

Department of Patents, Designs & Trademarks
Ministry of Industries
91, Motijheel Commercial Area, Dhaka-1000.
www.dpdt.gov.bd

REQUEST FOR QUOTATION
for CC Camera & Installation Services

RFQ No:89.08.0000.001.07.329.19-2492


Date: ০৪.১০.২০২০

To

1. The **Department of Patents, Designs & Trademarks** 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 15.10.2020 at 11.00 A.M.** The envelope containing the Quotation must be clearly marked "Quotation for **(1) No. of 10 (Ten) CC Camera & Installation and (2) Related Services** and **DO NOT OPEN** before **15.10.2020 at 11.30 A.M** 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 (Thirty) 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.

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 15 (Fifteen) 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 5 (Five) 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.

 08. 10. 2020

Mohiuddin Al Farooq
Deputy Registrar (A&F)
Date-

Address **Department of Patents, Designs & Trademarks**
Phone No...9584901
Fax No.....
e-mail – dr.admin@dpdt.gov.bd

Distribution:

1. [Administrative Officer, DPDT, Dhaka] for information and circulation in their notice board.
2. [System Analyst, DPDT, Dhaka] for posting in the website, if applicable.
3. Notice Board.
4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: _____

Date:

To:

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named [insert name of goods]

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:

Price Schedule for Goods and Related Services

RFQ NO. _____ Date: _____

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1		CC Camera		10				DPDT
2		DVR		01				DPDT
3		HDD		01				DPDT
4		UTP Cable		02 box				
5		UPS		01				
6		Monitor		03				
7		Power Cable		03 Coil				
8		Camera Stand		05				
9		HDMI Splitter		02				
10		USB Cable		04				
11		HDMI Cable		07				
12		HDMI Extender		03				
13		TV wall mount		03				
14		Multi plug		02				
15		Installation & setup charge		01 job				
16		Accessories		01 Job				
17		Pvc pipe for cable covering		200 m				
18		Adapter		10				
19		Video Connector		10				
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	Department of Patents, Designs & Trademarks
Total Amount in Taka (in words)	
Delivery Offered	[15 (Fifteen) days from date of issuing the Purchase Order]
Warranty Provided	[01 year 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 dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal Name of Quotationer	Date:
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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	2	3	4	5	6
1		CC Camera	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
2		DVR	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
3		HDD	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
4		UTP Cable	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
5		UPS	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
6		Monitor	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
7		Power Cable	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
8		Camera Stand	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
9		HDMI Splitter	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
10		USB Cable	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
11		HDMI Cable	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
12		HDMI Extender	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
13		TV wall mount	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
14		Multi plug	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
15		Installation & setup charge	-	-	-
16		Accessories	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
17		Pvc pipe for cable covering	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
18		Adapter	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder
19		Video Connetor	Attach with Extra Sheet	To be Mentioned by the bidder	To be Mentioned by the bidder

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:
Name of Quotationer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- 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.

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (**10**) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain 01 year; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

