

**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: Narsingdi Govt. College, Narsingdi.

REQUEST FOR QUOTATION

FOR

**Procurement of College Management Information System (CMIS)
(Package No: G-01/2023-2024)**

**Invitation for RFQ No: G-01/2023-2024
Issued Ref.: NGC/CEDP/2023-24/GD/01
Issued On: 9/11/2023**

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
College Name: Narsingdi Govt. College
College Address: West Bramondi, Narsingdi Sadar, Narsingdi.

REQUEST FOR QUOTATION
for

Issued Ref.: NGC/CEDP/2023-24/GD/01
Issued On: 9/11/2023

To

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1. The **Narsingdi 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.

Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before [16/11/2023], [12.00pm]**. The envelope containing the Quotation must be clearly marked "**Quotation Procurement of College Management Information System (CMIS) and DO NOT OPEN before [16/12/2023], [12.30pm]**". Quotations received later than the time specified herein shall not be accepted.

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 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.
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. 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.
11. 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.
12. 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 Certificate(TIN), VAT Registration Certificate, Brochure** and