



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Office of The Commissioner's, Dhaka**

**Standard Request for Quotation Document (National)**  
**For Procurement of Goods**  
**[Request for Quotation Method]**

**For Procurement of**  
**Supplying of 01 Photocopier, 02 IPS and 02 Fax Machine for**  
**Commissioner's Office, Dhaka**

Source of Fund : Revunue Fund

Quotation Number : 07/2016-17

Issued To :

Issued On :

Date of Issue :

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**May/2017**

RFQ NO: PPRP-II (AF)/PU/2013-14/G-02

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Divisional Commissioner's Office, Dhaka**

RFQ NO: 07/2016-17

Date : 21 .05.2017

Memo No : 05.41.3000.016.007.87.16-

Date 21 .05.2017

To

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Subject : Request for Quotation for Supply of 01 Photocopier, 02 IPS and 02 Fax Machine for Commissioner's Office, Dhaka

01. The Assistant Commissioner (Accounts And Nezarat), of the Commissioner's Office, Dhaka 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.
02. Detailed Specifications and, Design and Drawings for intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotations during office hours on all working days.
03. Quotation shall be prepared and submitted using the ' Quotation Document'.
04. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory nad submitted by the date to the office as specified in Para 6 below.
05. No. Securities such as uotation Security (i.e. the traditonally Eermd Earnest Money, Tender Security) and Performance Security shall be required for submission of Quotation and delivery of Goods (if awarded) respectively.
06. Quotation in a sealed enveloped or by a fax or through electronic mail shall be submitted to the office of the undersigned on or before 12:00 p.m of 31 .05.2017 of . The envelope containing the Quotation must be clearly marked "Quotation for Supplying of 01 Photocopier, 02 IPS and 02 Fax Machine for Commissioner's Office, Dhaka" and DO NOT OPEN before 13:00 pm of 23.10.2016. Quotations received later than the time specified herein shall not be accepted.
07. Quotation received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 7 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.
08. The Procuring Entity may extend the deadline for submission of Quotations ofn justifiably accepted grounds duly recorded subject to threshold of ten(10) days pursuant to Rule 71(4) of the Public Procurement Rules, 2008.



09. 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. 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 confied photocopies of latest documents related to valid Trade Licence, Tax identification Number (TIN), VAT Registration No. 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 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 format 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 30 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon be Supplier and the Procuring Entity shall be issued within 03(three) days of receipt of approval from Approval Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement Proceedings.

  
(Prottoy Hasan)

Assistant Commissioner (Account And Nezarat),  
Commissioner's Office, Dhaka

Distribution :

1. Additional Divisional Commissioner (General), Dhaka.
2. PS to Divisional Commissioner, Dhaka
3. Sub-Asst.Div. Engr. PWD, Segunbagicha-Dhaka
4. Deputy Director, Bangladesh Karmachari Kollan Board, Dhaka
5. Notice Board, Commissioner's Office, Dhaka
6. Office File.


## TECHNICAL SPECIFICATION

Description : Supply of 01(One) Pcs Photocopier Commissioner's Office, Dhaka.  
RFQ NO : 07/2016-17

Date : 22 .05.2017

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

Serial No.	Subject	Description	Quantity
01.	Type	Desktop or Free-standing, (Reader-Printer Combined)	01(One) Pcs
02.	Maximum Original Size	A3	
03.	Copy Sizes	Cassette 1,3 and 4: A3, A4, A4R, A5R Custom size: 139.7 to 297mm x 182 to 432mm Cassette 2: A3, A4, A4R, A5R, Stack Bypass: A3, A4, A4R, A5R, Custom size: 99 to 297mm x 148 to 432 mm	
04.	Resolution	Reading: 600dpi × 600dpi Copying: 600dpi × 600dpi Printing: 600dpi × 600dpi, 1200dpi x 1200dpi (UFR II-LT only) Number of Tones: 256 Gradations	
05.	Enlargement/ Reduction	Zoom: 25-400% Fixed: 25%, 50%, 70%, 100%, 141%, 200%, 400%	
06.	First copy time	Black-and-White: 3.9sec (45/35 ppm model), 5.4sec	
07.	Warm-Up Time	30 seconds	
08.	Duplexing	Standard	
09.	Processor speed	Canon Custom Processor, 400MHz	
10.	Power Consumption	1.827kW (45/35ppm model), 1.345kW (30/25ppm), 1.542kW (20ppm model)	

  
(Prottoy Hasan)  
Assistant Commissioner  
Divisional Commissioner Office, Dhaka

## TECHNICAL SPECIFICATION

Description : Supply of 02(Two) Pcs Fax Machine for Commissioner's Office, Dhaka

RFQ NO : 07/2016-17

Date : .05.2017

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

### TECHNICAL SPECIFICATION

Description : Supply of 02(Two) Pcs Fax Machine for Commissioner's Office, Dhaka.  
RFQ NO : 07/2016-17 Date : .05.2017

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

Serial No.	Subject	Description	Quantity
01.	Print Method	Laser	02(Two) Pcs
02.	Print Speed	up to 10 PPM	
03.	Paper Tray Capacity	250 sheets	
04.	ADF Capacity	15 sheets	
05.	Fax Modem Speed	33.6 Kbps Super G3 Fax	
06.	Transmission Speed	4 seconds per page	
07.	Quick Scan	Yes	
08.	Data Compression System	MH/MR/MMR	
09.	Fax memory capacity	Approx. 120 pages of memory transmission Approx. 170 pages of memory reception	
10.	One-Touch Stations	20 x 3 station	
11.	Telephone Handset	Yes (Corded)	
12.	Redial	Yes	
13.	Print Resolution	600 x 600 dpi	
14.	Reduction Copy	25% to 400% (1% step)	
15.	Enlargement	Copy 25% to 400% (1% step)	

(Proxoy Hasan)

Assistant Commissioner

Divisional Commissioner Office, Dhaka

## TECHNICAL SPECIFICATION

Description : Supply of 02 (Two) Pcs IPS Commissioner's Office, Dhaka.

RFQ NO : 07/2016-17

Date : .05.2017

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

Serial No.	Subject	Description	Quantity
	IPS	03(Three) Tube Light, 04(Four) Fan and 01(One) <del>Fan</del> TV	02(Two)Pcs



(Prottoy Hasan)

Assistant Commissioner

Divisional Commissioner Office, Dhaka

