

Department of Patents, Designs & Trademarks
Ministry of Industries
91, Motijheel Commercial Area, Dhaka-1000.
www.dpdt.gov.bd

REQUEST FOR QUOTATION
for Computer Printer & Server UPS

RFQ No:89.08.0000.001.10.381 · 1242

Date: 20.04.2017

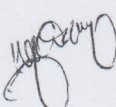
To

1. The **Department of Patents, Designs & Trademarks** 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 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.
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 27 .04.2017 at 11.00 A.M.** The envelope containing the Quotation must be clearly marked "Quotation for **No. of 03 (three) computer Printer & No. of 01 (One) Server UPS** and **DO NOT OPEN** befor **27.04.2017 at 11.30 A.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 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.

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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; 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.
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 **15 (Fifteen)** 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 **5 (Five)** 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.




 20.04.2017

Mohiuddin Al Farooq
Deputy Registrar (A&F)
Date-

Address **Department of Patents, Designs & Trademarks**
Phone No...9584901
Fax No.....
e-mail -moalfarooq@gmail.com

Distribution:

1. [Administrative Officer, DPDT, Dhaka, for information and circulation in their notice board.
2. [System Analyst, DPDT, Dhaka, for posting in the website, if applicable.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

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

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 RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

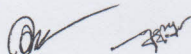
I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions 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 [insert date]

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:



Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1		Laser Printer	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
		Point of Sale (POS) Printer	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
		Server UPS	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder

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

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a prerequisite 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 and related 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 offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

[Handwritten signatures]

Technical Specification:

Sl#	Item Name	Technical Specification	Qty.	
01	Server UPS	Brand	To be mentioned by the bidder	01
		Model	To be mentioned by the bidder	
	Country of Origin and Assembly	To be mentioned by the bidder		
	Type	On-line		
	Capacity	03 KVA		
	Input Voltage Range	160~275VAC		
	Output Voltage	220VAC ±2%		
	Input Frequency	50Hz		
	Output Frequency	50 Hz		
	Transfer Time	0 MS		
	Back up time	Min. 120 minutes at full load (600 Watt Bulb Load)		
	Form factor	Rack Chassis (Min 2U/ Max 4U)/		
	UPS Color	Black		
	Other technical feature	a) Built-in Extra AVR with over and under voltage protection b) Built-in Surge Protector. c) Built-in Spike Protector with EMT/RM noise Suppressor d) Low Battery Protector & Battery over Noise Protection e) Over Load Protection f) Short Circuit Protection g) Able to Charge from generator		
Warranty	01 year (min.) Both UPS and Battery			
02	Laser Printer	Brand	- Internationally reputed Brand (To be quoted by the bidder/Tendered)	03
		Model	- To be quoted by the Bidder/Tendered	
		Country of Origin	- To be quoted by the Bidder/Tendered	
		Print speed	40 ppm black (Min.)	
		First page out	As fast as 6 sec	
		Print resolution, black	600 x 600 dpi, Up to 4800 x 600 enhanced dpi	
		Print technology	Laser	
		Monthly duty cycle	80,000 pages (Min.)	
		Recommended monthly print volume	750 to 3000 Recommends that the number of printed pages per month be within the stated range for optimum device performance, based on factors including supplies replacement intervals and device life over an extended warranty period.	
		Memory, standard	128 MB (Min.)	
		Processor speed	1200 MHz (Min.)	
		Paper handling standard, input	100-sheet multipurpose Tray 1, 250-sheet input Tray 2; 150-sheet output bin;	
		Paper handling standard, output	150-sheet output bin	
		Duplex printing (printing on both sides of paper)	Auto-duplex printing	
Media types:	Paper (plain, EcoFFICE, light, heavy, bond,			

মোঃ আসাদুজ্জামিন সরকার
সিস্টেমস এনালিস্ট
ডিজিটাল, শিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার।

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		colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels; transparencies	
	Document finishing:	Automatic duplexing, Automatic feed, sheet feed, straight-through paper path	
	Connectivity, standard	1 Hi-Speed USB 2.0; 1 Host USB; 1 Ethernet 10/100/1000 Gigabit network; 1 Walk-up USB; 1 Wireless 802.11b/g/n	
	I/O ports	1 Hi-Speed USB 2.0; 1 Ethernet 10/100/1000 Gigabit network	
	Network Ready	Print server: Microsoft Windows 2000 (drivers only), Windows XP Home, Windows XP Professional, Windows XP Professional x64 (driver only), Windows Vista(R), Windows Vista x64, Windows Server 2003, Windows Server 2003 x64; Linux	
	Compatible operating systems:	Microsoft® Windows® 7 and all others	
	Weight	18.92 lb (Max.)	
	Power consumption:	570 watts (printing), 7.3 watts (ready), 6.2 watts (sleep), 0.1 watts (off)	
	Operating temperature range	59 to 90.5° F (15 to 32.5° C)	
	Toner Type	Toner & Associated drum unit should be in a single case	
	Fuser Unit	Instant on fuser technology	
	Warranty	One-year (min.)	
03	POS Printer		01
	Brand	- Internationally reputed Brand (To be quoted by the bidder/Tendered)	
	Model	- To be quoted by the Bidder/Tendered	
	Country of Origin	- To be quoted by the Bidder/Tendered	
	Printing method	Thermal line printing	
	Print speed	150 mm/s {5.91"/s} max.; 40 lps (3.75 mm {0.15"} feed) Ladder bar code and 2D symbol: 100 mm/s {3.94"/s}	
	Roll paper (Single-ply)	Diameter	Maximum outside diameter: 83 mm {3.27"}}
		Spool	Spool diameter: Inside: 12 mm {0.47"}; Outside: 18 mm {0.71"}}
	Interface	Serial (RS-232)/Parallel (IEEE1284)/USB [Compliance: USB 2.0, Communication speed: Full-speed (12 Mbps)]/Ethernet (10BASE-T/100BASE-TX)	
	Power supply	DC + 24 V ± 7%	
	Current consumption	Ready	Mean: Approx. 1.5 A
		Sleep	Mean: Approx. 0.1 A
	Temperature	Operating: 5 to 45°C {41 to 113°F} Storage: -10 to 50°C {14 to 122°F}, except for paper	
	Humidity	Operating: 10 to 90% RH Storage: 10 to 90% RH, except for paper	
	Overall dimensions	140 × 199 × 146mm {5.51 × 7.83 × 5.75"} (W × D × H)	
	Weight (mass)	Approx. 1.7 kg {3.74 lb}	
	Warranty	One-year (min.)	

স্বাঃ আসাদুজ্জামান সরকার
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ডিজিটিজি, সিএফ মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার।

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07/08/29