



Janata Bank PLC.

Head Office

Information & Communications Technology Department-System

110 Motijheel C/A, Dhaka-1000

Tel: +88-02-55110075, Fax: 88-02-9564644, Telex: 675840 JBD BJ

Website: www.jb.com.bd or www.janatabank-bd.com

REQUEST FOR QUOTATION

For

Supply and Installation of Multi-Domain (02Domain) Wildcard SSL Certificate for janatabank-bd.com and jb.com.bd of Janata Bank PLC. Head Office, Dhaka.

RFQ No: JBPLC/ICTD-System/RFQ-01/Proc-293/SSL-Certificate/2024

Date: 30-01-2024

To

The Managing Director/Chief Executive Officer

Vendor Name:

Vendor Address:

Attention

1. The **Janata Bank PLC.** intends to utilize its own budget to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the goods are mentioned in this Quotation Document.
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 shall be submitted to the office of the undersigned **on or before 3.00 PM, 06-02-2024**. The envelope containing the Quotation must be clearly marked "**Quotation for supply and Installation of Multi-Domain (02 Domain) Wildcard SSL Certificate for janatabank-bd.com and jb.com.bd of Janata Bank PLC. Head Office Dhaka. DO NOT OPEN before 3.00 PM, 06-02-2024**" 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 **45 (Forty-five) 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:

1. Updated Valid Trade License.
2. Tax Identification Number (TIN).
3. VAT Registration Number.
4. Financial Solvency Certificate from any scheduled Bank.
5. Completed Price Schedule for Goods and Related Services
6. Required Technical Specification of the Goods.

If the quotationer fails to submit the above mention documents, 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. The Evaluation Committee at first will examine whether the Quotationer has submitted all the required documents stated in **Para 13** above or not and those documents are complete. Then in Technical Evaluation the committee will evaluate whether the offered technical specification is in accordance with the required specification or not. The committee will financially evaluate the technically responsive quotations and determine the lowest evaluated quotation.
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 goods shall be completely supply and installation according the subscription date mentioned in the technical specification.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7(seven)** 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.

[Handwritten signature]

Name: **Md. Abu Hena Mostofa Zamal**
Designation: **Deputy General Manager**

Janata Bank PLC.

Information & Communications Technology Department-System

Head Office

Janata Bhaban (20th floor)

110, Motijheel C/A, Dhaka-1000.

Tel: +88-02-55110075, Fax: 88-02-9564644,

e-mail: dgmitdsystem@janatabank-bd.com



Quotation Submission Letter

[Please Use Letter-head Pad]

RFQ No: JBPLC/ICTD-System/RFQ-01/Proc-293/SSL-Certificate/2024 (Dated:30-01-2024)

Date: 00-02-2024

To:

Md. Abu Hena Mostofa Zamal

Deputy General Manager

Information & Communications Technology Department -System

Head Office

Janata Bank PLC (20th Floor)

110, Motijheel C/A, Dhaka-1000.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for providing the services named [Please insert name of goods]

The total Price of my/our Quotation is BDT [Please 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 30-01-2024

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 Services

RFQ No: JBPLC/ICTD-System/RFQ-01/Proc-293/SSL-Certificate/2024

Date: 30-01-2024

SI no	Item no	Description of Items	Unit of Measurement	Duration	Qty	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	10
1	1	Wildcard SSL Certificate For Multi-Domain (02 Domain)	Certificate	2 Years	01				ICTD-System, 20 th Floor, Head Office, 110 Motijheel C/A, Dhaka-1000.
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			ICTD-System, 20 th Floor, Head Office, 110 Motijheel, Dhaka-1000.						
Total Amount in Taka (in words)			[Please enter the Total Amount as in Col.8 above for the delivery of Goods and related services].						
Delivery Offered			02 (Two) Weeks from the date of issuing the Purchase order.						
Warranty Provided									

[Please 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:

- Col. 1, 2, 3, 4, 5, 6 & 10 are filled in by the Procuring Entity and Col. 7, 8 & 9 to be filled in 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 and Standard of Wildcard SSL Certificate

