা । কোটেশনটি নোটিশ বোর্ডে দেওয়ার ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল ।
- ৮। সংসদ ভবন নোটিশ বোর্ড ।

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Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: বাজাসস/কংসেঃ/এক-১৫/বিবিধ/২০১০/১৬৫

Date: ১৫ মার্চ ২০১০ খ্রিঃ

To:

*Bangladesh Parliament Secretariat
Senior System Analyst
Computer Cell.*

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Mail **Sarver** Repairing.

The total Price of my/our Quotation is BDT -----

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 /02/2010

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: বাজাসস/কঃসেঃ/এক-১৫/বিবিধ/২০১০/১৬৫

Date: ১৫ মার্চ ২০১০ খ্রিঃ

Sl no	Item no	Description of items	Unit of measurement	Quantity	Unit Rate of Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9

Mail Server Repairing

1		Mail Server Configuration in Clustered & San Environment for Bangladesh Parliament		01 (One)				Bangladesh Parliament Secretariat.
2		User Configuration & Data migration for 200 Mail Users		200 (Two Hundred)				

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	Bangladesh Parliament Secretariat
Total Amount in Taka (in words)	
Delivery Offered	
Warranty Provided	One Year

[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].

Signature of Quotationer with Seal	Date:
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 Repairing 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
Mail Server Repairing					
1		Mail Server Configuration in Clustered & San Environment for Bangladesh Parliament	Mail Server Configuration in Clustered & San Environment for Bangladesh Parliament		
2		User Configuration & Data migration for 200 Mail Users	User Configuration & Data migration for 200 Mail Users		

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 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.
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.

15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
16. 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 .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date