



## Titas Gas Transmission and Distribution PLC

**Tender Document for**  
**“Supply and Installation of 36” Scanner, Document Scanner, Color Printer & Laser Printer”**  
By  
Request for Quotation (RFQ) Method

Tender Inquiry No: IT Infrastructure/RFQ/Computer/01/2024-25

25 May, 2025

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[DGM, IT Infrastructure, ICT Division, Titas Gas Transmission and Distribution PLC]


## REQUEST FOR QUOTATION

for

“Supply and Installation of 36” Scanner, Document Scanner, Color Printer & Laser Printer”

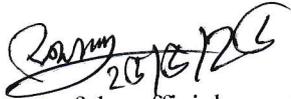
Ref. No.: 28.13.0000.000.428.92.0001.24/9

To

1. The **DGM, IT Infrastructure, ICT Division, Titas Gas Transmission and Distribution PLC** has been allocated company's own 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 for the intended Goods and related services shall be available in Annexure:Attached specification.
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. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 28/05/25 at 12:15 P.M. The envelope containing the Quotation must be clearly marked “Procurement of Two Laptop, One Desktop, One Printer and Accessories” and **DO NOT OPEN** before 28/05/25 and 12:20 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 Quotations on justifiably acceptable grounds duly recorded subject to threshold of 07 (Seven) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
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 Latest Trade License, Tax Identification Number (TIN) Certificate, 13digit BIN Certificate, Latest Tax Return Certificate and Bank Solvency Certificate; **without which the Quotation may be considered non-responsive.** Quotationer shall have Product's Distributorship/Partnership/Dealership Certificate.
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, 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.
16. The supply of Goods and related services shall be completed within 07(Seven) days from the date of issuing the Purchase Order. The minimum **"on site support service with free Spare Parts"** period of the Supplies shall be 01(one) year, starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 07(Seven) days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



Signature of the official requesting Quotation

Name: Md. Kamal Hossain

Designation: Deputy General Manager (IT Infrastructure)

Date: -

Address: L-5, IT Infrastructure Department, Titas Gas Bhaban

105, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka

Phone No: +880255012693, e-mail: dgm.hardware@titasgas.org.bd

**Distribution:**

1. Notice board.
2. Website
3. Office File.



**Quotation Submission Letter (Sample)**  
**[Use Letter-head Pad]**

Ref.No.: 28.13.0000.000.428.92.0001.24/9

To:  
The Deputy General Manager (IT Infrastructure)  
L-5, IT Infrastructure Department, Titas Gas Bhaban  
105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A,  
Dhaka-1215.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **“Supply and Installation of 36”Scanner, Document Scanner, Color Printer & Laser Printer”**.

The total Price of my/our Quotation is BDT .....

My/Our Quotation shall remain valid for the period stated in the RFQ 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(b) 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 RFQ Document issued by you on -----

I/We understand that you reserve the right to reject all the Quotations 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

Ref.No.: 28.13.0000.000.428.92.0001.24/9

Sl no	Item no	Description of Items	Quantity	Unit	Unit Rate or Price (TK) With VAT, TAX		Total Amount (including VAT, TAX)	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1	1	36" Scanner (As per Annexure-A, Tech. Spec. attached)	1	No.				Store Dept., Head Office of TGTDPCL
2	2	Flatbed with two Sided Document Feeder Scanner (As per Annexure-A, Tech. Spec. attached)	1	No.				Store Dept., Head Office of TGTDPCL
3	3	Color Printer (As per Annexure-A, Tech. Spec. attached)	1	No.				Store Dept., Head Office of TGTDPCL
4	4	Laser Printer (As per Annexure-A, Tech. Spec. attached)	1	No.				Store Dept., Head Office of TGTDPCL
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		
Goods to be supplied to					Store Dept. Head Office of TGTDPCL, 105, Kazi Nazrul Islam Avenue, Dhaka.			
Total Amount in Taka (in words)								
Delivery Offered								
Warranty Provided								

[insert number] number corrections made by me/us have been duly initiated in this Price Schedule.  
My/Our Offer is valid Until-----.

Signature of Quotationer with Seal	Date: _____
Name of Quotationer	

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 Quotationer.
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.


### Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	36" Scanner (As per specification attached)	<i>As per Annexure:</i>		
2	2	Flatbed with two Sided Document Feeder Scanner (As per specification attached)	<i>As per Annexure:</i>		
3	3	Color Printer (As per specification attached)	<i>As per Annexure:</i>		
4	4	Laser Printer (As per specification attached)	<i>As per Annexure:</i>		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<b>Signature of Quotationer with Seal</b>	Date: -----
Name of Quotationer	

**Note:**

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.


**Terms and Conditions**  
**for**  
**Supply of Goods/related works and Payment**

Ref. No.: 28.13.0000.000.428.92.0001.24/9

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery of products with **Original Product Brochure** in all respects within 10 (Ten) days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods/related works in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of goods/related services.
10. The 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.
11. The total Contract Price is BDT \_\_\_\_\_ (In words: \_\_\_\_\_).



12. The minimum "on site support service with free Spare Parts" period of the Supplies shall be 01(one) year, starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:  Signature of the Procuring Entity with name and Designation	For the Supplier:  Signature of the Supplier with name Designation
Date	Date







**TITAS GAS TRANSMISSION AND DISTRIBUTION PLC**  
105, Kazi Nazrul Islam Avenue, Kawranbazar C/A, Dhaka-1215.

**Subject:** "Supply and Installation of 36" Scanner, Document Scanner, Color Printer & Laser Printer" শীর্ষক কাজের জন্য কম্পিউটার সামগ্রী ক্রয় প্রসঙ্গে।

SL	Item description	Quantity (Nos.)	Unit Price (TK) (with VAT,TAX)	Total Price (TK) (with VAT,TAX)
1)	36inch Scanner (As per specification attached)	1		
2)	Flatbed with two Sided Document Feeder Scanner (As per specification attached)	1		
3)	Color Printer (As per specification attached)	1		
4)	Laser Printer (As per specification attached)	1		
			TOTAL =	
TOTAL TK (In Word)=				

*[Signature]*  
20/10/20

*[Signature]*  
20/10/20

*[Signature]*  
20/10/20



**36 inch Scanner (Minimum Specification)**

Date: 08/05/25

Scan Technology	SingleSensor with multiple LED illumination
Optical Resolution	600 dpi
Scan Width	36"/914 mm
Minimum Scan Width	6"/150 mm
Maximum Scan Length	109"/2,768 mm
Document Thickness	Min: 0.07 mm
	Max: 0.8 mm
<b>Max. Copy Speed</b>	
Draft (300/300 dpi)	Colour: 1 ips/25.4 mm per sec
	Monochrome: 3 ips/76.2 mm per sec
Standard (300/600 dpi)	Colour: 1 ips/25.4 mm per sec
	Monochrome: 3 ips/76.2 mm per sec
Best (600/600 dpi)	Colour: 0.5 ips/12.7 mm per sec
	Monochrome: 1.5 ips/38.1 mm per sec
<b>Max. Scan Speed</b>	
Draft (200 dpi)	Colour: 1 ips/25.4 mm per sec
	Monochrome: 3 ips/76.2 mm per sec
Standard (300 dpi)	Colour: 0.5 ips/12.7 mm per sec
	Monochrome: 1.5 ips/38.1 mm per sec
Best (600 dpi)	Colour: 0.33 ips/8.38 mm per sec
	Monochrome: 1 ips/25.4 mm per sec
PC & Software Included	ScanApp Software
Functions	Scan to USB: RGB/Greyscale/BW, TIFF
	(No ScanApp)
	Scan to USB: RGB/Greyscale/BW, JPG, PDF, PDF/A, Multiple PDF (ScanApp available)
	Scan to Windows PC: RGB/Greyscale/BW, Tiff, JPEG, PDF, PDF/A, TiffG4, Multiple PDF
	Copy: RGB/Greyscale/BW
Copy & Save: Copy and scan to PC concurrently	

