



# 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

04 (Four) Pieces of Laptop & 04(Four) Pieces of Projector for Different Departments of Head Office and Janata Bank Staff College-Dhaka & Regional Staff College-Cumilla.

RFQ No: JBL/ICTD-System/RFQ-02/Proc-210/Laptop-Projector/HO & Staff-College/2019

Date: 05-02-2019

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, 12-02-2019**. The envelope containing the Quotation must be clearly marked "**Quotation for supplying of 04 (Four) Pieces of Laptop & 04(Four) Pieces of Projector for Different Departments of Head Office and Janata Bank Staff College-Dhaka & Regional Staff College-Cumilla, DO NOT OPEN before 4.00 PM, 12-02-2019**". 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 1<sup>st</sup> 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: **Assistant General Manager (In Charge)**

Date: 05-02-2019

**Janata Bank Limited**

**Information & Communications Technology Department-System**

**Head Office**

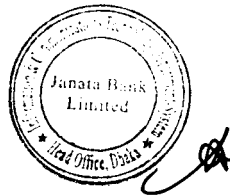
**Janata Bhaban (20<sup>th</sup> floor)**

**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-02/Proc-210/Laptop-Projector/HO & Staff-College/2019

Date: 05-02-2019

To:

Muhammed Ehtesham Jalil  
Assistant General Manager (In Charge)  
Information & Communications Technology Department -System  
Head Office  
Janata Bank Limited (20<sup>th</sup> 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 05-02-2019

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-02/Proc-210/Laptop-Projector/HO & Staff-College/2019

Date: 05-02-2019

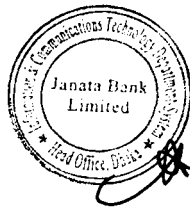
Sl No	Category	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	Laptop	Piece	04 (Four)				
2		Projector	Piece	04 (Four)				
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure		As per Annexure
						In words		
<b>Goods to be supplied to</b>			<b>As per Annexure</b>					
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			03 (Three) years for Laptop from the date of completion of delivery and accepted by the bank.					
			01 (One) year for Projector 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:

- 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.
- 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

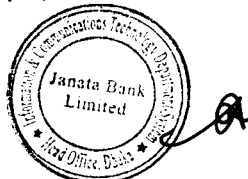
Item No.	Name of Item or Related Service	Technical Specification and Standards
<b>1.</b>	<b>Laptop:</b>	
	Brand	Should be Internationally Reputed
	Model	Should be mentioned
	Processor	Intel Core i5- 8250U Processor (1.60 GHz, 6 MB cache) (Min.)
	Chipset	Integrated
	Display	15.6 inch LED Display (Min.)
	Memory	Minimum 8 GB DDR4-2400 Expandable to Minimum 32 GB.
	Graphics chipset	Intel HD Graphics or Equivalent.
	Operating System (Part Number: FCQ-09478)	WinPro 10 SNGL OLP NL Legalization GetGenuine.
	Wireless	Intel WiFi Link, Bluetooth ready
	Hard Drive	Minimum 1 TB (5400 rpm)Hard Drive
	DVD/CD Drive	DVD+/-RW
	Battery	Minimum 3 Cell Li-ion (4 hours backup or higher)
	AC adapter	Maximum 65W AC Adapter
	Dimensions	Standard
	I/O Ports	USB, HDMI, Headphone/microphone combo, RJ-45(Ethernet), AC power, VGA
Accessories	Nylon Carrying Case, Mouse	
Web Cam	HD camera	
Warranty	3 years full Warranty with onsite Support, labour, parts & replacement.	
<b>Projector with ceiling Mounts:</b>		
<b>2.</b>	Brand	Should be mentioned.
	Model	Should be mentioned.
	Type	LCD Projector with ceiling Mounts
	Brightness	3600 ANSI Lumens or Higher
	Contrast ratio	15,000:1(Minimum)
	Resolution	XGA - 1024 x 768 Pixel (Minimum)
	Color Support	Should be mentioned
	Lamp life	Approximately 5,000 hours (standard mode) 10,000 hours (Eco-2 mode)
	Video Formats	NTSC, PAL, SECAM, PAL-M, PAL-N, NTSC4.43
	Focus Distance	32" - 453"
	Image Size	30 inches to inches 300
	Compatibility	IBM compatible VGA, SVGA, XGA capability.
	Interface	USB 2.0 Type A, USB 2.0 Type B, VGA in, HDMI in, Composite in, Cinch audio in and Others.
	Height, Width, Depth	Standard
	Country of origin	Should be mentioned.
	Country of Assemble/ Manufacture	Should be mentioned
Standard Accessories	Power cord, Remote control with batteries, Computer cable for CPU & Monitor, Video & Audio cable, Slide change with Laser Pointer, carrying case and Others (all the feature of the projector).	
Warranty	1 year on site with full labour, parts & replacement (without lamp).	

