



Titas Gas Transmission and Distribution Company Limited

Request for Quotation Document For Procurement of Goods [Request for Quotation Method]


Eng. Muhammad Sirajul Islam
Deputy General Manager (Add. Charge)
Hardware Department
Titas Gas T & D PLC.

[DGM, Hardware, ICT Division, Titas Gas Transmission and Distribution Company Limited]

REQUEST FOR QUOTATION

for

Reactivation of 12 (Twelve) Down Biometric Attendance Devices, Replacement of 02 (Two) Biometric Attendance Devices at Motijhil Office and Installation of 03 (Three) Biometric Attendance Devices at Meghnaghat, Fatulla and Ashulia Office.

RFQ No: 06/2024

Date: 07/08/2024

To

1. The **DGM, Hardware, ICT Division, Titas Gas Transmission and Distribution Company Limited** 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 and, Design & Drawings for the intended Goods and related services shall be available in **Annxure:1**.
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 21 August, 2024 12:00 PM**. The envelope containing the Quotation must be clearly marked "Quotation for **Reactivation of 12 (Twelve) Down Biometric Attendance Devices, Replacement of 02 (Two) Biometric Attendance Devices at Motijhil Office and Installation of 03 (Three) Biometric Attendance Devices at Meghnaghat, Fatulla and Ashulia Office**". Opening time: **21 August, 2024 12:30 PM**. 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 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 **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.

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Eng. M. H. Sirajul Islam
Deputy General Manager (Add. Charge)
Hardware Department
Titas Gas T & D PLC.

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 valid **Trade License, Tax Identification Number (TIN), VAT Registration Number, Latest Income Tax Certificate & Bank Solvency Certificate**; without which the Quotation may be considered non-responsive.
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 **30 (thirty)** 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 **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.


8/8/24

Signature of the official inviting Quotation
Name..... Engr. Muhammad Sajjad Islam
Designation..... Deputy General Manager (Add. Charge)
Date..... Hardware Department
Date..... Titas Gas T & D PLC.

Address: 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]

RFQ No: _____

Date: dd/mm/yy

To:

[Name and address of Procuring Entity]

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 both in figure and words]*

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 *[insert date]*

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:


Engr. Muhammad Sirajul Islam
Deputy General Manager (Add. Charge)
Hardware Department
Titas Gas T & D PLC. PGI (SRFQ) 4

Price Schedule for Goods and Related Services

RFQ NO. _____

Date: dd/mm/yy

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	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
		Hardware maintenance & resolution of related software issues per Device (As per Annexure 1)	Nos	12				
		Biometric Attendance Device (For new offices at Ashulia, Meghnaghat & Sonargaon and 02 (two) devices at existing office in Motijhil)	Nos	05				
		Accessories	Lump Sum	Lump Sum (For 17 Devices)				
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	[insert destination of Goods]
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

[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].

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.

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 Engr. Muhammad Sirajul Islam
 Deputy General Manager (Add. Charge)
 Hardware Department
 Gas T & D PLC.

Technical Specification of the Goods Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
i)	i)	ZKTeco iClock 880	As per Annexure: 2		
ii)	i)	Spare Accessories	As per Annexure: 2		

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

Signature of Quotationer with Seal	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.


Engr. Muhammad Sirajul Islam
 Deputy General Manager (Add. Charge)
 Hardware Department
Titas Gas T & D PLC.

Scope of Work and Terms and Conditions for Biometric Attendance System On-demand Software and Hardware Troubleshooting and Installation of New Devices

1. Software Service:

- **Connectivity Checkup:** Routine verification of network connections and system integration.
- **Bug Fixing:** Identification and resolution of all existing software defects.
- **Problem Solving:** Addressing and rectifying operational issues.
- **Broken Link Fixing:** Repairing non-functional links within the software.
- **Routine Checkup and Maintenance:**
 - Regular inspections and upkeep to ensure optimal software performance.
 - Preventive maintenance to avert potential issues and ensure smooth functioning.
- **Support and Service:**
 - Assistance provided via email or telephone.
 - On-site visits as required.
- **Minor Changes:**
 - Adjustments or updates requiring up to 1 man-day of work or less.

2. Hardware Service:

- **Device Checkup:** Regular inspection and assessment of hardware components.
- **Connectivity Checkup:** Ensuring proper network and device connections.
- **Troubleshooting:** Identifying and resolving hardware issues.
- **Minor Fixing:** Performing small-scale repairs and adjustments.

3. Work Completion Period: 01 (one) month.

4. Maintenance Warranty Period: 03 (three) months after completion.

5. Provision of Necessary Materials:

- Cost of all essential items for hardware repairs, such as cables, connectors, other electronic components and necessary electrical connection have to be borne by the bidder.

6. New Device Installation and Existing Device Replacement:

- Installation of new devices in new offices and replacement of existing devices as required will be done by the bidder.

7. Price:

- The quoted price shall include VAT & Tax and all Government Duties. All VAT & Tax and Government Duties will be deducted from total bill

8. Payment:

- 90% of total cost will be paid after successful completion of work (i.e. all devices are up and properly functioning in software side too). Remaining 10% will be paid after warranty (3 months) period by cheque in favor of the vendor subject to submission of bill

Engr. Muhammad Azeem
Deputy General Manager (Admin. Charge)
Hardware Department
T & D PLC.

List of Down Devices to be Reactivated and Replaced

Sl.	Office Location	Comment
1.	Mirpur	To be reactivated
2.	Zinjira	To be reactivated
3.	Narayanganj	To be reactivated
4.	Munshiganj	To be reactivated
5.	Manikganj	To be reactivated
6.	Valuka	To be reactivated
7.	Jamalpur	To be reactivated
8.	Netrokona	To be reactivated
9.	Motijhil Device#1	To be replaced
10.	Motijhil Device#2	To be replaced
11.	Rayerbag	To be reactivated
12.	Sonargaon	To be reactivated
13.	Demra	To be reactivated
14.	Transport	To be reactivated


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Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards
i)	i)	ZKTeco iClock 880	Model: iClock880 Fingerprint Capacity: 50,000 Record Capacity: 800,000 Display: 3.5-inch Color TFT LCD Verification Speed: ≤ 1 sec
ii)	ii)	Spare Accessories	As Required


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