



Janata Bank Limited

Head Office

Information & Communications Technology Department-System
110 Motijheel C/A, Dhaka-1000
Tel: 9553336, 9553334, Fax: 88-02-9564644, Telex: 675840 JBD BJ
Website: www.janatabank-bd.com

REQUEST FOR QUOTATION

For

08 (Eight) Pieces of Computer (Workstation) for Foreign Trade Department-Export and Disciplinary Department of Head Office.

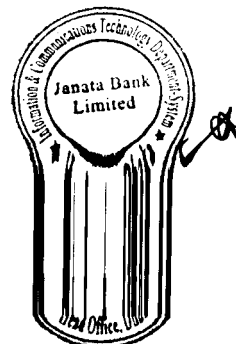
RFQ No: JBL/ICTD-System/RFQ-01/Proc-209/Workstation/HO/2019

Date: 10-01-2019

To
The Managing Director/Chief Executive Officer
Vendor Name
Vendor Address.....

Attention

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 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) shall be required for submission of the Quotation but for warranty obligation Performance Security/Security deposit shall be required.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before 4.00 PM, 17-01-2019**. The envelope containing the Quotation must be clearly marked "**Quotation for supplying of 08 (Eight) Pieces of Computer (Workstation) for Foreign Trade Department-Export and Disciplinary Department of Head Office, DO NOT OPEN before 4.00 PM, 17-01-2019**". 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 **45(Four 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** (duly attested by 1st class gazetted official) 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
6. Related Services and 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 within **7(Seven)** 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 **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.

Name:

Designation: **Deputy General Manager**

Date: 10-01-2019

Janata Bank Limited
Information & Communications Technology Department-System
Head Office
Janata Bhaban (20th floor)
110, Motijheel C/A, Dhaka-1000.
Tel: 9553336, Fax: 88-02-9564644, e-mail: dgmitdsystem@janatabank-bd.com

Distribution:

1. DGM, MISD, Janata Bank Limited for uploading in the website.
2. Notice Board.
3. Office File.



Quotation Submission Letter

[Please Use Letter-head Pad]

RFQ No: JBL/ICTD-System/RFQ-01/Proc-209/Workstation/HO/2019

Date: 10-01-2019

To:
Md. Shaheedul Islam
Deputy General Manager
Information & Communications Technology Department -System
Head Office
Janata Bank Limited (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]**

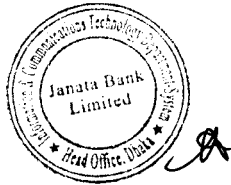
My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

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 10-01-2019

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 Services

RFQ No: JBL/ICTD-System/RFQ-01/Proc-209/Workstation/HO/2019

Date: 10-01-2019

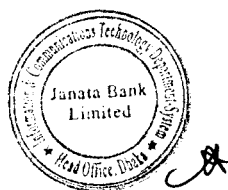
SI no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Computer (Workstation)	Piece	08 (Eight)				ICTD-System (20 th Floor), Janata Bank Ltd. Head Office, Dhaka.
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 , 20th Floor, Head Office, 110 Motijheel, Dhaka.					
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			7(Seven) days from date of issuing the Purchase Order]					
Warranty Provided			3 (Three) years 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].

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

Note:

1. Col. 1, 2, 3, 4, 5 and 13 are filled in by the Procuring Entity and Col. 6, 7, 8, 9, 10, 11 & 12 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.



Technical Specification of the Service Required

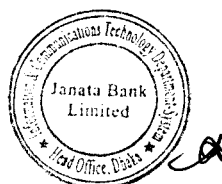
Item No.	Name of Item or Related Service	Technical Specification and Standards
1.	Computer (Workstation):	
	Brand	Should be Internationally Reputed
	Model	Should be Mentioned.
	Part/Product No.	Should be Mentioned.
	Form factor	Micro/Mini Tower
	Processor	Intel Core i3-8100 or Higher
	Speed	Minimum (3.6 GHz) or Higher
	Chipset	Intel B360 or higher or equivalent
	Memory (RAM)	8 GB DDR4 Expandable to Minimum 32 GB
	System Bus speed	2400 MHz or Higher
	HDD	1 TB SATA 7200RPM or Higher
	Optical Drive	DVD RW Drive
	Graphics	Intel HD Graphics or the like
	Monitor	Minimum 17.5" LED Backlit Color (same brand as workstation.)
	Keyboard	USB Keyboard (same brand)
	Mouse	USB 3 button Mouse (same brand)
	Sound Device	Built in Sound Card
	Speaker	Built in internal speaker.
	Expansion slots	Minimum 2 Slots
	Expansion Bays	Minimum 2 Bays.
	Network Controller	Integrated Ethernet Gigabit NIC
	I/O Ports/ Interface	Mouse, Keyboard, Graphics, RJ-45, USB etc.
	Operating System (Part Number: FQC-09478)	WinPro 10 SNGL OLP NL Legalization GetGenuine
	Hardware Device Driver	Supports all Microsoft OS (Windows 8.1, 8, 7)
	Country of Origin	Should be Mentioned.
	Country of Assemble	Should be Mentioned.
	Authentication	Should be Mentioned.
	Warranty	3 years full Warranty with on site Support, labour, parts & replacement.

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:

1. Col. 1, 2, 3 & 4 are filled in by the Procuring Entity to express its requirement, Quotationers are requested to offer their products/services' 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/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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Website: www.janatabank-bd.com

Purchase Order for 08 (Eight) Pieces of Computer (Workstation) for Foreign Trade Department-Export and Disciplinary Department of Head Office.

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: JBL/ICTD-System/RFQ-01/Proc-209/Workstation/HO/2019	Date: 10-01-2019
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 08(Eight) Pieces of Computer (Workstation) for Foreign Trade Department-Export and Disciplinary Department of Head Office for 03(three) years as listed below and requests that you to supply 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 along with a Performance Security in the form of a Payment Order or Bank Guarantee within 07(Seven) 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 for supplying of 08 (Eight) Pieces of Computer (Workstation) for Foreign Trade Department-Export and Disciplinary Department of Head Office.
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.
4. Attach Sample Bank Guarantee for Performance Security.

For the Purchaser:

Signature of the Procuring Entity with name and Designation

Date

Attachments: As stated above



Terms and Conditions
For
Supplying of 08 (Eight) Pieces of Computer (Workstation) for Foreign
Trade Department-Export and Disciplinary Department of Head Office.

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 goods Supplier shall have to complete the supply within **7(Seven)** 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 Limited based 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 procuring goods shall be paid after acceptance of the Delivery Chalan and submission of the bill (2 sets at least) which must be accompanied by the User Acceptance Certificates from the respective department.
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 supplier must submit a performance Security at the rate of 10 (Ten) percent of the total contract price i.e. BDT. ----- (Taka-----) in the form of Bank Guarantee (validity: 3 years 28 days from the date of completion of delivery and acceptance of the delivery chalan of the purchaser) or Pay-order to the purchaser and the purchaser will keep it until expiration of the warranty period.
13. The Performance Security shall be returned to the goods Supplier within twenty one (21) days after expiry of the Warranty Period.
14. The goods Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
15. 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 .
16. Any claim arising out of goods supplying shall be settled by the goods Supplier at his/her own cost and responsibility.

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



19. 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.
20. 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.
21. The Procuring Entity and the goods Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
22. The goods 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.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Service Provider/Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>

