

বিজ্ঞপ্তি

এতদ্বারা সংশ্লিষ্ট সকল ব্যবসায়ী/সরবরাহকারী প্রতিষ্ঠান সমূহের মালিকগণকে সদয় অবগতির জন্য জানানো যাচ্ছে যে, খুলনা বিশ্ববিদ্যালয়ের ফিশারিজ এণ্ড মেরিন রিসোর্স টেকনোলজি ডিসিপ্লিনে বাস্তবায়িত প্রকল্প “Development of in-situ Breeding Technology of Prawn (*Macrobrachium rosenbergii*) and Adoption of Sustainable Eco-Friendly Culture of Prawn and Shrimp (*Penaeus monodon*)” ID-031 [Ref KU/FMRT/NATP-2/SP-031/ RFQ/2019/GD₃ এর আওতায় Desktop Computer, Laptop Computer, Projector ক্রয় করা হবে। এ প্রেক্ষিতে আগ্রহী সংশ্লিষ্ট সকল ব্যবসায়ী/সরবরাহকারী প্রতিষ্ঠান সমূহের মালিকগণকে নিম্নস্বাক্ষরকারীর দপ্তর এবং www.discipline.ku.ac.bd/fmrt হতে সরবরাহকৃত নির্ধারিত RFQ (Request for Quotation) ডকুমেন্ট এর সংশ্লিষ্ট অংশ পূরণ ও স্বাক্ষরসহ আগামী ০৫-০৫-২০১৯ইং তারিখ রবিবার দুপুর ১২:০০ ঘটিকার মধ্যে জমা দেওয়ার জন্য অনুরোধ করা হলো। দর পরীক্ষা ও মূল্যায়নের মাধ্যমে সুপারিশকৃত দরদাতার অনুকূলে মালামাল সরবরাহ ও সংযোজন কাজ সম্পন্ন করার জন্য কার্যাদেশ প্রদান করা হবে এবং কাজ সমাপ্তির পর প্রাতিষ্ঠানিক প্যাডে বিলের আবেদন করা হলে কর্তৃপক্ষের সন্তোষজনক বিবেচনায় বিধি মোতাবেক ভ্যাট ও অন্যান্য কর্তন পূর্বক একাউন্ট পে চেকের মাধ্যমে অর্থ পরিশোধ করা হবে।

বিশেষ দ্রষ্টব্য : পূরণকৃত ডকুমেন্টের সাথে নিম্নোক্ত কাগজ পত্রাদির সত্যায়িত কপি সংযুক্ত করতে হবে।


- ১। ভ্যাট রেজিস্ট্রেশন সনদ
- ২। টিআইএন সনদ
- ৩। ট্রেড লাইসেন্স সনদ
- ৪। ব্যাংক কর্তৃক আর্থিক স্বচ্ছলতার সনদ
- ৫। সংশ্লিষ্ট সরবরাহ কাজের অভিজ্ঞতার সনদ

বিতরণঃ

- ১। সংশ্লিষ্ট সকল ব্যবসায়ী/সরবরাহকারী প্রতিষ্ঠান সমূহ।

অনুলিপিঃ

- ১। ডিসিপ্লিন প্রধান, ফিশারিজ এণ্ড মেরিন রিসোর্স টেকনোলজি ডিসিপ্লিন, খুলনা বিশ্ববিদ্যালয়, খুলনা
- ২। খুলনা বিশ্ববিদ্যালয়ের ওয়েব সাইট।
- ৩। ডিসিপ্লিন নোটিশ বোর্ড।
- ৪। অফিস নথি।


30.04.19
Prof. Dr. Khandaker Anisul Huq
Principal Investigator
3ARC-NATP-2-PBRG-Project-031 &
Development of in-situ Prawn Culture
Khulna University



**Development of in-situ Breeding Technology of Prawn
(*Macrobrachium rosenbergii*) and Adoption of Sustainable Eco-
Friendly Culture of Prawn and Shrimp (*Penaeus monodon*)**

**Standard Request for Quotation Document (National)
For Procurement of Goods
(Computer and accessories)**

[Request for Quotation Method]

Package number : GD₃

OFFICE OF THE PRINCIPAL INVESTIGATOR

NATP-2, Sub-Project No. 031

**Fisheries and Marine Resource Technology Discipline
Khulna University, Khulna-9802**

May 2019

PGD3(SRFQ)

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers' **free-of-cost**.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

Development of in-situ Breeding Technology of Prawn (*Macrobrachium rosenbergii*) and Adoption of Sustainable Eco-Friendly Culture of Prawn and Shrimp (*Penaeus monodon*)

