GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Quotation Document (National)
For Procurement of Goods
[Request for Quotation Method]

Supply of Lab Accessories (Lot-02) for Central Lab

Dr. M. A. Wazed Mia Central Laboratory
Bangabandhu Sheikh Mujibur Rahman Agricultural University
Gazipur-1706

January 2022

PG1 (SRFQ)

Dr. M. A. Wazed Mia Central Laboratory
Bangabandhu Sheikh Mujibur Rahman Agricultural University
Gazipur- 1706

REQUEST FOR QUOTATION

for

Supply of Lab Accessories (Lot-02) for Central Lab

RFQ No: 37.12.0000.118.07.001.21.03 **Date: 20/01/2022**

To

_____

_____

_____

1. The Director, Dr. M. A. Wazed Mia Central Laboratory, BSMRAU, Gazipur- 1706 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 27/01/2022 at 12:30 PM**. The envelope containing the Quotation must be clearly marked "Quotation for Supply of Lab Accessories (Lot-02) for Central Lab and **DO NOT OPEN** before **27/01/2022 at 01:00 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 **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**, **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 **30** 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.

Name : Professor Dr. Md. Main Uddin Miah
Designation : Director
Date : 20/01/2022
Address: Dr. M. A. Wazed Mia Central Laboratory, BSMRAU, Gazipur-1706
Phone No : 9205341
E-mail : directorcentrallab@bsmrau.edu.bd

Distribution:

1. Administrative wings of BRRI and BARI, Gazipur for information and circulation in their notice board.
2. Deputy Librarian, BSMRAU, Gazipur-1706 for information and wide circulation.
3. System Analyst, BSMRAU, Gazipur-1706 for posting in the website.
4. Notice Board.
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No:_____ Date: dd/mm/yy

To:

[Name and address of Procuring Entity]

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named Supply of Lab Accessories (Lot-02) for Central Lab.

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:

Dr. M. A. Wazed Mia Central Laboratory
Date: 24.01.22
BSMRAU, Gazipur-1706

Price Schedule for Goods and Related Services

RFQ NO._____ **Date: dd/mm/yy**

Sl 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
01	01	Steam Generator for UDK-159 Kjeldahl Distillation Units	Set	1				Dr. M. A. Wazed Mia Central Laboratory, BSMRAU, Gazipur-1706.
02	02	UPS Battery 12V 7.5AH, 16Pcs package	Set	1				
03	03	Offline UPS 1KVA	No.	1				
04	04	Offline UPS 2KVA	No.	1				
05	05	Voltage Stabilizer Servo Type 3 KVA	Nos.	2				
06	06	Digital Automatic Voltage Stabilizer 1 KVA	Nos.	4				
07	07	HP 680 Original Black Ink Advantage Cartridge	Nos.	3				
08	08	HP 680 Tri-color Original Ink Advantage Cartridge	Nos.	2				
09	09	Agarose Molecular Biology Grade, Pkg:100gm	No.	1				
10	10	Pipette tips maximum volume 10mL,100pcs/box	No.	1				
11	11	Flask Volumetric Class "A" 10 mL Amber	Nos.	10				
12	12	Flask Volumetric Class "A" 25 mL Amber	Nos.	10				
13	13	Flask Volumetric Class "A" 50 mL Amber	Nos.	10				
14	14	Syringe filters Nylon membrane, 100pcs/Box	Nos.	2				
15	15	Micro Pipette Stand for 6 Pipettes	Nos.	2				

Dr. M. A. Wazed Mia Central Laboratory * BSMRAU, Gazipur-1706 * Date: 20.11.22

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	Dr. M. A. Wazed Mia Central Laboratory, BSMRAU, Gazipur-1706.
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	**[insert weeks/days] from date of issuing the Purchase Order]**
Warranty Provided	**[insert weeks/months 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 dd/mm/yy [insert Quotation Validity date].

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

Note:

1. **Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 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.

