



# Janata Bank Limited

Local Office

1, Dilkusha C/A, Dhaka-1000

Tel: 02-223380056, Fax: 88-02-223383639

E-mail: lo@janatabank-bd.com

## REQUEST FOR QUOTATION

For

### 05 Pieces Desktop Computer & 10 Pieces 1200VA UPS for Local Office.

RFQ No: JBL/LO/RFQ-02/05PC/10UPS/2022

Date: 23-11-2022

To

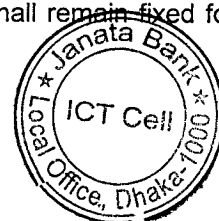
The Managing Director/Chief Executive Officer

[Company name & Address]

Attention:

1. The **Janata Bank Limited** intends to utilize its own budget for 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 On the office days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated on 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 of 10% shall be required.**
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before 3.00PM, 01-12-2022**. The envelope containing the Quotation must be clearly marked "**RFQ-02/05PC/10UPS/2022: Quotation for supply of 05 pieces Desktop Computer and 10 pieces 1200VA UPS, DO NOT OPEN before 3.30 PM, 01-12-2022**". 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 a 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 last submission 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 the Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

*[Handwritten signatures]*



13. Quotationer shall have the legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to:
- Updated Valid Trade License.**
  - Tax Identification Number (TIN).**
  - VAT Registration Number.**
  - Financial Solvency Certificate (If Photocopy submitted it has to be duly Attested by the Bank) from any scheduled Bank.**
  - Completed Price Schedule for Goods and Related Services and required Technical Specification of the Goods.**

**Trade Licence, TIN and VAT have to be duly attested. If the quotationer fails to submit the above mention documents in proper manner, 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 completed. 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 **14(Fourteen)** 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.



23-11-2022

(Md. Monirul Haque,)

Deputy General Manager

Date: 23-11-2022

Janata Bank Limited

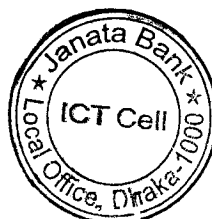
Local Office

1, Dilkusha C/A, Dhaka-1000.

Tel: 223380056, e-mail: lo@janatabank-bd.com

**Distribution:**

1. Deputy General Manager, MISD, Janata Bank Limited, Head Office, for post & uploading in the website.
2. Notice Board.
3. Office File.



## Quotation Submission Letter

[Please Use Letter-head Pad]

RFQ No: JBL/LO/RFQ-02/05PC/10UPS/2022

Date: 23-11-2022

To:

Deputy General Manager  
Janata Bank Limited  
Local Office  
1, Dilkusha C/A (1st Floor)  
Dhaka-1000.

Dear Sir,

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.

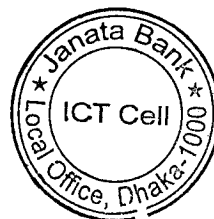
I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions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



Handwritten signature and initials.

# Price Schedule for Goods and Related Services

RFQ No: JBL/LO/RFQ-02/05PC/10UPS/2022

Date: 23-11-2022

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	<b>Desktop Computer</b>	Piece	05 (Five)					Different Departments of Local Office
2	2	<b>650VA UPS</b>	Piece	10 (Ten)					Different Departments of Local Office
<b>Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)</b>						In figure			
						In words			
<b>Goods to be supplied to</b>			<b>Different Departments of Local Office</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			2 (Two) weeks from the date of issuing the Purchase Order]						
Warranty Provided			3 (Three) years for Desktop Computer and 01 (One) year for UPS from the date of completion of delivery and accepted by the bank.						

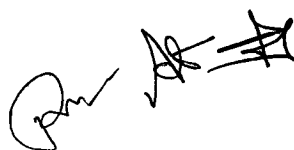
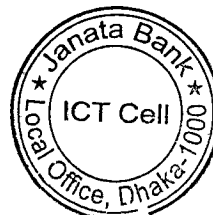
**[Please insert number] number corrections made by me/us have been duly initialed in this Price Schedule.**

**My/Our Offer is valid until dd/mm/yy[insert Quotation Validity date].**

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

1. 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.**
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.

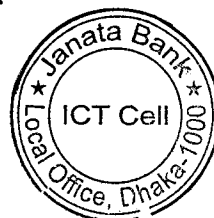



# Technical Specifications

The Goods and Related Services shall comply with following Technical Specifications:

Item No	Name of Item or Related Service	Technical Specification and Standards
1	2	3
<b>Category-1: Desktop Computer</b>		
	Brand	Should be Internationally Reputed.
	Model	Should be mentioned
	Part/Product no	Should be mentioned
	Form factor	Micro/Mini Tower
	Processor	10 <sup>th</sup> Generation Intel Core i3 or Higher Processor
	Speed	Minimum (3.6 GHz) or Higher
	Chipset	Intel B460/H470 Chipset or Higher equivalent
	Memory (RAM)	Minimum 8GB (4GBx2) DDR4
	System Bus Speed	2666 MHz or higher
	HDD	1TB SATA 7200 RPM or Higher
	Optical Drive	DVD RW Drive
	Graphics	Intel UHD graphics
	Monitor	Minimum 18.5" LED Backlit Color (same brand as workstation).
	Keyboard	USB Keyboard (Same brand)
	Mouse	USB Mouse (same brand)
	Sound Device	Build in sound card
	Speaker	Build in Internal Speaker
	Expansion slots	Minimum 2 slots or Higher
	Expansion Bays	Minimum 2 Bays or Higher
	Network Controller	Integrated Ethernet Gigabit NIC
	I/O Ports/Interface	Mouse, Keyboard, Graphics, RJ-45, USB etc
	Operating System	Factory Loaded Windows 10 Professional/ Genuine Microsoft Windows @10 Professional 64-bit English Operating System with Original License and DVD.
	Country of origin	Should be mentioned
	Country of Assemble	Should be mentioned
	Product Verification	Every Parts of the product must be verified on manufacturer's website and the product must be the channel product. .
	Warranty	3 Years full warranty with onsite labour, parts & replacement. Original Equipment manufacturer (OEM) should have legal office in Bangladesh

*Handwritten signatures and initials*



Item No	Name of Item or Related Service	Technical Specification and Standards
1	2	3
<b>Category-2 : Offline UPS (1200 VA)</b>		
	Brand	Should be mentioned
	Model	Should be mentioned
	Capacity	Minimum 1200 VA.
	Back up time	Minimum 20 minutes at full load.
	Charging System	Always UPS Charging (Off or On).
	<b>AC MODE</b>	
	Input Voltage	160~280 VAC.
	Output Voltage	220 VAC
	Input Frequency	50Hz +/- 5Hz
	<b>INVERTER MODE</b>	
	Output Voltage	220 VAC +/- 5%
	Output Frequency	50 Hz
	Transfer time	< 2 ms
	Protection	Lightning & Surge, Blackouts, Brownouts, Over load, Under & Over mvoltage, Battery Low & Battery Over Charge, Surge & Spike protection and assurance of compatibility with all loads.
	Product Certification	ISO/BSTI Certification will get preference.
	Country of origin	Should be mentioned
	Warranty	At Least 1(one) year with full labor, parts and replacement (including battery) on site. Replacement time maximum 15 days.

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 Quotationer	

**Note:**

- Col. are filled in by the Procuring Entity to express its requirement, Quotationers are requested to offer their products complying with the bank's requirement as per the above format.
- 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.
- 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 the 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 and initials*

