



# **Janata Bank Limited**

*Divisional Office*

*Janata Bank Bhaban*

Greater Road, Bornalir More, Rajshahi-6000

Tel: 773041, 774119, Fax: 88-0721-774159

Website: [www.janatabank-bd.com](http://www.janatabank-bd.com)

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## **REQUEST FOR QUOTATION**

For

### **25 LASER PRINTER**

**RFQ No: JBLDORAJ/RFQ-02/LP/2020**

**Date: 19-11-2020**

**To  
The Managing Director/Chief Executive Officer**

Rajshahi/Dhaka

Attention:  
**Correspondent**

1. The **Janata Bank Limited** intends to utilize its own budget 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. But for warranty obligation Security Deposit shall be required.
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 4.00 PM, 26-11-2020**. The envelope containing the Quotation must be clearly marked "**Quotation for supply of OFFLINE UPS and DO NOT OPEN before 4.00 PM, 26-11-2020**". 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(Thirty) 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 along with completed **Price Schedule for Goods and Related Services and required Technical Specification of the Goods**; 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. 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 supply of Goods and related services shall be completed within **07(Seven)** days from the date of issuing the Purchase Order. If The supplier fails to do so the Penalty rule will be applicable as per company Policy.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **07(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.

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Name: MD. NASIR UDDIN  
Designation: Assistant General Manager  
Date: 19-11-2020

**Distribution:**

1. Notice Board.
2. Office File.
3. Website

## Quotation Submission Letter

[Please Use Letter-head Pad]

RFQ No: JBLDORAJ /RFQ-02/LP/2020

Date: 19-11-2020

To:

General Manager  
Janata Bank Limited  
Divisional Office  
Rajshahi-6000.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related 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 19.11.2020

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 Goods and Related Services

RFQ No: JBLDORAJ /RFQ-02/LP/2020

Date: 19.11.2020

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
1	1	LASER PRINTER	Piece	25				***
*** Divisional Office,Rajshahi, Chapai Nawabgonj, Naogaon Branches.						In figure		
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In words		
Goods to be supplied to ***								
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			Please [insert weeks/days] from date of issuing the Purchase Order]					
Warranty Provided			Three (Three) year from the date of completion of delivery and accepted by the bank.					

***[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].***

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

**Note:**

- Col. 1, 2, 3, 4, 5 and 9 are filled in by the Procuring Entity and **Col. 6, 7 & 8 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 of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Full Technical Specification of the Quotationer
1	2	3	4	5
<b>01</b>	<b>01</b>	Brand / Model	Should be internationally reputed.	
		Model	Should be Mentioned	
		Print Technology	Laser	
		Print Speed	Min 38 page per minute or higher	
		Work Load/ Duty Cycles	Minimum 80,000 Pages Per Month	
		Paper Tray	Minimum 2 Tray 1 Auto 1 Auto-Multipurpose	
		Print Resolution	Min 1200X1200 DPI or Higher	
		Image Print Resolution	1200X1200 DPI Min	
		Memory	Minimum 256MB, Higher	
		Processor	1200 MHZ or Higher	
		Interfacing	High Speed USB 2.0	
		Duplex Print Option	Automatic	
		Network	Physical	
		Paper support	A4, B5, A5, Legal, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL/ Index card, Custom	
		Consumables :	Toner/Cartridge must be in a single case & Toner must be available in everywhere	
		Maximum Power Consumption in Running Mode	Less Than 500W	
		Country of Origin	Should be mentioned.	
		Country of Assemble	Should be mentioned.	
Warranty	At least 3 years on site with full labour, parts & replacement. Replacement Time Maximum 15 Days			
		Supporting OS	All Kind of Windows/MAC/Linux Operating System	

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove.

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
Name of Quotation	

**Note:**

1. Col. 1, 2, 3 & 4 are filled in by the Procuring Entity to express its requirement, Quotationers are requested to offer their products complying the bank's requirement as per above format.
2. 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.
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 full specification of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.