



Department of Biochemistry & Molecular Biology
University of Dhaka

Creating a next generation of postgraduate researchers highly skilled in molecular and analytical approaches while harnessing endophytes for broad spectrum industrial application as well as using them for improved stress tolerance in jute (CP-3250)

Higher Education Quality Enhancement Program

Request for Quotation

For

Supply of Laboratory Equipment/Instrument

Contract Package No: G 4

Request of Quotation No : UGC/HEQEP/DU/CP3250/Procurement/G4-2015
Issued on : 13.12.2015
Contract Package No : G4

December 2015
(SRFQ)

PG1a

Office of the Sub-Project Manager

Creating a next generation of postgraduate researchers highly skilled in molecular and analytical approaches while harnessing endophytes for broad spectrum industrial application as well as using them for improved stress tolerance in jute (CP-3250)

Department of Biochemistry & Molecular Biology, University of Dhaka

REQUEST FOR QUOTATION

For

Supply of Laboratory Equipment/Instrument

Contract Package No: G 4

**

RFQ No: UGC/HEQEP/DU/CP-3250/Procurement/G4-2015

Date: 13/12/2015

To

1. The **Department of Biochemistry & Molecular Biology, 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. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before December 23, 2015 at 10.30 am**. The envelope containing the Quotation must be clearly marked Quotation for **Supply of Laboratory equipment/Instrument** and **DO NOT OPEN** before **11.00 am on December 23, 2015**. 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.
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** and **Financial Solvency Certificate** from any scheduled Bank; 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 **10 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 **2 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 inviting Quotation

Name: Professor Dr. Haseena Khan

Designation: Sub-Project Manager

Date: December 13, 2015

Address: Department of Biochemistry & Molecular Biology University of Dhaka

Phone No: 9661920-73 Ext: 7645, Fax No 880-2-8615583, e-mail: haseena@du.ac.bd

Distribution:

1. Deans, Faculties of Science, Bio-Science, and Engineering and Technology
2. Notice Boards of the Department of Biochemistry & Molecular Biology, University of Dhaka
3. Website; www.molbiolab.du.ac.bd
4. Office File

Quotation Submission Letter

RFQ No: **UGC/HEQEP/DU/CP3250/Procurement/G4-2015**

Date

To

Sub-Project Manager

*Creating a next generation of postgraduate researchers highly skilled in molecular and analytical -----
-----improved stress tolerance in jute (CP-3250),*

Department of Biochemistry & Molecular Biology,

University of Dhaka

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named ***Supply of Laboratory equipment/Instrument***

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 [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:

Price Schedule for Goods and Related Services

RFQ NO: UGC/HEQEP/DU/CP3250/Procurement/G4-2015

Date: insert date (dd/mm/yy)

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule.

My/Our Offer is valid

Sl. No.	Item no.	Description of item	Unit of measurement	Quantity	Unit of Measurement		Total Amount	Destination for delivery of goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1	1	Vertical Electrophoresis System	No.	1				3rd Floor, Room no. 411 Department of Biochemistry & Molecular Biology, University of Dhaka
	2	Laboratory refrigerator	No.	1				
	3	Beaker (500 mL)	No.	4				
	4	Beaker (1000 mL)	No.	2				
	5	Culture tube (50 mL)	No.	30				
	6	Falcon (50 mL)	No.	100				
	7	Falcon (15 mL)	No.	200				
	8	Screw capped tube (15mL)	No.	70				
	9	Screw capped tube (5 mL)	No.	50				
	10	Round bottom flask (100 mL)	No.	1				
	11	Round bottom flask (250 mL)	No.	3				
	12	Round bottom flask (500 mL)	No.	4				
	13	Round bottom flask (1000 mL)	No.	4				
	14	Singly wrapped autoclaved syringe filter (0.20 µm)	No.	2 pack				
	15	Singly wrapped autoclaved syringe filter (0.45 µm)	No.	2 pack				
	16	Disposable syringe filter (0.20 µm)	No.	2 pack				
	17	Glass Micro Capillary	No.	2 pack				
	18	TLC plate	No.	2 pack				
	19	pH Paper	No.	2 pack				
	20	Filter paper	No.	5 pack				
	21	HPLC vial (1.5	No.	1 pack				

		mL, amber)					
	22	HPLC vial (1.5 mL, clear)	No.	1 pack			
	23	HPLC vial (200 µL)	No.	1 pack			
	24	Reagent Bottles (Clear) (500 mL)	No.	4			
	25	Reagent Bottles (Clear) (250 mL)	No.	4			
	26	Reagent Bottles (Clear) (1000 mL)	No.	5			
	27	Reagent Bottles (Amber) (500 mL)	No.	4			
	28	Reagent Bottles (Amber) (1000 mL)	No.	4			
	29	Measuring Cylinder (500 mL)	No.	3			
	30	Measuring Cylinder (1000 mL)	No.	2			
	31	Conical Flask (250 mL)	No.	36			
	32	Conical Flask (500 mL)	No.	24			
	33	Conical Flask (1000 mL)	No.	6			
	34	Petri Dish (155 mm)	No.	10			

