

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অধ্যক্ষের কার্যালয়

সরকারি বরিশাল কলেজ, বরিশাল।

ফোন ও ফ্যাক্স : অফিস : ০৪৩১-৬৪৪০৯ মোবাইল : ০১৭১৫-২৬৭৫৬৫

ওয়েব এড্রেস : www.gbc.gov.bd, E-mail: principal_gbc@yahoo.com

Memo No: GBC /CEDP/G5/RFQ/2021/73

Date: 29/04/2021

Project Director
Project Management Unit
College Education Development Project
Probashi Kollyan Bhaban
Ramna, Dhaka.

Subject: RFQ Documents for Procurement of Printer, Scanner, and Photocopier for Central Library of Govt. Barishal College, Barishal

Sir,

Please find herewith a RFQ Documents for Procurement of Printer, Scanner, and Photocopier for Library for final approval. As per Annual Procurement Plan (APP), the date of circulation of RFQ Document of Procurement of Digital Notice Board is 05.05.2021.

Please approve the said documents as early as possible for smooth operations.

Regards

(Prof. Md. Abbas Uddin Khan)
Principal & IDG Manager
Govt. Barishal College
Barishal
Prof. Md. Abbas Uddin Khan
Principal & IDG Manager
Govt. Barishal College, Barishal.

Technical Specifications Procurement of Photocopier, Printer, Scanner for Library

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74

Issued On: 06/05/2021

1. Technical Specification of Photocopier

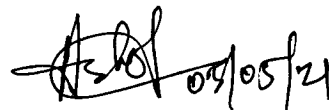
Sl No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Type	Duplex Laser Multifunctional Photocopier (Black & White)	
6	Functions	Copy, Print, Scan	
7	Duplexing	Automatic	
8	Input Paper Capacity	Drawers 250 Sheet, Stack Feed Bypass: 100 sheets	
9	Paper size	A3, A4, A5, A6, B5, Letter, Legal, Folio, Envelopes, Customs etc.	
10	Connectivity	USB, LAN	
11	Input Power	AC 220 - 240 V, 50/60 Hz	
12	Manufactured and Assembled	OEM assembled, shall have OEM Service Tag	
13	Copy Speed	Minimum 25cpm (A4 size)	
14	Copy Resolution	600 x 600dpi or higher	
15	First Page Copy Speed	Maximum 6.5 seconds	
16	Maximum Size	A3	
17	Multiple Copy Qty.	1 to 999	
18	Zoom Range	25% to 400% (1% Increment)	
19	Copy Mode	Text, Text/Photo (Default), Photo, Custom	
20	Printer Speed	Minimum 25 ppm (A4 size)	
21	Print paper size	Maximum A3	
22	Supported OS	Windows, MacOS/Linux	
23	Network Color Scan	LAN	
24	Scanning Resolution	Minimum 600 x 600 dpi	
25	Image mode	Black & White, Grayscale, Color. (Text, Text/Photo, Photo)	
26	Accessories	USB Cable & Power Cable	
27	Warranty	1 Year Manufacturer's warranty with all spare parts & service.	



Abdus Samad
Id No: 013009
Associate Professor Accounting
Govt Barishal College, Barishal




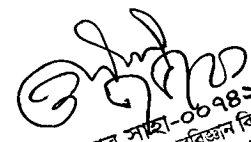
তপন কুমার সাহা-০০৭৪২৩
সহযোগী অধ্যক্ষ
সরকারি বি.সি.এ. কলেজ, বরিশাল।

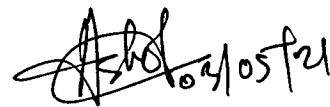
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2. Technical Specification of Laser Printer

Sl No.	Name of Item or Related Service.	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Reputed brand, to be mentioned by the Tenderer.	
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	Printer type	Single Function Mono Laser	
6	First Page Print	Maximum 6.3 sec	
7	Speed PPM black	40ppm or Higher	
8	Print resolution	Minimum 1200dpi	
9	Print Paper Size	Tray 1: Letter, Legal, Executive, Officio (8.5 x 13 in), A4, A5, A6, B5 (JIS), Officio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Postcard, Postcard Rotated, Envelope #10 Envelope Monarch, Envelope B5,	
10	Duplex Print	Automatic	
11	Paper Type	Paper (plain, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough), envelopes, labels	
12	Input Tray	100 Sheet (Tray 1) or Higher, 250 Sheet (Tray 2) or Higher	
13	Output Tray	150 Sheet or Higher	
14	Processor Speed	Minimum 1200MHz	
15	Memory	Minimum 128MB	
16	Display	2 Line Backlit LCD Display	
17	Interface (Built-in)	USB, LAN/ Wi-Fi	
18	Mobile Printing	Yes (Mobile Apps)	
19	OS Compatibility	Windows, macOS, Linux, Mobile OS	
20	Energy Efficiency Compliance	ENERGY STAR® certified; EPEAT® Silver	
21	Monthly Duty Cycle	Minimum 80,000 Pages	
22	Accessories	a) USB Cable b) Power Cord	
23	Warranty	1 Year Manufacturer's warranty with all spare parts & service.	

