

**College Education Development Project (CEDP)  
University Grants Commission of Bangladesh / National University  
Secondary and Higher Education division, Ministry of Education**

**College Name: Barishal Govt. Women's College, Barishal**

**REQUEST FOR QUOTATION**

**FOR**

**Procurement of Furniture and Fixture for Collaborative  
Classroom at Barishal Govt. Women's College (G-19)**

**Invitation for RFQ No: 03  
Issued Ref.: BGWC/CEDP-1111/G-19  
Issued On: 07-11-2023**

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**College Education Development Project (CEDP)**

College Name: Barishal Govt. Women's College, Barishal

E-mail: bgwcinfo@yahoo.com

College Address: Agarpur Road, Barishal-8200

**REQUEST FOR QUOTATION**

for

**Procurement of Furniture and Fixture for Collaborative Classroom at Barishal Govt. Women's College (G-19)**

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To

1. The **Barishal Govt. Women's College, Barishal** 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 15/11/2023, 12.00 P.M.** The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Furniture and Fixture for Collaborative Classroom at Barishal Govt. Women's College (G-19)**" and **DO NOT OPEN** before 15/11/2023, 12.30 P.M. 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 quotation document 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 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.
11. Supplier'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 Supplier, if accepted shall remain fixed for the duration of the Contract.
13. Supplier shall have legal capacity to enter into Contract. Supplier, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), Online VAT Registration Number, Catalogue/Brochure and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotation shall be evaluated based on information and documents submitted with the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 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 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject the entire Quotation document or annul the procurement proceedings.



**Professor Md. Asaduzzaman**  
Principal

**Barishal Govt. Women's College, Barishal**

Date : 07-11-2023

Agarpur Road, Barishal

Phone No.: +8802478865017

bgwcinfo@yahoo.com

**Prof. MD. Asaduzzaman**  
Principal  
Barishal Govt. Women's College  
Barishal.

**Distribution:**

1. ICT Unit, College Education Development Project (CEDP)
2. Concerned Officer, DC Office Barishal for information and wide circulation.
3. Principal, Government Brojomohun College, Barisal.
4. Principal, Govt. Syed Hatem Ali College, Barisal
5. Principal, Govt. Barisal College, Barishal.
6. College Notice Board and web site (www.bwc.gov.bd)
7. Office File.

# Quotation Submission Letter

[Use Letter-head Pad]

**Issued Ref.: BGWC/CEDP-1111/G-19**

**Issued On: 07-11-2023**

*Name and address of Procuring Entity: Barishal Govt. Women's College, Barishal  
Agarpur Road, Barishal*

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 Furniture and Fixture for Collaborative Classroom at Barishal Govt. Women's College (G-19)**

The total Price of my/our Quotation is BDT **[insert amount both in figure and words]**

My/Our Quotation shall remain valid for the period stated in the Quotation 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** 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 Quotation issued by you on **[insert date]**.

I/We understand that you reserve the right to reject the entire Quotation document 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

Sl. no	Item No	Description of Items	Unit of Measurement	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
1.	1.	Table for Collaborative Classroom	Nos	33				Barishal Govt. Women's College, Barishal, Agarpur Road, Barishal
<b>Total:</b>						In figure		
						In words		

Goods to be supplied to	College Name and Address : Barishal Govt. Women's College, Barishal
Total Amount in Taka (in words)	
Delivery Offered	21 days from date of issuing the Purchase Order
Warranty Provided	1 year or More

**[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until [insert date]**

Signature of Supplier with Seal	Date:
Name of Supplier	

**Note:**

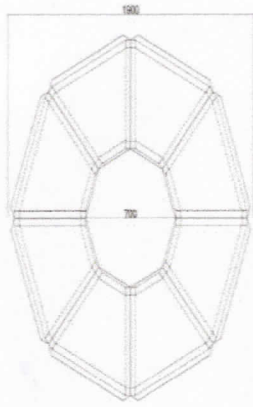
- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Supplier.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including 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**  
**Procurement of Furniture and Fixture for Collaborative Classroom at**  
**Barishal Govt. Women's College (G-19)**

**1. Table for Collaborative Classroom**  
**Usable: Collaborative Classroom (221)**

Sl. No	Name of Item & Related Service	Technical Specification & Standards	Quantity	Unit Price	Total Price
1	2	3	4	5	6
1	Brand	Any Reputed Brand, To be mentioned by the tenderer	<b>33</b>		
2	Model	To be mentioned by the tenderer			
3	Country of Manufacture	To be mentioned by the tenderer			
4	Country of Origin	To be mentioned by the tenderer			
5	Specification	1. Manufacture: Major Materials: SPL Table Top made by (solid 20mm+bit 12mm) High Quality seasoning mahogany wood. Structure will be 38x38x1.2mm MS box tube Leg. Leg Stopper will be PVC. All Surfaces of mild Steel (MS) Chemically De- rusted and Zink phosphate coated with over backed paint finish. Nail and other fitting Accessories as per design.			
6	Quality	SPL Table Top made by (solid 20mm+bit 12mm) High Quality seasoning mahogany wood.			
7	Size	Min 268mmx582mmx600mm			
8	Color	Color of MS Pipe is Black and Color of table top is Dark Mahogany.			
9	Packaging	Knocked Down flat box packaging for easy & damage free Transportation.			
10	Required Document	Manufacture Authorization Letter, if not manufacturer with contract details and printed Catalog/brochure stating technical features should be submitted.			
11	Warranty	One year warranty service & free fitting service.			
12	Quality Standard	ISO 9001			
<b>TOTAL</b>					

**Outlook:**



8 PERSON SEATING



SINGLE TABLE SIZE



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 Supplier with Seal</b>	Date:
Name of Supplier	

Note:

1. Column 1, 2, 3 to be filled in by the Procuring Entity and Column 4 by the Supplier.

**Terms and Conditions**  
**for**  
**Supply of Goods and Payment**

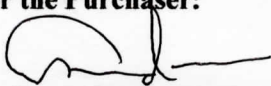
**Procurement of Furniture and Fixture for Collaborative Classroom at Barishal Govt. Women's College (G-19)**

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the 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 **21 days** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery 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 delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 90% of the Contract price of the Goods, and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier'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.
11. The total Contract Price is BDT [insert figure][in words].
12. The minimum Warranty Period of the Supplies shall be **1 year** 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 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 Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the 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 Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. Fails to deliver Goods and related services 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:**



**Professor Md. Asaduzzaman**  
Principal  
**Barishal Govt. Women's College, Barishal**  
Date :  
Agarpur Road, Barishal  
Phone No.: +8802478865017  
bgwcinfo@yahoo.com

Date : 7/11/2023  
Prof. MD. Asaduzzaman  
Principal  
Barishal Govt. Women's College  
Barishal.

**For the Supplier:**

Signature of the Supplier with name  
Designation

Date :