Signature of Quotationer with Seal	Date: dd/mm/yy
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	Vertical Electrophoresis System	<ul style="list-style-type: none"> • Fewer Screws • No Top Tank Assembly • Extended separation distances • Greater sample throughput • Superior resolution • Number of gels: 1 - 4 • Plate Dimensions (w x h x t): 20 x 20cm x 0.4cm Standard Spacer Dimensions (w x h): 2 x 20cm • IPG Spacer Dimensions (w x h) : 0.6 x 20cm • Total buffer Volume for 2 gels: 5.3L • Total buffer volume for 4 gels: 4.8L • Standard run time for SDS-PAGE: 4-5 hours • Unit Dimensions (w x d x h)Weight : 30x18x27cm2.5Kg • Should be supplied with: 20 x 20cm Dual with Glass Plates with bonded 1mm thick spacers, 2x 24 sample combs, cooling coil, dummy plate and Casting Base 		
	2	Laboratory refrigerator	<ul style="list-style-type: none"> • Super cool function • Active cooling via integrated fan • Easy access door handle • Softline-Design, Cambered • Microprocessor control and electrical boosting system ensuring a constant temperature rang 4°C±1°C and approximate capacity 400L • 4 or 5 layers • Digital display of average temperature upper and lower set points with resolution and monitoring of cabinet temperature • Adjustable temperature control range +2°C to +8°C and increment 0.5°C, factory pre-set to +4°C. • Wide voltage for power supply. • Safety lock to prevent accidental access 		
	3	Beaker (500 mL)	<ul style="list-style-type: none"> • Low form, with spout, Transparent • Capacity: 500 mL 		
	4	Beaker (1000 mL)	<ul style="list-style-type: none"> • Low form, with spout, Transparent • Capacity: 1000 mL 		
	5	Culture tube (50 mL)	<ul style="list-style-type: none"> • Transparent polystyrene tubes • Moderate centrifugation speeds (1400 x g) 		

			<ul style="list-style-type: none"> • Temperatures to 70 DEG C. Autoclavable (+121 °C) • Wall thickness 1 mm • GL thread • Volume: 50 ml 		
	6	Falcon (50 mL)	<ul style="list-style-type: none"> • Fit most standard floor model and tabletop centrifuges • Sterile • 50 mL 		
	7	Falcon (15 mL)	<ul style="list-style-type: none"> • Fit most standard floor model and tabletop centrifuges • Sterile • 15 mL 		
	8	Screw capped tube (15mL)	<ul style="list-style-type: none"> • Suitable for transporting and growing of cultures. • Made of borosilicate glass 3.3 • Minimal thermal expansion • High resistance to thermal shocks • With white marking area • With screw thread and black screw cap including Butyl/PTFE sealing insert • Sterilisable up to 110 °C • Wall thickness: approx. 1.0 to 1.1 mm • Ungraduated • Volume: 15 mL 		
	9	Screw capped tube (5 mL)	<ul style="list-style-type: none"> • Test tubes with screw caps are suitable for transporting and growing of cultures. • Made of borosilicate glass 3.3 • Minimal thermal expansion • High resistance to thermal shocks • With white marking area • With screw thread and black screw cap including Butyl/PTFE sealing insert • Sterilisable up to 110 °C • Wall thickness: approx. 1.0 to 1.1 mm • Ungraduated • Volume: 50 mL 		
	10	Round bottom flask (100 mL)	<ul style="list-style-type: none"> • 100 mL • Neck size: 29/32 • Heavy wall • Material: Borosilicate 		
	11	Round bottom flask (250 mL)	<ul style="list-style-type: none"> • 250 mL • Neck size: 29/32 • Heavy wall • Material: Borosilicate 		
	12	Round bottom flask (500 mL)	<ul style="list-style-type: none"> • 500 mL • Neck size: 29/32 • Heavy wall • Material: Borosilicate 		
	13	Round bottom flask (1000 mL)	<ul style="list-style-type: none"> • 1000 mL • Neck size: 29/32 		

