

Government of People's Republic of Bangladesh
Project Management Unit (PMU)
College Education Development Project (CEDP)
National University
Secondary and Higher Education Division
Ministry of Education

Memo No.: CEDP/PMU/P/(IDG-1028)/81/2019 - 956

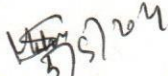
05/05/2021

Subject: Approval of RFQ Package No G-6 (Digital Attendance System) for Jhalokathi Government College, Jhalokathi.

Pursuant to the above, please be informed that the documents sent by you for the aforementioned package is approved by competent authority. Hence you are requested to publish RFQ notice for wide circulation and take necessary actions following PPA-2006 and PPR-2008.

Thanking you,

Enclosure: As stated.


A. K. M. Mukhlesur Rahman
Project Director (Additional Secretary)
College Education Development Project (CEDP)

Principal
Jhalokathi Government College,
Jhalokathi



NU: 1301



EIN: 101709



ঝালকাঠি সরকারি কলেজ, ঝালকাঠি

JHALOKATHI GOVT. COLLEGE, JHALOKATHI

Honours, Degree & HSC

jhalokathigc.gov.bd

jgc1964@yahoo.com

+880498-63215

+8801848373981

fb/jgc1964

স্মারক নং: বা/স/ক:

তারিখ:

প্রেরক: অধ্যক্ষ

ঝালকাঠি সরকারি কলেজ
ঝালকাঠি।

প্রাপক: প্রকল্প পরিচালক

কলেজ এডুকেশন ডেভেলপমেন্ট প্রজেক্ট(সিইডিপি)
মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ, শিক্ষা মন্ত্রণালয়।

বিষয়: **Pakage No-G-06(RFQ-4) Package Name- Digital attendance system.** এর
সংশ্লিষ্ট কাগজপত্র প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয় ও সূত্রের আলোকে ঝালকাঠি সরকারি কলেজের **Pakage No-G-06 (RFQ-4)**

Package name- Digital attendance system এর সংশ্লিষ্ট কাগজপত্র আপনার সদয় অবগতি ও

অনুমোদনের জন্য প্রেরণ করা হলো।

05.05.21

(মো: ইলিয়াস বেপারী)

অধ্যক্ষ(ভারপ্রাপ্ত)

ঝালকাঠি সরকারি কলেজ, ঝালকাঠি

ও আইডিজিএম

কলেজ এডুকেশন ডেভেলপমেন্ট প্রজেক্ট।

Md. Elias Bepari (7232)
(B.C.S General Education)
Associate Professor
Dept. of English
Jhalokathi Govt. College, Jhalokathi

**College Education Development Project (CEDP)
University Grants Commission of Bangladesh / National University
Secondary and Higher Education division, Ministry of Education
IDA Credit # 5841-BD**

College Name: Jhalokathi Govt. College

REQUEST FOR QUOTATION

FOR

Digital attendance system.

Invitation for RFQ No: 03

Issued Ref.: jgc/cedp/rfq-03/2020-21

Issued On: 06/05/2021

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)

College Name: Jhalokathi Govt. College
College Address: College Road, Jhalokathi Sadar, Jhalokathi.

REQUEST FOR QUOTATION
for
Digital attendance system.

Issued Ref.: jgc/cedp/rfq-03/2020-21

Issued On: 09/05/2021

To

1. The Jhalokathi Govt. College 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 17/05/2021, 2.00 pm** . The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Digital attendance system**" and **DO NOT OPEN** before **17/05/2021, 2.30 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 quotation document 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 **60 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.
11. 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, 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 Supplier, if accepted shall remain fixed for the duration of the Contract.

13. Supplier shall have legal capacity to enter into Contract. Supplier, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), Online VAT Registration Number** 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 the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 **14 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 **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotation document or annul the procurement proceedings.



05.05.21

(Md. Elias Bepari)
Principal (Acting) & IDGM
Date: 09/05/2021

Address: College Road , Jhalokathi sadar, Jhalokathi.

Phone No: 049863215, Fax No: N/A, e-mail : jgc1964@yahoo.com

Md. Elias Bepari (7232)
(B.C.S General Education)
Associate Professor
Dept. of English
Jhalokathi Govt. College, Jhalokathi

Distribution:

1. Md. Faizul Islam for posting in Notice Board and the College website.
2. Sabbir Ahmed for information and wide circulation.
3. ICT Consultant (ict@cedp.gov.bd), College Education Development Project for kind information and taking necessary action to publish in the project CEDP website.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.: **jgc/cedp/rfq-03/2020-21**

Issued On: **09/05/2021**

Md. Elias Bepari

Principal (Acting) & IDGM

Jhalokathi Govt. College

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Digital attendance system**.

The total Price of my/our Quotation is BDT **[insert Amount.]**

My/Our Quotation shall remain valid for the period stated in the Quotation 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** 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 Quotation issued by you on **[insert date]**.

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

Sl. no	Item No	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1.	1.	Biometric attendance machine	Nos	11	-			Jhalokathi Govt. College, Jhalokati.
Total :						In figure		
						In words		

Goods to be supplied to	Jhalokathi Govt. College. College Road, Jhalokathi Sadar, Jhalokathi
Total Amount in Taka (in words)	
Delivery Offered	14 days from date of issuing the Purchase Order
Warranty Provided	1 years for Biometric attendance machine from date of completion of the delivery.