Dr. M. A. Wazed Mia Central Laboratory * BSMRAU, Gazipur-1706 * Date: 19.11.22

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
01	01	Steam Generator for UDK-159 Kjeldahl Distillation Units	Steam Generating unit for UDK-159 Kjeldahl Distillation Units. Easy to Install, quick rising up of heating element, durable etc.		
02	02	UPS Battery 12V 7.5AH, 16Pcs package	UPS Battery 12V 7.5AH, 16Pcs package, Maintenance free rechargeable Sealed Lead Acid battery.		
03	03	Offline UPS 1KVA	Offline UPS Capacity 1KVA, AC input voltage:110VAC-270Vac, Phase: Single-Phase, Other protection functions: Overload, high/low battery voltage, over temperature		
04	04	Offline UPS 2KVA	Offline UPS Capacity 2KVA, AC input voltage:110VAC-270Vac, Phase: Single-Phase, Other protection functions: Overload, high/low battery voltage, over temperature		
05	05	Voltage Stabilizer Servo Type 3 KVA	Capacity: 3KVA, Phase: Single Phase Input voltage: 150V-250V, Frequency: 50Hz, Output voltage: 220V +/-3%, Automatic voltage regulation, Protection: Over & under voltage, Short circuit & over load protection, Temperature Protection Option, Selectable delay time, Built-in transformer: Servo Motor, Display Type: Analog, Noise level: ≤50dB		
06	06	Digital Automatic Voltage Stabilizer 1 KVA	Capacity: 1KVA, Phase: Single Phase Input voltage: 140V-250V, Frequency: 50Hz, Output voltage: 220V +/-3%, Automatic voltage regulation, Protection: Over & under voltage, Short circuit & over load protection, Temperature Protection Option, Selectable delay time, Control Type: Servo Motor, Digital display, Noise level: ≤50dB		
07	07	HP 680 Original Black Ink Advantage Cartridge	HP 680 Original Black Ink Advantage Cartridge, Color: Black, Compatible with Printers: HP Deskjet IA 2135		
08	08	HP 680 Tri-color Original Ink Advantage Cartridge	HP 680 Original Tri-Color Ink Advantage Cartridge, Color: Tri-Color, Compatible with Printers: HP Deskjet IA 2135		

Dr. M.A. Wazed Mia Central Library
Date: 20-07-22
BSMRAU, Gazipur-1706

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
09	09	Agarose Molecular Biology Grade, Pkg:100gm	Agarose Molecular Biology Grade, Pkg:100gm transition temp Agarose Molecular Biology Grade, Pkg:100gm, Melting Point ≤75 °C (3% gel), gel point ≤35 °C (3% gel), Application: Electrophoresis		
10	10	Pipette tips maximum volume 10mL, 100pcs/box	Pipette tips maximum volume 10mL, 100pcs/box, colorless material, non-sterile, Autoclavable, Vol. Range:1-10mL		
11	11	Flask Volumetric Class "A" 10 mL Amber	Flask Volumetric Class "A" 10 mL Amber, Material: Borosilicate Glass		
12	12	Flask Volumetric Class "A" 25 mL Amber	Flask Volumetric Class "A" 25 mL Amber, Material: Borosilicate Glass		
13	13	Flask Volumetric Class "A" 50 mL Amber	Flask Volumetric Class "A" 50 mL Amber, Material: Borosilicate Glass		
14	14	Syringe filters Nylon membrane, 100pcs/Box	Material: Nylon membrane polystyrene housing, diam. 25 mm, pore size 0.2 µm material, Sterile. 100pcs/Box		
15	15	Micro Pipette Stand for 6 Pipettes	Micro Pipette Stand for 6 Pipettes, Material: Acrylic, Color: Cream/White, Linear Type. The stands are convenient to hold up 6 pipettes both of single and multi-channel.		

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:

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.**

Dr. M.A. Wazed Mia Central Laboratory ★ BSMRAU, Gazipur-1706 ★ Date: 25.01.22

Dr. M. A. Wazed Mia Central Laboratory
Bangabandhu Sheikh Mujibur Rahman Agricultural University
Gazipur- 1706

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

Terms and Conditions
for
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.

2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.

3. The Supplier shall have to complete the delivery in all respects within **30** days of issuing the Purchase Order in conformity with the Terms and Conditions.

4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.

5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.

6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.

7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.

8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.

9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.

10. The Supplier'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.

11. The total Contract Price is BDT **[insert figure] [in words].**

12. The minimum Warranty Period of the Supplies shall be **12 months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.

13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

14. 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.

15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

16. 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.

17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

18. **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.**

19. 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.

20. 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.

21. 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: Signature of the Procuring Entity with name and Designation	**For the Supplier:** Signature of the Supplier with name Designation
Date	Date

Dr. M.A. Wazed Mia Central Library
Date: 20-01-22
BSMRAU, Gazipur-1706