



BANGLADESH COMMERCE BANK LTD.

REQUEST FOR QUOTATION

FOR
DESKTOP PC, OFFLINE UPS, NETWORK PRINTER, LEGAL PAGE SCANNER &
EXTERNAL PORTABLE HARD DISK DRIVE

FOR
BANGLADESH COMMERCE BANK LTD.

IT Division, Head Office

Bangladesh Commerce Bank Limited

Taranga Complex (Level-5), 19, Rajuk Avenue, Motijheel, Dhaka-1000.

Tel: 09613221052

E-mail: ict@bcbl.com.bd, Website: <http://www.bcblbd.com>

April 2017



REQUEST FOR QUOTATION
FOR
DESKTOP PC, OFFLINE UPS, NETWORK PRINTER, LEGAL PAGE SCANNER &
EXTERNAL PORTABLE HARD DISK DRIVE
FOR
BANGLADESH COMMERCE BANK LTD.

RFQ No: BCBL/IT/2017/RFQ-7

Date: April 02, 2017

1. **BANGLADESH COMMERCE BANK LTD.** has allocated funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Quotation is being requested on **Unit-Rate** basis.
3. 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 execution of the Works (if awarded) respectively.
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 5** below.
5. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before April 10, 2017, 12.30 P.M.** The envelope containing the Quotation must be clearly marked "**Desktop PC, Offline Ups, Network Printer, Legal page scanner & External Portable Hard Disk Drive**" and **DO NOT OPEN** before April, 10, 2017, **3:00 PM**. Quotations received later than the time specified herein shall not be accepted.
6. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Bank duly marked as stated in **Para 5** 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.
7. The Bank 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.
8. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
9. All Quotations must be valid for a period of at least **30 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 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, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The execution of Works, i.e. Delivery, Installation, Commissioning and Physical services shall be completed within **10 (Ten) days** from the date of commencement.
17. Letter inviting the successful Quotationer to sign the Contract shall be issued within **3** days of receipt of approval from the Approving Authority.
18. The Bank reserves the right to reject all the Quotations or annul the procurement proceedings.

Sd/-

H.M. Abul Kalam Azad
Vice President, IT Division

Distribution:

1. SEVP (IT, Card, BACH)
2. Bank Web Site
3. Office File
4. Notice Board



Vice President



Quotation Submission Letter

[Use Letter-head Pad]

Bill of Quantities

Lot No.	Description of Items of Works (specifications preferably built-in)	Quantity	Unit rates or prices quoted by the Quotationer		Amount
			In figures	In words	
1	2	3	4	5	6= 3 x 4
01.	Supply and Installation of Desktop PC	12			
02.	Supply and Installation of Offline UPS	18			
03.	Supply and Installation of Network Printer	4			
04.	Supply and Installation of Legal Page Scanner	01			
05.	Supply and Installation of External Portable Hard Disk Drive	03			

(N.B: The price should be quoted including Tax & Vat.)

[Insert number] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of the Quotationer with Seal

Date: dd/mm/yy



A handwritten signature in black ink, appearing to be "A.K.M." followed by a flourish.

Specifications

Lot-1: Desktop PC

Particulars	Required Specification
Brand	HP/DELL
Model	Please mention
Processor	Intel 6 th Gen Core i3-6100 Processor 3.7GHz
Cache Memory	3MB
HDD	Minimum 500GB 3.5 SATA(7200 RPM)
Memory	Minimum 4 GB 1600 MHz DDR3L
DVD+/-RW	DVD+/-RW Drive
Monitor	Dell Monitor- 18" or above
Keyboard	Dell Keyboard (English)
OS	Preloaded windows 7 license with recovery CD
Warranty	03 (three) years with the parts & labor (onsite)

Lot-2: Offline UPS (650 VA)

Particulars	Required Specification
Brand	Please mention
Model	Please mention
Country of Origin	Please Mention
Input/output Voltage	160V – 275V/220 ± 10%
AVR	Built in AVR
PROTECTIONS	Lighting & Surge, Blackouts, Brownouts Overload, Under and Over Voltage, Battery Low and Battery Over Charge, Surge and Spike Protection,
Back time	Min 15 minutes
Warranty	01 (one) year with battery

Lot-3: Network Printer

Particulars	Required Specification
Brand	HP/ Dell/Canon/Samsung
Model	Please mention
Country of Origin	Please mention
Detailed Specification	
Print quality black	Up to 1200 x 1200 dpi
Print technology	Laser
Duty cycle	Up to 50,000 pages
Memory, standard	Min. 128 MB
Processor speed	400-800 MHz
Duplex printing	Automatic (standard)
Connectivity, standard	Fast Ethernet 10/100/1000, Hi-Speed USB 2.0
Dimensions (W x D x H)	Please mention
Minimum system requirements	Microsoft Windows® 10, 8.1 & 7 ready. Windows Vista® (x32 and x64), XP Home, XP Professional, Server 2003, 2000 (drivers only): 512 MB RAM, 350 MB available hard disk space, CD-ROM drive, USB port
Media sizes supported	Tray 1: A4, A5, A6, B5, envelopes (C5, B5, DL); tray 2: A4, A5, A6; optional tray 3: A4, A5, A6
Warranty	1 Year warranty with Parts & Labour (On site)



Lot-4: Legal Page Scanner

Particulars	Required Specification
Brand	Canon/HP
Model	Please mention
Country of Origin	Please mention
Detailed Specification	
Maximum supported document size	Legal (8.5 x 14 in)
Input Type	Colour
Optical Resolution	Please mention
Dimensions	Please mention
Supported Image/PDF	Both
System requirements	Microsoft Windows® 10, 8.1 & 7 ready. Windows Vista® (x32 and x64), XP Home, XP Professional, Server 2003, 2000
Warranty	1 Year warranty with Parts & Labour (On site)

Lot-5: External Portable Hard Disk Drive

Particulars	Required Specification
Brand	Transcend
Model	Please mention
Size	1 TB
Warranty	03 (three) years