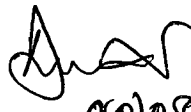

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Abdus Samad
 Id No: 013009
 Associate Professor Accounting
 Govt Barishal College, Barishal



 তপন কুমার সাহা-০৬৭৪২৬
 সহযোগী অধ্যাপক, হিসাববিজ্ঞান বিভাগ
 সরকারি বি.এম. কলেজ, বরিশাল।



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3. Technical Specification of Scanner

Sl No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Reputed brand, to be mentioned by the Tenderer.	
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	Scanner type	Flatbed and Sheet Fed color document scanner	
6	Scanning Speed	Minimum 20 ppm simplex	
7	Scan feature	Black-and-White, Grayscale, Color, OCR, auto crop, skew correction, blank page and background removal	
8	Resolution	Flatbed: Minimum 1200 x 1200 dpi ADF: Minimum 600 dpi	
9	Scan size	A4 (Flatbed), Legal (ADF)	
10	Color Bit Depth	24-bits external 48-bits internal	
11	Grayscale Bit Depth	8-bit per pixel internal / external	
12	Light Source	Light Emitting Diode (LED)	
13	Optical Sensor	Contact Image Sensor (CIS)	
14	OCR	Must have OCR included to generate searchable and editable files	
15	Buttons	Minimum 3 buttons: Power, Scan and Stop	
16	Automatic Document Feeder	Capacity: Minimum 50 sheets Document Sizes: Max.: 8.5" x 11.7" Min.: 3.5" x 6.7"	
17	Power Consumption (maximum)	Operating mode: 11 W, Ready mode: 6.11 W, Sleep mode: 2.9 W, Off: 0.15 W	
18	Connectivity	High Speed USB, Optional LAN/Wi-Fi	
19	Scan to Cloud	Easily scan documents to Dropbox, Google Drive, SharePoint, etc. more	
20	OS Compatibility	Windows	
21	Product Compliance	RoHS compliant	
22	Accessories	a) USB Cable b) Power Cable	
23	Warranty	1 Year Original manufacturer warranty with all spare parts & service.	


 00/05/21
Abdus Samad
 Id No: 013009
 Associate Professor Accounting
 Govt Barishal College, Barishal.


 Tapan Kumar Saha-009826
 00/05/21


 00/05/21

**College Education Development Project (CEDP)
University Grants Commission of Bangladesh / National University
Secondary and Higher Education division, Ministry of Education
IDA Credit # 5841-BD**

College Name: Govt. Barishal College, Barishal

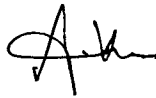
**REQUEST FOR QUOTATION
FOR**

**Package Name: Procurement of Printer, Scanner, and Photocopier for
Central Library**

Invitation for RFQ No: G-5

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74

Issued On: 06/05/2021



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Govt. Barishal College, Barishal
College Address: kalibari Road, Barishal

REQUEST FOR QUOTATION

For

Package Name: Procurement of Printer, Scanner, and Photocopier for central Library.

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74


Issued On: 06/05/2021

To

1. The Govt. Barishal 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 17.05.2021, 2.00 p.m.** The envelope containing the Quotation must be clearly marked "Quotation for **Procurement of Printer, Scanner, and Photocopier for central Library** "and **DO NOT OPEN** before **17.05.2021, 2.30 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), 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 **14 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 all the Quotation document or annul the procurement proceedings.



Signature of the official inviting Quotation
Name...Prof. Md. Abbas Uddin Khan.....
Designation...Principal & I.D.C Manager.....
Date.....**06.05.2021**

Address: Kalibari Road, Barishal ,Phone No No 0431-64409 Fax No...e-mail
principal_gbc.gov.bd@yahoo.com

Distribution:

1. Educational Engineering Department , Barishal Sadar, Barishal for information and circulation in their notice board.
2. Govt. Syed Hatem Ali College, Barishal for information and wide circulation.
3. Humayun Kabir, for posting in the website, if applicable.
4. Notice Board.
5. ICT consultant (ict@cedp.gov.bd) ,College Education Development Project for kind information and taking necessary action to publish in the project CEDP website.
6. Office File

Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74

Issued On: 06/05/2021

*Name and address of Procuring Entity:
Principal, Govt. Barishal College, Barishal,
Kalibari 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 Printer, Scanner, and Photocopier for central Library**. 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.

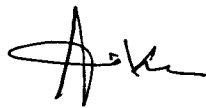
I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of **Para 21** of the Terms and Conditions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

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74

Issued On: 06/05/2021

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.	01	Photocopier	Nos	1				
2.	02	Laser Printer	Nos	1				
3.	03	Scanner	Nos	1				
Total :						In figure		
						In words		

Goods to be supplied to	<i>Principal, Govt. Barishal college, Barishal, Kalibari Road ,Barishal</i>
Total Amount in Taka (in words)	
Delivery Offered	14 days from date of issuing the Purchase Order
Warranty Provided	1 year for Printer, Scanner, Photocopier from date of completion of the delivery.

[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:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Supplier.
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.



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Govt. Barishal College
College Address: Kalibari Road Barishal

PURCHASE ORDER

Package Name: Procurement of Printer, Scanner, and Photocopier for central Library.

Issued Ref.: GBC/CEDP/IDG/G5/RFQ/2021/74

Issued On: 6/5/2021

To:	
Delivery Date:	Order Value: TK.
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation Date:
Attachments: As stated above