SL	Name of item or Related Service	Technical Specification and Standard	Quotationer's Response
1	2	3	4
1	SSL Certificate	Multi-Domain Wild Card SSL (for 02 Domain)	
2	Type	Organizational Validation SSL (for domain including all subdomains)	
3	Class	Should be mentioned	
4	Purpose	Domain authorization Secure channel establishment Secure data transmission	
5	Validity	01 Year (starting after the approval of Certificate)	
6	Key Usage	Digital Signature & Key Encipherment	
7	External Key Usage	Server Authentication, Client Authentication	
8	Standard	X.509 V3 (I TU-T standard for a public key infrastructure)	
9	Signature Algorithm	SHA-256 RSA	
10	Public Key	RSA (2048bit)	
11	Certifying Authority (CA)	Internationally recognized	
12	PKI Trust Model	Hierarchy Model, Sub CA is preferable	
13	Root	Chained Root	
14	Re-issue	Certificate Lifetime	
15	Root CA certificate	Any International certified Root CA	
16	Licensing authority	Software is properly developed according to global policies and guideline's	
17	Compatibility	Compatibility with all major browsers and mobile devices	
18	Display	Displays trust indicator in address bar	
19	Padlock	Padlock in address bar	
20	Support service	24x7 Support in validity period	

I/We declare provide 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 And 3 are filled in by the Procuring Entity to express its requirement, Quotationers are requested to offer their products/services' at Col.4 complying the bank's requirement as per above format.
- Specifications are 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/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/Services offered and attach, if necessary, the appropriate original printed (if not available copied) literature / brochures for the listed items.





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Purchase Order for Supply and Installation of Multi-Domain (02 Domain) Wildcard SSL Certificate for janatabank-bd.com and jb.com.bd Domain of Janata Bank PLC. Head Office, Dhaka.

Purchase Order No. _____

Date: dd/mm/yyyy

RFQ No: JBPLC/ICTD-System/RFQ-01/Proc-293/SSL-Certificate/2024		Date: 30-01-2024
To: [name and address of the Supplier]		
Delivery Date: 00-02-2024		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. If you accept this Purchase order, you are requested to return back the 2nd copy of this Purchase Order duly signed by you within **03 (Three) days** from the date of Purchase Order. Please note that the attached Terms and Condition duly signed by both the parties will be treated as the **Contract Agreement** along with this Purchase Order

ORDER ITEMS

1. You are requested to Supply and Installation of Multi-Domain (02 Domain) Wildcard SSL Certificate for 02 years (1year subscription+1year Subscription) for janatabank-bd.com and jb.com.bd domain of Janata Bank PLC. Head Office, Dhaka.
2. Attached certified photocopy of approved Priced Schedule & Technical Specification of the Goods/Services.
3. Attached Terms and Conditions which will be treated as contract Agreement.

For the Purchaser:

Signature of the Procuring Entity with name and Designation

Date

Attachments: As stated above



Terms and Conditions

1. Terms and Conditions contained herein shall be binding upon the Procuring Entity and the Service Provider/ 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 14 (Fourteen) days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The goods Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the goods or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All service 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 service made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the services are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the services by giving due notice to the Supplier, with reasons.
8. Payment against VAT/Taxes and other impositions under the Applicable Law shall be made by the Bank at the time of settlement of the Payment Invoice/Bill.
9. Notwithstanding any other practice, the payment shall be made by ICTD-System, Head Office, Dhaka, Janata Bank PLC. on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 50% of the Contract price of the procuring goods (1st year subscription of Multi-Domain wildcard SSL certificate) shall be paid after acceptance of the Delivery Challan of all the Wildcard SSL Certificate. Rest of the amount of contract price of the procuring goods (2nd year subscription of Multi-Domain Wildcard SSL Certificate) shall be paid after acceptance of the Delivery Challan of all the Wildcard SSL Certificate.
10. **The product Supplier's 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 Subscription Period of the Supplies Multi-Domain (02 Domain) Wildcard SSL Certificate for janatabank-bd.com and jb.com.bd shall be 2 (Two) Years (1year subscription+1 year subscription) 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 goods 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 Service Provider/Supplier at the Service Provider/Supplier's own cost, if the damage arises from the supply and installation by the goods 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 Service Provider/Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
- a. fails to supply the goods 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:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Service Provider/Supplier with name Designation
Date	Date

