



Office of the Director

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REQUEST FOR QUOTATION

Supply and Testing of Consumables & Glassware for Materials Science Research
Laboratory (MSRL) at the CARS, University of Dhaka

R.F.Q. No: CARS/ST/P-288/2020

Date: 08/09/2020

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 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 **17/09/2020 at 10.30 am**. The envelope containing the Quotation must be clearly marked "**Quotation of Consumables & Glassware**" which Research Oriented for the Centre for Advanced Research in Sciences and **DO NOT OPEN** before **17/09/2020 at 11.00 am**. Quotations received later than the time specified here in 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 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. Md. Abdul Malek

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.F.Q. No: CARS/ST/P-288/2020

Date: 08/09/2020

Sl. No.	Item No.	Description of Items	Pack Size	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
01		Test tube, Size: 25ml	No's	25				CARS-DU.
02		Test tube, Size: 50ml	No's	25				
03		Volumetric Flask, Size: 10ml	No's	05				
04		Volumetric Flask, Size: 25ml	No's	05				
05		Volumetric Flask, Size: 50ml	No's	05				
06		Volumetric Flask, Size: 100ml	No's	05				
07		Beaker, Size: 50ml	No's	10				
08		Beaker, Size: 100ml	No's	10				
09		Beaker, Size: 25ml	No's	05				
10		Beaker, Size: 250ml	No's	02				
11		Glass Pipette, Size: 5ml	No's	03				
12		Glass Pipette Size: 10 ml	No's	03				
13		Glass Pipette Size: 25ml	No's	03				
14		Glass Pipette, Size: 50ml	No's	03				
15		Graduate glass pipette, Size: 2ml	No's	02				
16		Graduate glass pipette, Size: 5ml	No's	02				
17		Graduate glass pipette, Size:10ml	No's	02				
18		Pipette Filler	No's	05				
19		Tube for Polarimeter	No's	01				
						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 Providedmonths from date of completion of the delivery; state none if not applicable

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

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

Signature of Quotationer with Seal	
Name of Quotationer :	Date:

Note:

1. Col. 6, 7 & 8 to be filled in by the Quotationer.
2. 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.



[Handwritten Signature]