NATP-2, Sub-Project No. 031
Fisheries and Marine Resource Technology Discipline
Khulna University, Khulna-9802

REQUEST FOR QUOTATION
For
[Procurement of Goods GD₃: Computer and accessories]

RFQ No: KU/FMRT/NATP-2/SP-031/ RFQ/2019/GD₃

Date: 30/04/2019

To

1. The Fisheries and Marine Resource Technology Discipline of Khulna University 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 will 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 03:00 PM, May 05, 2019**. The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of goods GD₃ (Computer and accessories)** and **DO NOT OPEN** before **on or before 03:00 PM, May 05, 2019**. 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 (Sixty) 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 **(a) Trade License, (b) Tax Identification Number (TIN), (c) VAT Registration Number and (d) 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 **21 (Twenty One) 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 **3 (Three) 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: **Dr. Khandaker Anisul Huq**

Designation: Principal Investigator, Sub-Project No. 031(Component 3), NATP-2, BARC

Date: 30/04/2019

Address: Office of the Principal Investigator

Room# 2327

Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2)

Fisheries and Marine Resource Technology Discipline

Khulna University, Khulna 9208, Bangladesh

Phone No: +8801914325047

E-mail: huqka@yahoo.com

Distribution:

1. [CSO, BFRI, Shrimp Research Station, Bagerhat] for information and circulation in their notice board.
2. Head, FMRT Discipline, Khulna University for information and wide circulation.
3. Director, ICT Cell, Khulna University for posting in the website.
4. Notice Board.
5. Office File.

Quotation Submission Letter
[Use Letter-head Pad]

To:

Dr. Khandaker Anisul Huq

Designation: Principal Investigator, Sub-Project No. 031(Component 3), NATP-2, BARC

Date: 30/04/2019

Address: Office of the Principal Investigator

Room# 2327

Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2)

Fisheries and Marine Resource Technology Discipline

Khulna University, Khulna 9208, Bangladesh

Phone No: +8801914325047

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named “**Procurement of goods GD3 (Computer and accessories)**”.

The total Price of my/our Quotation is BDTin figure.....in word.....

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 **30/04/2019**.

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 Procurement of goods GD3 (Computer and accessories)

RFQ No: KU/FMRT/NATP-2/SP-031/ RFQ/2019/GD₃

Date: 30/04/2019

| 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 | In figure | In words | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 1 | 2.1 | Desktop computer | no | 1 | | | | | Office of the Principal Investigator Room No: 2327 Fisheries and Marine Resource Technology Discipline Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2) Khulna University |
| 2 | 2.2 | Laptop computer | no | 1 | | | | | Office of the Principal Investigator Room No: 2327 Fisheries and Marine Resource Technology Discipline Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2) Khulna University |

| | | | | | | | | |
|---|-----|-----------|----|---|--|--------------|--|--|
| 3 | 2.3 | Projector | no | 1 | | | | Office of the Principal Investigator Room No: 2327 Fisheries and Marine Resource Technology Discipline Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2) Khulna University |
| 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 Office of the Principal Investigator, Room No: 2327, Acharya Jagadish Chandra Bose Academy Bhawan (Academic Building-2), Khulna University. | | | | | | | | |
| 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 / / [insert Quotation Validity date dd/mm/yy].

| | |
|---|----------------|
| Signature of Quotationer with Seal | 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 Procurement of goods GD3 (Computer and accessories)

| 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 | 2.1 | Desktop computer | HP prodesk 400G4 Core i5-7500 Desktop PC Processor : Intel Core i5-7500 3.4 RAM : 4 GB DDR4 HDD : 1TB SATA Multimedia : DVD+RW Drive, Integrated Intel High Definition Audio Graphics: Integrated Graphic LAN: Integrated LAN Keyboard: HP USB Keyboard Mouse: HP Optical Scroll Mouse Monitor: HP 18.5" LED Monitor | | |
| 2 | 2.1 | Laptop computer | HP Pavilion Laptop - 15z Best Value Windows 10 Home 64 AMD Ryzen™ 5 processor AMD Radeon™ Vega 8 Graphics 16 GB memory; 256 GB SSD storage | | |
| 3 | 2.3 | Projector | Model - Epson EB-X05 Type - 3LCD Multimedia Projector Resolution - XGA (1024 x 768) Contrast Ratio - 15,000:1 Light Output (lumens) - 3300 Lumens Light Source Life (Hours) - 6,000 Hours/ 10,000 hours (eco) | | |

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.