

Higher Education Quality Enhancement Project (HEQEP)

Request for Quotation for

Supply, installation, testing and commissioning of Mini Milling Machine

Bangladesh Agricultural University, Mymensingh-2202



Request of Quotation No : UGC/HEQEP/BAU/CP-5002/Procurement/G7-2018
Issued on : 24/06/2018
Contract Package No : G7

(Signature)
Professor Dr. Md. Javimuddin Khan
Fab Lab Sub Project Manager (FLSM)
Establishment of Fab Lab at BAU (CP-5002)
BAU, Mymensingh-2202

**“Establishment of Community Based Fab Lab at BAU to Promote Innovations and
Entrepreneurship (CP-5002).”
Bangladesh Agricultural University, Mymensingh-2202**

**REQUEST FOR QUOTATION
for**

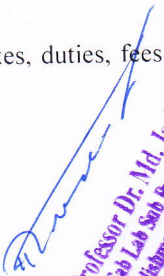
Supply, installation, testing and commissioning of Mini Milling Machine

RFQ No.: UGC/HEQEP/BAU/CP-5002/Procurement/G7-2018


Date:

To

1. The Bangladesh Agricultural University, Mymensingh 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 **02/07/2018 at 12.00 pm**. The envelope containing the Quotation must be clearly marked Quotation for **Supply, installation, testing and commissioning of Mini Milling Machine** and **DO NOT OPEN** before **02/07/2018 at 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.


Professor Dr. Md. Jasimuddin Khan
Fab Lab Sub Project Manager (FLSM)
Establishment of Fab Lab at BAU (CP-5002)
BAU, Mymensingh-2202

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 **30 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 **3 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. Md. Jasimuddin Khan
Designation: Fab Lab Sub Project Manager (CP- 5002)
Bangladesh Agriculture University, Mymensingh-2202

Date

Professor Dr. Md. Jasimuddin Khan
Fab Lab Sub Project Manager (FLSM)
"Establishment of Fab Lab at BAU (CP-5002)"
BAU, Mymensingh-2202

Address:

Fab Lab BAU,
Workshop of Farm Power and Machinery
Bangladesh Agricultural University, Mymensingh-2202
Contact: 01760178541,
Email: fablab@bau.edu.bd

Distribution:

1. Notice Board
2. BAU website
3. Office file

[Use Official Pad]

Quotation Submission Letter

RFQ No.: UGC/HEQEP/BAU/CP-5002/Procurement/G7-2018

Date: dd/mm/yy

To
Fab Lab Sub-Project Manager (FLSM), CP-5002
Fab Lab BAU,
Workshop of Farm Power and Machinery
Bangladesh Agricultural University, Mymensingh-2202

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Supply, installation, testing and commissioning of Mini Milling Machine**

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.

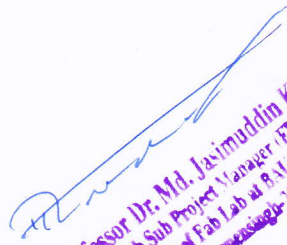
I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions 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:


Professor Dr. Md. Jasimuddin Khan
Fab Lab Sub Project Manager (FLSM)
"Establishment of Fab Lab at BAU (CP-5002)"
BAU, Mymensingh-2202

Price Schedule for Goods and Related Services

RFQ No.: UGC/HEQEP/BAU/CP-5002/Procurement/G7-2018

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 Good
					In figure	In words		
1	2	3	4	5	6	7	8	9
1	1	PCB Mini Milling Machine With Complete Package	No	1				Office of the Fab Lab Sub-project Manager (FLSM) HEQEP-AIF, CP-5002 Fab Lab BAU, Workshop of Farm Power and Machinery, Bangladesh Agricultural University, Mymensingh-2202
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		

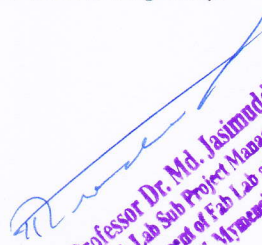
Goods to be supplied to	Fab Lab BAU, Workshop of Farm Power and Machinery Bangladesh Agricultural University, Mymensingh-2202
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing 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: dd/mm/yy
Name of Quotationer	

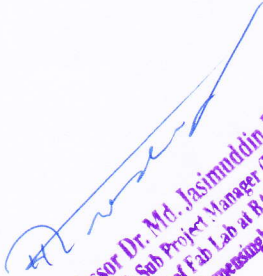
Note:

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.