I/We declare provide 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 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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Tel: 9553336, 9553334, Fax: 88-02-9564644, Telex: 675840 JBD BJ

Website: www.janatabank-bd.com

## Purchase Order for

04 (Four) Pieces of Laptop & 04(Four) Pieces of Projector for Different Departments of Head Office and Janata Bank Staff College-Dhaka & Regional Staff College-Cumilla.

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

RFQ No: JBL/ICTD-System/RFQ-02/Proc-210/Laptop-Projector/ HO & Staff-College/2019	Date: 05-02-2019
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

The Purchaser has accepted your Quotation dated [insert date] for 04 (Four) Pieces of Laptop (03 years warranty) & 04(Four) Pieces of Projector (01 year warranty) for Different Departments of Head Office and Janata Bank Staff College-Dhaka & Regional Staff College-Cumilla. 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 **2<sup>nd</sup> 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

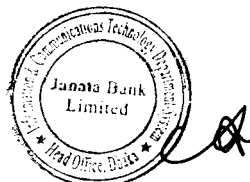
1. You are requested for supplying of 04 (Four) Pieces of Laptop (03 years warranty) & 04 (Four) Pieces of Projector (01 year warranty) for Different Departments of Head Office and Janata Bank Staff College-Dhaka & Regional Staff College-Cumilla.
2. Attached certified photocopy of approved Priced Schedule & 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

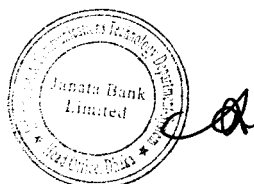
Date

Attachments: As stated above



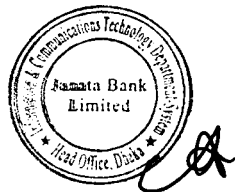
**Terms and Conditions**  
**For**  
**Supplying of 04 (Four) Pieces of Laptop & 04(Four) Pieces of Projector for**  
**Different Departments of Head Office and Janata Bank Staff College-Dhaka &**  
**Regional Staff College-Cumilla.**

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





## Destination for Delivery of Goods

Annexure-I

<b>Laptop:</b>		
Sl	Name of Department & Qty	Address
1.	Recovery Department-1 (1 Piece)	ICTD-System (20 <sup>th</sup> Floor), Head Office, Head Office, 110, Motijheel, Dhaka
2.	Foreign Trade Department-Export (1 Piece)	
3.	Foreign Trade Monitoring Department (1 Piece)	
4.	ICTD-System 1 Piece (1 Piece)	
<b>Projector:</b>		
1.	Janata Bank Staff College-Dhaka (1 Piece)	146/2-A, New Baily Road, Dhaka-1000
2.	Regional Staff College-Cumilla (2 Piece)	101, Nazrul Avenue, Kandir Par, Cumilla-7000
3.	ICTD-System (1 Piece)	ICTD-System (20 <sup>th</sup> Floor), Head Office, Head Office, 110, Motijheel, Dhaka

