

Government of the People's Republic of Bangladesh  
Office of the Deputy Land Reforms Commissioner  
Khulna Division  
Boyra, Khulna.

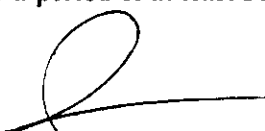
REQUEST FOR QUOTATION  
For  
Desktop Computer

No. 31.02.0000.024. 02.014.22- 234(06) Date: 26/11/2023

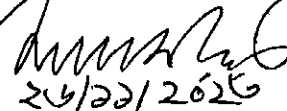
To

.....  
.....  
.....

1. Office of the Deputy Land Reforms Commissioner, Khulna Division, Khulna has been 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. Detailed description and condition for the intended purchase are 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 is being requested on Unit Rate basis.
5. 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 7 below.
6. 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.
7. Quotation in a sealed envelope shall be submitted to the office of the undersigned on or before 10 December 2023 at 11.00 am. The envelope containing the Quotation must be clearly marked "Quotation for One Laptop Computer and DO NOT OPEN 10 December 2023 at 13.30 pm." Quotations received later than the time specified herein shall not be accepted.
8. Quotations received 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.
9. 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.
10. All Quotations must be valid for a period of at least 30(Thirty) days from the closing date of the Quotation.



11. No public opening of Quotations received by the closing date shall be held.
12. 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.
13. 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.
14. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit 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.
15. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least 3 (three) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
16. 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.
17. Letter inviting the successful Quotationer to sign the contract shall be issued within 7(seven) days of receipt of Approval from the approving Authority. The contract shall have to be reigned within 7(Seven) days of issuing such letter of invitation.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.
19. A "FORMAT" for submitting quotation has been attached herewith for your guidance.

  
২৬/০১/২০১৬

(Alamgir Hossain)

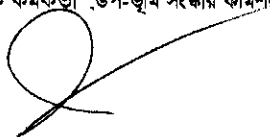
Deputy Land Reforms Commissioner  
Barishalo Division, |||Barishal &  
Khulna Division, Khulna (Add Charge)

Phone No. 02477702488

Mail No: dlrc@khulna@lr.gov.bd

বিতরণ:

- ১। উপ-ভূমি সংস্কার কমিশনারের কার্যালয়, খুলনা বিভাগ, খুলনা এর নোটিশ বোর্ড
- ২। সহকারী ভূমি সংস্কার কমিশনার-১(প্রশাসন), ভূমি সংস্কার বোর্ড, ঢাকা (নোটিশ বোর্ডে প্রচারের জন্য)
- ৩। উপ নিবন্ধক (সমিতি ব্যবস্থাপনা), বিভাগীয় সমবায় কার্যালয়, খুলনা এর নোটিশ বোর্ড (নোটিশ বোর্ডে দেয়ার অনুরোধসহ)
- ৪। উপ-পরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড, খুলনা (নোটিশ বোর্ডে দেয়ার অনুরোধসহ)
- ৫। সহকারী জোনাল সেটেলমেন্ট অফিসার, খুলনা বিভাগ, খুলনা (নোটিশ বোর্ডে দেয়ার অনুরোধসহ)
- ৬। জনাব মো: শওকত হোসেন, প্রশাসনিক কর্মকর্তা উপ-ভূমি সংস্কার কমিশনারের কার্যালয়, খুলনা বিভাগ, খুলনা (ওয়েব সাইটে প্রকাশের জন্য)
- ৭। অফিস কপি



## Price Schedule for Goods Related Service

SI No	item on	Description of items	Unit of Measutement	Quantity	Unit Rate of price		Total Amount	Destination for Delivery fo Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
		Dextop Computer, processore core i7 (11 gen), mother Board, gigabite 560 chipset, Ram-8GB DDR4, 3200 MHZ, SSD -2400B,Key Board, Mouse-A4 Tech, Casing ATX, Thermal, Monitor 21.5"inch LED	No	02				Office of the Deputy Land Reforms Commissioner Khulna Division, khulna
Total Amount for Supply of Goods and related Service						In figure		
						In words		

Good to be supplied to Deputy Land Reforms Commissioner Khuln Division, khulna	
Total Amount in Taka(in words)	(enter the Total Amount as in col, 8 above for the delivery of Goods and related service)
Delivery offered	
Warranty provided	

(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)

	Date: dd/mm/yy
Signature of Quotationer with Seal	
Name of Quotation	

Note:

1. Col 1,2,3,4,5 and 9 to be filled in by the procuring Entity and Col.6.7 and 8 by the Quotationer
2. Rates or prise 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 tec. Whatsoever up to the point of delivery of Goods and related service in all respects to the satisfaction of the procuring Entity.

**Quotation Submission Letter**  
(Use Letter- Head pad)

To  
Deputy Land Reforms Commissioner  
Khulna Division, Khulna

sub: supply of Desktop Computer.

**Reference:-Your office Memo No 31.02.0000.024. 02.014.22--**

**Date 26/11/2023**

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 in both figure and word)

My/ Our Quotation shall remain valid for period stated in the RFQ Document and it shall remain binding upon us and may be accepted any time to the expiration of its validity period.

I/We, declare that / I/We have the capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh in charges of engaging in corrupt, fraudulent, collusive or coercive practices, Furthermore, I/We/are aware of para 21 (b) of the Terms and Condition 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 name, 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 have understand that you reserve the right to reject all the Quotations or annul the Procurement proceeding without incurring any liability to me/us

Signature of Quotationer with Seal

Date