



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 Chemicals/Reagents**

Contract Package No: G 12

Request of Quotation No : UGC/HEQEP/DU/CP3250/Procurement/G 12-2017  
Issued on : 23.02.2017  
Contract Package No : G 12

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February, 2017  
(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 Chemicals/Reagents

Contract Package No: G 12

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RFQ No: UGC/HEQEP/DU/CP-3250/Procurement/G 12-2017

Date: 23/02/2017

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 March 5th, 2017 at 11.30 am**. The envelope containing the Quotation must be clearly marked Quotation for Supply of Laboratory Chemicals/Reagents and **DO NOT OPEN** before 12.00 pm on March 5th, 2017. 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 **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 **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: February 23th, 2017

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](http://www.molbiolab.du.ac.bd)
4. Office File

# Quotation Submission Letter

RFQ No: **UGC/HEQEP/DU/CP3250/Procurement/G 12-2017**

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 Chemicals/Reagents**

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/G12-2017      Date: insert date (dd/mm/yy)

Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
				In figure	In words	<u>In figure</u> In words	
2	3	4	5	6	7	8	9
1.	<b>Glycerol</b>	mL	500mL				3rd Floor, Room no. 411 Department of Biochemistry & Molecular Biology, University of Dhaka
2.	<b>Phenol puriss</b>	kg	2X1kg				
3.	<b>Fluorescein diacetate</b>	gram	5g				
4.	<b>Calcofluor White Stain</b>	mL	100mL				
5.	<b>N-Lauroylsarcosine sodium salt solution</b>	mL	2X10mL				
6.	<b>Dialysis tubing cellulose membrane</b>	fT	100fT				
7.	<b>Folin &amp; Ciocalteu's phenol reagent</b>	mL	2X100 mL				

8.	<b>Activated charcoal</b>	gram	750g			
9.	<b>Gelatin from porcine skin</b>	gram	500g			
10.	<b>N-Ethylmaleimide crystalline,</b>	gram	5g			
11.	<b>Pepstatin A</b>	mg	5mg			
12.	<b>2-Fluoro-2-deoxy-D-glucose glycosylation inhibitor</b>	mg	25mg			
13.	<b>Chitinase from <i>Trichoderma viride</i></b>	Units	25 Units			
14.	<b>Lysing Enzymes from <i>Trichoderma harzianum</i></b>	gram	10gm			
15.	<b>SYBR® Green I Nucleic Acid Gel Stain, 10,000X concentrate in DMSO</b>	μL	500 μL			
16.	<b>UltraPure™ BSA</b>	mg	50mg			
17.	<b>ROX Reference Dye</b>	μL	2X500 μL			

18.	<b>Propidium iodide</b>	mg	25mg				
19.	<b>Nisin A</b>	gram	5gm				
In figure							
In words							
<b>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 &amp; Molecular Biology, University of Dhaka</b>							
[insert weeks/days] from date of issuing the Purchase Order]							

[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].

<b>Signature of Quotationer with Seal</b>	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 n o	Ite m no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Mode l
1	2	3	4	5	6
1.	1.	<b>Glycerol</b>	Bio-Reagent, suitable for cell culture, suitable for insect cell culture, suitable for electrophoresis, ≥99% (GC)		
	2	<b>Phenol puriss</b>	Meets analytical specification of Ph. Eur., BP, USP, 99.5-100.5% (GC)		
	3	<b>Fluorescein diacetate</b>	Used as cell viability stain		
	4	<b>Calcofluor White Stain</b>	Used in Microbiology For rapid detection of yeasts, fungi and parasitic organisms. Calcofluor White is a non-specific fluorochrom that binds to cellulose and chitin in cell walls.		
	5	<b>N-Lauroylsarcosine sodium salt solution</b>	20%, for molecular biology		
	6	<b>Dialysis tubing cellulose membrane</b>	Avg. flat width 25 mm (1.0 in.) Avg. diam. : 16 mm , when full Avg. flat width: 25 mm (1.0 in.) Capacity: ~60 mL/ft General description: Typical molecular weight cut-off = 14,000		
	7	<b>Folin &amp; Ciocalteu's phenol reagent</b>	Suitable for determination of total protein by Lowry method		



Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
	8	<b>Activated charcoal</b>	Compatible for adsorbing volatile compounds.		
	9	<b>Gelatin from porcine skin</b>	For microbiology ultrahigh gel strength		
	10	<b>N-Ethylmaleimide crystalline,</b>	Protease inhibitor Crystalline, ≥98% (HPLC) Storage temp. 2-8°C		
	11	<b>Pepstatin A</b>	Protease inhibitor Microbial, ≥90% (HPLC) Solubility ethanol: soluble 1-2 mg/mL (with heat up to 60 °C) Storage temp. 2-8°C		
	12	<b>2-Fluoro-2-deoxy-D-glucose glycosylation inhibitor</b>	Glucose analog that inhibits cellular glycosylation. Natural isotope-form of 18F-FDG that can be taken up by cells but does not undergo metabolic glycolysis.		
	13	<b>Chitinase from <i>Trichoderma viride</i></b>	Lyophilized powder, ≥600 units/g solid Used to investigate the differential release of high mannose structural isoforms by fungal and bacterial endo-β-N-acetylglucosaminidases. Used to study a hevein-like protein and a class I chitinase with antifungal activity from leaves of the paper mulberry.		

Sl n o	Ite m no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Mode l
	14	<b>Lysing Enzymes from <i>Trichoderma harzianum</i></b>	Lyophilized powder Storage temp. 2-8°C Contains $\beta$ -glucanase, cellulase, protease, and chitinase activities. Used for yeast spheroplast transformation by hydrolyzing poly (1-3)-glucose of the yeast cell wall glucan. Also used to retrieve DNA plugs from agarose gels		
	15	<b>SYBR® Green I Nucleic Acid Gel Stain, 10,000X concentrate in DMSO</b>	Available for detecting double-stranded DNA (dsDNA) in agarose and polyacrylamide gels. It is especially useful for assays where the presence of contaminating RNA or ssDNA might obscure results. With exceptionally low background fluorescence and spectral characteristics that closely match light sources and filter sets in existing instruments, SYBR® Green I stain is ideal for use with laser scanners. SYBR® Green I stain provides: <ul style="list-style-type: none"> <li>• Sensitivity—at least four times greater than ethidium bromide for DNA in agarose gels</li> <li>• Ease of use—gels soaked in diluted stain can be visualized without desalting</li> <li>• Compatibility—with UV transilluminators, gel documentation systems, and laser scanners</li> <li>• Flexibility—for use with a broad range of applications, including DNA typing, PCR-based assays, DNA damage assays, analysis of complex samples, and real-time PCR detection</li> </ul> Product Size: 500microL		

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
	16	<b>UltraPure™ BSA</b>	<p>Non-acetylated bovine serum albumin (BSA)            Pure enough to use when DNA or RNA integrity is critical.            Concentration- 50 mg/mL.            Carrier protein and as a stabilizing agent in enzymatic reactions.            Blocking agent in northern, Southern, and dot blot hybridizations.            It is recommended in buffers for nick translation, polymerase reactions, and ligations.            Additive for PCR amplifications, footprinting, and gel shift assays.</p>		
	17	<b>ROX Reference Dye</b>	<p>ROX Reference Dye is designed to normalize the fluorescent reporter signal in real-time quantitative PCR or RT-PCR.            This dye has been qualified for use on the ABI PRISM® 7700 with Platinum® Quantitative PCR SuperMix-UDG®, Platinum® Quantitative RT-PCR ThermoScript™ One-Step System, and SuperScript® III Platinum® One-Step qRT-PCR Kit.            ROX Reference Dye:            Normalizes non-PCR-related fluctuations in fluorescence</p> <ul style="list-style-type: none"> <li>• by providing a stable baseline for multiplex quantitative PCR and RT-PCR</li> <li>• eliminating the need to re-calibrate the thermal cycler</li> </ul>		
	18	<b>Propidium iodide</b>	<p>Fluorescent stain for nucleic acids. Used in flow cytometry to evaluate cell viability when used with other dyes that stain viable cells or cells that are early in the apoptosis process.</p>		

Sl n o	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
	19	<b>Nisin A</b>	Lantibiotics Effective against gram-positive bacteria		

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 Chemicals/Reagents]

Purchase Order No. \_\_\_\_\_

Date: dd/mm/yy

<b>RFQ No:</b> UGC/HEQEP/DU/CP3250/Procurement/G 12-2017	<b>Date: dd/mm/yy</b>
<b>To:</b> [name and address of the Supplier]	
<b>Delivery Date:</b> [insert completion date]	<b>Order Value:TK.</b> [insert Contract Price]
<b>Delivery: As per Terms and Conditions</b>	

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.

<b>ORDER ITEMS</b>
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 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 **[03 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