			<ul style="list-style-type: none"> • Heavy wall • Material: Borosilicate 		
	14	Singly wrapped autoclaved syringe filter (0.20 µm)	<ul style="list-style-type: none"> • 0.2 micro meter • Aqueous 		
	15	Singly wrapped autoclaved syringe filter (0.45 µm)	<ul style="list-style-type: none"> • 0.45 micro meter • Aqueous 		
	16	Disposable syringe filter (0.20 µm)	<ul style="list-style-type: none"> • PTFE- 20/25 • 0.20 micro meter • HPLC certified 		
	17	Glass Micro Capillary	<ul style="list-style-type: none"> • For use with all "A" micro/pettors 		
	18	TLC plate	<ul style="list-style-type: none"> • Pre-coated aluminium sheets • 20X20 cm • Layer : 0.20 mm silica gel 60 with fluorescent indicator UV₂₅₄ 		
	19	pH Paper	<ul style="list-style-type: none"> • Instant pH readings • Accurate for a wide range of routine pH testing • Inexpensive • Convenient and portable for field use • pH Indicators • Range: 0-14 		
	20	Filter paper	<ul style="list-style-type: none"> • Ashless • Circles • 110 mm • Whatman 		
	21	HPLC vial (1.5 mL, amber)	<ul style="list-style-type: none"> • Amber • With Non split cap • 1.5 mL 		
	22	HPLC vial (1.5 mL, clear)	<ul style="list-style-type: none"> • Transparent • With Non split cap • 1.5 mL 		
	23	HPLC vial (200 µL)	<ul style="list-style-type: none"> • Transparent • With Non split cap • 200 µL 		
	24	Reagent Bottles (Clear) (500 mL)	<ul style="list-style-type: none"> • Boro 3.3 • Threaded • Volume: 500 mL • Studded base for stability and abrasion resistance • Graduated, with marking area • Clear • Screw cap and pouring ring PP • Autoclavable (121 °C) 		
	25	Reagent Bottles (Clear) (250 mL)	<ul style="list-style-type: none"> • Boro 3.3 • Threaded • Volume: 250 mL • Studded base for stability and abrasion 		

			<ul style="list-style-type: none"> • resistance • Graduated, with marking area • Clear • Screw cap and pouring ring PP • Autoclavable (121 °C) 		
	26	Reagent Bottles (Clear) (1000 mL)	<ul style="list-style-type: none"> • Boro 3.3 • Threaded • Volume: 1000 mL • Studded base for stability and abrasion resistance • Graduated, with marking area • Clear • Screw cap and pouring ring PP • Autoclavable (121 °C) 		
	27	Reagent Bottles (Amber) (500 mL)	<ul style="list-style-type: none"> • Boro 3.3 • Threaded • Volume: 500 mL • Studded base for stability and abrasion resistance • Graduated, with marking area • Amber glass • Screw cap and pouring ring PP • Autoclavable (121 °C) 		
	28	Reagent Bottles (Amber) (1000 mL)	<ul style="list-style-type: none"> • Boro 3.3 • Threaded • Volume: 1000 mL • Studded base for stability and abrasion resistance • Graduated, with marking area • Amber glass • Screw cap and pouring ring PP • Autoclavable (121 °C) 		
	29	Measuring Cylinder (500 mL)	<ul style="list-style-type: none"> • Graduated cylinder tall form, • Grad. in blue, • With spout • Hexagonal base • Short graduation marks • Scale Graduation: 5 ml • Nominal volume: 500 ml • Cylinder style: tall form • Material: Borosilicate Glass 3.3 • Precision class: B 		
	30	Measuring Cylinder (1000 mL)	<ul style="list-style-type: none"> • Graduated cylinder tall form, • Grad. in blue, • With spout • Hexagonal base • Short graduation marks • Scale Graduation: 10 ml • Nominal volume: 1000 ml • Cylinder style: tall form • Material: Borosilicate Glass 3.3 • Precision class: B 		

	31	Conical Flask (250 mL)	<ul style="list-style-type: none"> • Borosilicate glass, grade 3.3, clear • Very good chemical resistance • High temperature resistance • Minimal thermal expansion, giving relatively high resistance to temperature changes • Volume: 250 mL 		
	32	Conical Flask (500 mL)	<ul style="list-style-type: none"> • Borosilicate glass, grade 3.3, clear • Very good chemical resistance • High temperature resistance • Minimal thermal expansion, giving relatively high resistance to temperature changes • Volume: 500 mL 		
	33	Conical Flask (1000 mL)	<ul style="list-style-type: none"> • Borosilicate glass, grade 3.3, clear • Very good chemical resistance • High temperature resistance • Minimal thermal expansion, giving relatively high resistance to temperature changes • Volume: 1000 mL 		
	34	Petri Dish (155 mm)	<ul style="list-style-type: none"> • Glass • Diameter: 155 mm 		

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: dd/mm/yy

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.

Office of the Sub-Project Manager

Creating a next generation of postgraduate researchers highly skilled in molecular and analytical approaches while harnessing endophytes for broad spectrum industrial application as well as using them for improved stress tolerance in jute (CP-3250)
Department of Biochemistry, University of Dhaka

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[Supply of Laboratory Equipment]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: UGC/HEQEP/DU/CP3250/Procurement/G4-2015	Date: dd/mm/yy
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
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

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 **10** 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 Challan.
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 Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of five (05%) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
13. The minimum Warranty Period of the Supplies shall be **[8 months]** 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 Challan.
14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.

16. 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 .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. 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.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **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.**
21. 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.
22. 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.
23. 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
Name: Professor Dr. Haseena Khan
Designation: Sub-Project Manager
Department of Biochemistry & Molecular Biology
University of Dhaka

Date

For the Supplier:

Signature of the Supplier with name
Designation

Date