

DEPARTMENT OF APPLIED MATHEMATICS  
UNIVERSITY OF DHAKA  
DHAKA -1000  
duappliedmath@gmail.com

**REQUEST FOR QUOTATION**

For

**Brand Desktop Computer, Laser Printer, Printer Toner and pendrive.**

RFQ Ref. No.: DU/AMTH/20-03


২৩ অগ্রহায়ণ ১৪২৮  
০৮ ডিসেম্বর ২০২১

Name and Address of the Company: .....

Contact Telephone Number: .....

Sealed quotations (single envelope system) are invited from bonafide distributors/dealers/suppliers for supply of the following items for the Department of Applied Mathematics, University of Dhaka. Each bidder must submit their renewed Trade License, VAT, TAX, TIN Certificates and Bank solvency Certificate along with the quotations:

Item	Product Description	Qty	Unit Price	Total Price
Desktop Computer	Brand: (Any Reputed Brand, Minimum Specifications): Chipset: B460; Processor: 10th Gen. Intel Core i5-10500 3.10GHz to 4.50GHz (12MB); M.2/SSD Expansion Slot; Storage: 1TB HDD+120GB M.2 SATA III SSD; RAM: 8GB DDR4 2666MHz; DVDRW: YES; <b>Monitor: 22 inch</b> ; OS: FreeDOS Warranty: 3 years with parts.	01		
Laser Printer	Brand: To be mention by the bidder; Country of Origin: USA/EU/Japan; Country of Manufacture: To be mention by the bidder; Language: PCL 6, HP PCL 5c, HP postscript level 3 emulation, PDF, URF, PWG Raster; Paper Size: letter, legal, statement, index cards, envelopes, custom; Print Speed: Up to 40 ppm (letter) (normal), Up to 32ipm (letter) (Duplex); Ram: 256 MB RAM; Processor speed: 1200MHz; Resolution: Fine Lines (1200 X 1200 dpi); Normal (Native: 600X600 dpi); ProRes 1200, Economides; Duplex Printing: Automatic; Toner Type: Toner and associated drum unit in Single case; Warranty: 1(One) Year Full	01		
Laser Printer	Brand: To be mention by the bidder; Technology: Mono Laser Printer; Memory: 1 GB; Print Speed: 50 PPM; Print Resolution: 1200x1200 DPI; Processor: 800 MHz; Double Side Print Compatibility: Auto Duplex; Response Time: Less than 7.5 seconds; Paper Input: 520 Sheets; Paper Output: 250 Sheets Paper	04		


  
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মুদ্রিত পত্রিকার  
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ডাকা-১০০০

	Handling Size - Paper Tray: Letter, Legal, A4, A5, A6, Interface: USB 2.0; Monthly Duty Cycle: 1,00000 Page; Weight: 10.5 Kg; Warranty: 01 (one) Year.			
<b>Toner</b>	SHARP Toner Cartridge MX-237 at for SHARP photo copier Model noAR-6020N	01		
	Laser Jet Pro- M402dn	04		
	Printer Color Laser Toner (Compatible) Toner Model:410 Series (Black,Magenta,Yellow,Cyan)-01 set	01		
<b>Pen Drive</b>	A DATA 64 GB UV128 BLACK BLUE USB 3.2 MOBILE DISK	02		
Total:				


The quotation may be submitted latest by 10:30 am 10<sup>th</sup> January 2022 and will be opened on the same date of 10<sup>th</sup> January 2022 at 11.00 am in presence of bidders (if present).

**Terms and Condition:**

1. The **Department of Applied Mathematics, University of Dhaka** 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 Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation 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. 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.
7. 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.
8. All Quotations must be valid for a period of at least **60 days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.

  
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11. 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.
12. 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, Income Tax Certificate, VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
13. 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.
14. 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.
15. The supply of Goods and related services shall be completed within **30 days** from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **as early as possible** of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

 08/12/2021

(Prof. Dr. Md. Showkat Ali)  
Chairman  
Department of Applied Mathematics  
University of Dhaka

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**Distribution:**

1. Notice Board of the Department.
2. Office File.
3. Posting in the Dhaka University Website.