Professor Dr. Md. Jasimuddin Khan
 Fab Lab Sub Project Manager (FLSM)
 Establishment of Fab Lab at BAU (CP-5002)
 BAU, Mymensingh-2202

Technical Specification of the Goods Required

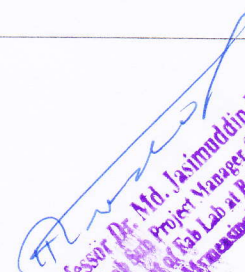
Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	PCB Mini Milling Machine With Complete Package	<ul style="list-style-type: none"> • Brand: To be mention by the bidder • Model: To be mention by the bidder • Country Of Origin: To be mention by the bidder • Max PCB size: 100x160mm • Mechanical resolution: 0.01mm • Software resolution: 1.25µm • Repeatability: < 0.02mm • Max travel speed, X axis: 1200mm/min • Max travel speed, Y axis: 1000mm/min • Max travel speed, Z axis: 1500mm/min • Dimensions: 280x470x380mm • Weight: 14kg <p><u>The following Tools to be Includes with the PCB Machine</u></p> <p>1) Spindle add-on</p> <ul style="list-style-type: none"> • Max rpm: 30,000 • Run-out: < 0.03mm • Collet type: ER11 • Collet diameter: 1/8" <p>2) Dispensing add-on</p> <ul style="list-style-type: none"> • Valve adapter • Syringe adapter • Hose to connect the adapter to the machine • Starter pack of dispensing needles - 10 each size <p>3) Pick-and-place add-on</p> <ul style="list-style-type: none"> • Pick-and-place head • 3 component panels of different sizes • 50 registration pins for component panels • set of needles for components handling • hose connecting pick-and-place head to the machine <p>4) Starter pack of PCB laminate</p> <ul style="list-style-type: none"> • Size: 100x75 mm • Copper thickness: 35µm • Cladding: Double-Side <p>5) Starter pack of PCB tools</p> <ul style="list-style-type: none"> • 2 x Insulation milling V tool 0.2-0.5 • Contour end mill 1.0mm • PCB drills of diameters: 0.6, 0.7, 0.8, 1.0, 1.2, 1.5, 		


 Professor Dr. Md. Jasimuddin Khan
 Fab Lab Sub Project Manager (F.L.S.P)
 Establishment of Fab Lab at BAU (CP-5002)
 BAU, Mymensingh-2202

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
			3.0 6) Drilling/milling spacer pack <ul style="list-style-type: none"> • Thickness: 2mm • Size: 100x75 mm 7) Starter pack of dispensing needles <ul style="list-style-type: none"> • Gauge: 14, 16, 18, 20, 22, 25 & 27 • Size: 1" <u>The following components also optionally included:</u> 1) Air pump <ul style="list-style-type: none"> • Size: 170 mm • Pressure: 90 psi • Weight: 112g 2) Dust extractor attachment with Hose 3) Microscope add-on <ul style="list-style-type: none"> • USB Microscope • Adapter for mounting the Microscope on pick & place head • LED illumination • The adapter allows to rotate the Microscope around the pick & place needle, providing over 180 degrees view of the component 		

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	


 Professor Dr. Md. Jasimuddin Khan
 Faculty of Engineering
 Bangladesh University of Engineering and Technology (BUET)
 Dhaka-1000

**“Establishment of Community Based Fab Lab at BAU to Promote
Innovations and Entrepreneurship (CP-5002).”**

Bangladesh Agricultural University, Mymensingh-2202

PURCHASE ORDER FOR THE

Supply, installation, testing and commissioning of Mini Milling Machine

Purchase Order No. _____

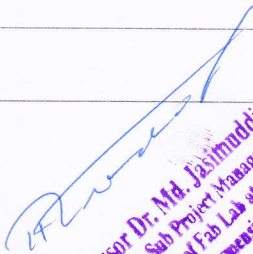
Date: dd/mm/yy

RFQ No: UGC/HEQEP/BAU/CP-5002/Procurement/G7-2018	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.

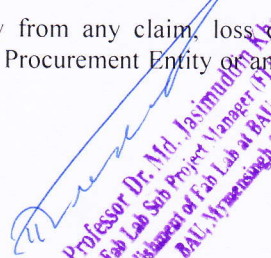
ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser: Name: Professor Dr. Md. Jasimuddin Khan Designation: Fab Lab Sub Project Manager (CP- 5002) Bangladesh Agriculture University, Mymensingh-2202
Date:

Attachments: As stated above


Professor Dr. Md. Jasimuddin Khan
Fab Lab Sub Project Manager (CP-5002)
Establishment of Fab Lab at BAU (CP-5002)
BAU, Mymensingh-2202

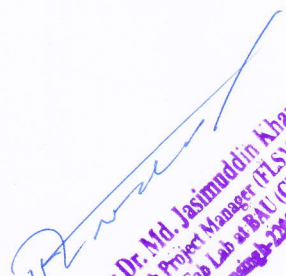
Terms and Conditions for Supply of Goods and Payment

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 **30 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 **5 (five) 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 [12 month] 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.
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 .


Professor Dr. Md. Tasimuddin Khan
Pub Lab Sub Project Manager (Pub Lab)
Establishment of Pub Lab at BARI (CP-5102) A
BARI, Myramensingha-2002

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. Md. Jasimuddin Khan Designation: Fab Lab Sub Project Manager (CP- 5002) Bangladesh Agriculture University, Mymensingh-2202	For the Supplier: Signature of the Supplier with name Designation
Date	Date


 Professor Dr. Md. Jasimuddin Khan
 Fab Lab Sub Project Manager (PLS/1)
 Establishment of Fab Lab at BAU (CP-5002)
 BAU, Mymensingh-2202