S/N	Item Name	Technical Specifications		Number of Quantity
1	CC Camera	Brand	Internationally reputed any brand (To be quoted by the bidder/Tendered)	10
		Model	To be quoted by the Bidder/Tendered	
		Country of Origin	To be quoted by the Bidder/Tendered	
		Country of manufacture Assembler	To be quoted by the Bidder/Tendered	
		Image Sensor	1/2.7" 5MP CMOS Sensor	
		Scanning System	Progressive	
		Pan/Tilt/Rotation	Pan: 0° ~ 360°, Tilt: 0° ~ 90°, Rotation: 0° ~ 360°	
		Effective Pixels	2592*1944(v), 5MP	
		Frame Rate	20fps@5MP, 25/30fps@4MP, 25/30@1080P	
		Video Output	1-channel BNC high definition video output / CVBS video output (Can switch)	
		IR Distance	Up to 25m	
		Smart IR	Auto / Manual	
		Day/Night	Auto (ICR) / Manual	
		IR On/Off Control	Auto/ Manual	
		Lens Type	Fixed lens and focal length-3.6mm	
		Angle of View	H: 77.5° (93°, 49°) / v: 56.5° (68°, 37°)	
		Close Focus Distance	11400mm (800mm, 2500mm) 55.12" (31.50", 98.43")	
		Resolution	5MP(Min)	
		DORI Distance	2.8mm:63m(207ft), 3.6mm: 80m(262ft), 6mm: 120m(394ft)	
		Dimension	70mm×70mm×149mm (2.76"×2.76"×5.87")	
		Net Weight	0.15kg (0.33lb)	
Power	1.2V DC/1A			
Power Consumption	Max. 3.9W (12V DC, IR on)			
Interface	1 RJ45 10M/100M Adaptive Ethernet Interface			
Casing	Plastic			
Warranty	01 (One) Year Warranty (Min)			
2	DVR	Brand	Internationally reputed any brand (To be quoted by the bidder/Tendered)	1
		Model	To be quoted by the Bidder/Tendered	
		Country of Origin	To be quoted by the Bidder/Tendered	
		Channel	16 Channel (Min)	
		Main Processor	Embedded Processor	
		Analog Camera Input	16 Channel, BNC	
		HDCVI Camera	5MP, 4MP, 1080P@25/30fps, 720P@50/60fps, 720P@25/30fps	
		AHD Camera	5MP, 4MP, 1080P@25/30, 720P@25/30fps	
		TVI Camera	5MP, 4MP, 1080P@25/30, 720P@25/30fps	
		CVBS Camera	PAL/NTSC	
		IP Camera Input	16+8 Channel, each channel up to 6MP	
		Audio In/Out	1/1, RCA	
		Two-way Talk	Reuse audio in/out, RCA	
		Recording Compression	H.265+/H.265/H.264+/H.264	
		Resolution	5M-N, 4M-N, 1080P, 1080N, 720P, 960H, D1, CIF	
		Record Rate	Main stream: the 1st & 2nd channels 5M-N(1~10fps), other channels 4M-N/1080P(1~15fps); 1080N/720P/960H/D1/CIF (1~25/30fps) Sub stream: D1/CIF(1~15fps)	
		Bit Rate	1 Kbps- 6144Kbps Per Channel	
		Record Mode	Manual, Schedule (Regular, Continuous)	

SR AS

		Compression	H.264	
		Display Interface	16CH: 1 HDMI, 1 VGA, 32CH: 1 HDMI, 1 VGA, 1 TV	
		Smart Phone	iPhone, iPad, Android	
		Alarm input	N/A	
		Relay Output	N/A	
		Internal HDD	1 SATA Port, up to 10TB capacity	
		SB	N/A	
		Accessories	N/A	
		Installation	On the Computer	
		Warranty	1 Year Warranty	
3	HDD	Capacity	4TB HDD (Min)	1
		Brand	To be quoted by the bidder/Tendered	
		Record Days	30 days (Min)	
		Warranty	2 Years	
4	UTP Cable	Cable	UTP Cable Cat-6 100% Original with copper	2 boxes
		Brand	To be quoted by the bidder/Tendered	
5	UPS	UPS	1200V	1
		Warranty	1 Year	
6	Monitor	Brand	To be quoted by the bidder/Tendered	2
		Model	To be quoted by bidder	
		Warranty	1 Year Warranty	
		Size	32 "	1
			42"	
7	Power Cable	Cable 23/76	To be quoted by the bidder/Tendered	3 Coil
8	Camera Stand	Wall mount stand	Middle size heavy steel Wall mount stand	5
9	HDMI Splitter	HDMI Splitter with USB	HDMI Splitter with USB 1/4 Port	2
10	USB Cable	USB Cable	5 M USB To USB Cable	4
11	HDMI cable	HDMI Cable	5M HDMI To HDMI Cable	7
12	HDMI Extender	HDMI Extender	HDMI Extender Cat-6 with USB Port	3
13	TV wall mount	TV wall mount	TV wall mount 32" size	3
14	Multi plug	Multi plug	High quality 4 pin multi plug	2
15	Installation & Setup Charge	Installation & Setup Charge	Camera Installation & Setup Charge	1 Job
16	Accessories	camera setting accessories	camera setting accessories (cable tie, cable clip, tap & screw)	1 Job
17	Pvc Pipe for cable covering	Flexible pvc pipe	Flexible pvc pipe 1 inch	200 m
18	Adapter	Camera Adapter	12v dc High Quality Camera Adapter	10
		Brand	To be quoted by the bidder/Tendered	
19	Video Connector	Camera video ballaun	Passive Camera video ballaun	10