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule.
My/Our Offer is valid until [insert date]

Signature of Supplier with Seal	Date:
Name of Supplier	

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 Supplier.
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

Issued Ref.: jgc/cedp/rfq-03/2020-21

Issued On: 09/05/2021

I. Biometric attendance machine

Sl No.	Name of Item or Related Service	Technical Specification and Standards	Full Technical Specification and Standards offered by the Tenderer
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.	
2	Model	To be mentioned by the tenderer	
3	Country of Manufacture	To be mentioned by the tenderer	
4	Country of Origin	To be mentioned by the tenderer	
5	Display	2.8 inch TFT Screen	
6	Operating system	Linux	
7	Fingerprint capacity	4000	
8	Face Capacity	3000	
9	Card Capacity	10000	
10	Transactions	100000	
11	communication	TCP/IP, Wifi (optional), USB Host	
12	Standard Function	ADMS, Work Code, DST, Self-Service Query, Automatic Status Switch, T9 Input, Camera, 9-digit User ID, Multiple Verify Modes, Schedule Bell	
13	Hardware	900 MHz Dual Core CPU Memory 512 MB Ram/8G ROM 2 MP WDR Low Light Camera Adjustable LED Supplement Lighting.	
14	Power Supply	12V 1.5 A	
15	Dimensions (W*H*D)	170*138*38.55 (mm)	
16	Warranty	1 Year full Manufacturer's warranty with all spare parts & service.	

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

College Education Development Project (CEDP)

College Name: Jhalokathi Govt. College

College Address: College Road, Jhalokathi Sadar, Jhalokathi

PURCHASE ORDER FOR THE

Package Name: Digital attendance system.

Issued Ref.: jgc/cedp/rfq-03/2020-21

Issued On: 09/05/2021

To:	
Delivery Date:	Order Value: Tk.
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS [insert ordered items serially]
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation Date:
Attachments: As stated above

Terms and Conditions for Supply of Goods and Payment

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 in all respects within **14 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 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 the Delivery Chalan.
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 **[insert figure][in words]**.
12. The minimum Warranty Period of the Supplies shall be **1 years for Biometric attendance machine** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
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
Designation

Date :

For the Supplier:

Signature of the Supplier with name
Designation

Date :

Technical Specification of the Goods Required

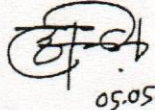
Package No. G-06

RFQ No: 03

Package Name: Digital attendance system.

1. Biometric attendance machine

Sl No.	Name of Item or Related Service	Technical Specification and Standards
1	Brand	Internationally reputed brand, to be mentioned by the Tenderer.
2	Model	To be mentioned by the tenderer
3	Country of Manufacture	To be mentioned by the tenderer
4	Country of Origin	To be mentioned by the tenderer
5	Display	2.8 inch TFT Screen
6	Operating system	Linux
7	Fingerprint capacity	4000
8	Face Capacity	3000
9	Card Capacity	10000
10	Transactions	100000
11	communication	TCP/IP, Wifi (optional), USB Host
12	Standard Function	ADMS, Work Code, DST, Self-Service Query, Automatic Status Switch, T9 Input, Camera,9- digit User ID, Multiple Verify Modes, Schedule Bell
13	Hardware	900 MHz Dual Core CPU Memory 512 MB Ram/8G ROM 2 MP WDR Low Light Camera Adjustable LED Supplement Lighting.
14	Power Supply	12V 1.5 A
15	Dimensions (W*H*D)	170*138*38.55 (mm)
16	Warranty	1 Year full Manufacturer's warranty with all spare parts & service.



05.05.21

(Md. Elias Bepari)

Associate Professor (English)

Chairman, Technical Specification and
Official Cost Estimate Committee

Md. Elias Bepari (7232)

(B.C.S General Education)

Associate Professor


Dept. of English

Jhalokathi Govt. College, Jhalokathi



Mohammad Abdullah Al-Amin
Deputy Co-ordinator(Ex-Acting)/CDO
Youth Training Center, Jhalokati.
Member, Technical Specification and
Official Cost Estimate Committee

মোঃ আবদুল্লাহ আল-আমীন
কমিউনিটি ডেভেলপমেন্ট অফিসার
যুব প্রশিক্ষণ কেন্দ্র
ইব জয়ন অধিদপ্তর, ঝালকাঠী।



05.05.2021

Suman Kumer

Lecturer, (Management)
Member Secretary, Technical
Specification and Official Cost
Estimate Committee.

Suman Kumer (00026107)
33rd BCS (General Education)
Lecturer, Dept. of Management
Jhalokathi Govt. College, Jhalokathi

১৫/০৫/২১
এ. কে. এম. মুন্সেফুর রহমান
প্রকল্প পরিচালক

Official Cost Estimate Report

Package No. G-06

RFQ No: 03

Package Name: Digital attendance system.

Sl No.	Item Name	Quantity	Unit Price (BDT)	Total Price
1	Biometric attendance machine	11	26,000	2,86,000
Total=				2,86,000

(Two lac Eighty six thousand taka only)



(Md. Elias Bepari)

Associate Professor (English)
Chairman, Technical Specification and
Official Cost Estimate Committee

Md. Elias Bepari (7212)
(B.C.S General Education)
Associate Professor
Dept. of English
Jhalokathi Govt. College, Jhalokathi.



Mohammad Abdullah Al-Amin
Deputy Co-ordinator(Ex-Acting)/CDO
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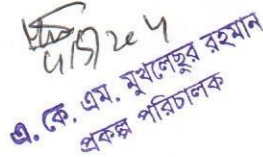
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কুব উন্নয়ন অধিদপ্তর, জালকাঠী।



Suman Kumer

Lecturer, (Management)
Member Secretary, Technical
Specification and Official Cost
Estimate Committee.

Suman Kumer (00026107)
33rd BCS (General Education)
Lecturer, Dept. of Management
Jhalokathi Govt. College, Jhalokathi



১/১১/২০২১
এ. কে. এম. মুবাল্লুজুর রহমান
প্রকল্প পরিচালক