



# উচ্চতর বিজ্ঞান গবেষণা কেন্দ্র (CARS)

Centre for Advanced Research in Sciences  
University of Dhaka, Dhaka-1000.

Office of the Director

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## REQUEST FOR QUOTATION

Supply, Installation, Testing and Commissioning of digital Copier Machine and Reversing Automatic Document Feeder- MR for the CARS, University of Dhaka

R.F.Q. No: CARS/ST/P-273/2019-2020

Date: 06/10/2019

To

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1. The **Centre for Advanced Research in Sciences, University of Dhaka** 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 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 trough electronic mail shall be submitted to the office of the undersigned on or before **10/10/19 at 11.45 am**. The envelope containing the Quotation must be clearly marked "**Quotation of digital Copier Machine and Reversing Automatic Document Feeder-MR**" which Research Oriented for the Centre for Advanced Research in Sciences, and **DO NOT OPEN** before **10/10/19 at 12.15 pm**. Quotations received later than the time specified here in shall not be accepted.



7. Quotations received or 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 120 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, Income Tax Certificate, 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 06 to 08 weeks 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 as early as possible 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.



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Signature of the official inviting Quotation  
Name: Prof. Dr. Golam Mohammed Bhuiyan  
Designation: Director  
Address: Centre for Advanced Research in Sciences (CARS)  
University of Dhaka.

**Distribution:**

1. Senior Computer Scientist for upload in CARS Website.
2. Notice Board.
3. Office file

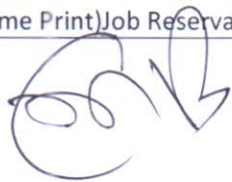


## Price Schedule for Goods and Related Services

R R.F.Q. No: CARS/ST/P-273/2019-2020

Date: 06/10/2019

Sl. No.	Item No.	Description of Items	Pack Size	Quan.	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
01		<p><b>A) Name of Machine : Digital Copier Machine.</b>                      Brand: Brand name is needed.                      Model: Model is needed                      Manufacturer : manufacturer name is needed.                      Copying process: Indirect electrostatic photographic Method                      Type: Console by High Desk                      Resolution: Scanning : 2400 X 600 dpi, with smoothing                      Original platen type: Fixed hard platen                      Available original size: Maximum A3                      Available copy paper size: Maximum A3, Minimum A5R                      Paper supply: 2 X 550-sheet cassette (standard), Stack Feed Bypass: 100 sheets                      Available copy paper weight: 60-256 gr/m<sup>2</sup> ( Drawer), 52-256 gr/m<sup>2</sup> (Bypass)                      Copying speed: 25 cpm (A4)                      Memory: Ram 4GB                      Hard Disk Drive: 320GB. (mention standard brand) secure HDD.                      E-Filing: Built-in                      DUPLEX: standard.                      Multiple copying: Up to 999 copies                      Electronic Sorting: Built-in                      Reproduction ratio: Zoom: 25% - 400% in 1% increments( Platen)                      Warm-up time: Approx. 20 seconds                      First copy time: Approx. 4.3 seconds                      Power supply &amp; consumption: Max. 1.5 kW (220-240V)                      Dimensions (W x D x H): 585 mm X 585 mm X 787 mm                      Weight: 55 kg                      Major Features: • Interrupt • Energy Saver • Dual Page Copying • Edge Erase • Image Shift Trimming / Masking, Departments Code ( 1000 Kinds), Cover Sheets, Sheet Insertion, X-Y Zoom, Electronic Sorting, Alternation, 2- in- 1, 4 - in- 1, Annotation ( Date /Time Print) Job Reservation, Rotation</p>	No's	1				CARS-DU.




	Copy, Thick Paper Mode. Toner Recycling Technology Supplies: supply the machine complete with the followings a. One Drum (To be fitted in the machine) b. One Bottle Developer (To be fitted in the machine) c. One Cartridge Toner d. One Ream (500 Sheets) Paper. Warranty: All mechanical parts shall be offered free of cost for one year from the date of Installation. <b>Spare –Parts supports needed</b> : At least 10 years after warranty period Installation on payment basis.					
02	<b>B) Name of Machine : Reversing Automatic Document Feeder- MR</b> Brand: Brand name is needed. Model: Model is needed Manufacturer : manufacturer name is needed.	No's	1			
					In figure	
					In words	
Goods to be supplied to						
Total Amount in Taka (in words)		..... ....				
Delivery Offered		..... days from date of issuing the Purchase Order				
Warranty Provided		.....months from date of completion of the delivery; state none if not applicable				

**Warranty :**

**Digital Copier Machine & Document feeder-MR** : 12 Month from the date of installation.

**Spare –Parts supports needed** : At least 10 years after warranty period on payment basis

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

until...../...../.....