08/05/25

*(Handwritten signatures and initials)*



23/02/25

কম্পিউটার বিষয়ক স্থায়ী কমিটি কর্তৃক অনুমোদিত টেকনিক্যাল স্পেসিফিকেশন

7. Legal Size Scanner [Minimum Specifications]		
a.	Brand	HP/Canon or any reputed brand
b.	Model	To be mentioned by bidder
c.	Country of Origin	To be mentioned by bidder
d.	Scanner Type	Flatbed, ADF Scanner
e.	Optical Resolution	600 x 600 dpi
f.	Color Bit Depth	48 bit input -> 24 bit output
g.	Optical Sensor	RGB & Black
h.	Maximum Scan Area	Scan Size – A4/Letter/Legal
i.	Scan File Format	PDF, AUTOSCAN, COPY, SEND
j.	Light Source	3-color (RGB) LED/ReadyScan LED
k.	Scanning Speed (Color)	20ppm/ 40ipm
l.	Scanning Speed (Gray)	20ppm/ 40ipm
m.	Interface (Built-in)	USB
n.	OS Compatibility	Windows XP, Vista, 7, 8/8.1, 10, 11, Server 2012, 2016, 2012R2, 2008, 2008R2, Linux
o.	Warranty	01 (one) year labor with spare parts on site support & services
p.	Estimated Price	(Without VAT,TAX)
q.	Primary Estimated Price (Including VAT,TAX)	



Date: 08/05/25

**Color Printer (Minimum Specification)**

Minimum Specification	Details
Type	Laser
Functions	Print (Scan, Copy, Fax optional)
Output Color	Black & White
Print Speed (Black)	Minimum 28ppm (A4)
Duplex Print	Automatic
Scan Speed	Minimum 15ppm
Scan Resolution (Pixel)	1200 x 1200dpi (if scan available)
Scan Paper Size	Max. A4 (if scan available)
Duplex Scan	Manual (if scan available)
Copy Speed	30cpm
Print Paper Size	Letter, Legal (8.5 x 13.0 Inch), Executive, Envelopes, A4, A5, B5, A6
Printer Memory	256MB
Interface (Built-in)	USB, LAN, WiFi
Warranty Details	1 Year (Without Adapter)

08/05/25

John's  
08/05/25



23/02/25

<b>Laser Printer</b> <b>[Minimum Specifications]</b>		
a.	<b>Brand</b>	HP/Canon or any internationally reputed brand
b.	<b>Model</b>	To be mentioned by bidder
c.	<b>Country of Origin</b>	To be mentioned by bidder
d.	<b>Interface</b>	1 Hi Speed USB 2.0 Port, 1 Ethernet Port 10/100/1000 gigabit network,
e.	<b>OS Compatibility</b>	Windows XP, Vista, 7, 8.8.1, 10, 11, Server 2012, 2012, 2012R2, 2008, 2008R2, Android, Linux
f.	<b>Media Sizes Supported</b>	<b>Tray 1:</b> Letter, A4, A5, Legal, Custom Size <b>Tray 2:</b> Letter, A4, A5, Legal, Custom Size
g.	<b>Print Resolution &amp; Speed</b>	1200 x 1200 dpi & 40ppm or higher
h.	<b>Printer Memory</b>	256 MB or higher
i.	<b>Duplex</b>	Automatic (Standard)
j.	<b>Printer Type</b>	Laser, Monochrome
k.	<b>Max. Paper Size</b>	Legal
l.	<b>Wireless Compatibility</b>	Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct
m.	<b>Mobile Printing</b>	Yes
n.	<b>Others</b>	Monthly duty cycle 80,000 pages, processor speed 1200 MHz, Media Types: Paper
o.	<b>Control Panel</b>	2-line backlit LCD graphic display; Buttons (OK, Menu, Cancel, Back WiFi); LED indicator, lights), Attention ready, WiFi
p.	<b>Fonts &amp; Type Faces</b>	84 Scalable TrueType Fonts
q.	<b>Certificate</b>	Direct OEM Manufacturer Authorization Letter must be submitted. <b>ISO</b> and <b>FCC</b> certified. Certificates should be submitted by the bidder
r.	<b>Warranty</b>	01 (one) year labor with spare parts on site support & services
s.	<b>Estimated Price</b>	(Without VAT,TAX)
t.	<b>Primary Estimated Price (Including VAT,TAX)</b>	

*[Handwritten signatures and marks]*

