

SAJIDA Foundation
Admin & Infrastructure
Department
SAJIDA Foundation
Otobi center, level-5, Plot#12, Gulshan-1,
Dhaka.

TENDER FOR Security Vault for MF Branch office.

(Please visit <http://www.sajidafoundation.org/> for details)

Ref: SF/06/2019/ SV

1	Name of the Organization	SAJIDA Foundation		
2	Procuring Entity Name	Admin & Infrastructure Department		
3	Invitation of tender	Supplying, installing and commissioning of the following items: (a) Security Vault = 168 units For detail specifications, instruction & terms and conditions please scroll below or visit website http://www.sajidafoundation.org		
4.	Invitation for Quotation Ref. & Date	SF/06/2019/SV, Date-17/06/2019		
5	Procurement Method	Limited Tendering Method		
6	Source of Fund	SAJIDA Foundation		
7	Tender Last Selling Date	Not Applicable		
8	Date & Time for Submission, Closing & Opening of Tenders	Submission Date	Closing time	Opening Time
		25/06/2019	2 pm	2:30 pm (Only SAJIDA Foundation respective authority will be presence)
9	Name and address of the Office for receiving tender(s)	Senior General Manager Admin & Infrastructure SAJIDA Foundation, Otobi center, Level-5, Plot-12, Block CWS (c) , Gulshan-1, Dhaka-1212.		
10	Time for Completion of Delivery	Within 45 days from the issuing date of work order.		
11	Place of opening tender documents	SAJIDA Foundation, Otobi center, Level-5, Plot-12, Block CWS (c) , Gulshan-1, Dhaka-1212.		
12	Eligibility of Tenderer (s)	The bidder must have (a) valid email address (b) Valid Trade License (c) VAT Registration (d) TIN (d) Experience of Supplying, installing and commissioning to any private commercial / NGO/ Financial institution. (e) Bank solvency (f) Principal address with e-mail and website, (f) The bidder must not be a bankrupt.		
13	Address of Official Inviting Tender	Admin & Infrastructure SAJIDA Foundation, Otobi center, Level-5, Plot-12, Block CWS (c), Gulshan-1, Dhaka-1212.		
14	Contact Details	Telephone No. 01674774141 , email: abdullah@sajida.org		

Name of the product	Specification	Remark
Security Vault	<ol style="list-style-type: none">1. Fire Proof2. Size: 48"X25"X25"3. Color : Silver4. Weight: 400+ KG5. Iron sheet: 12 gaze6. Lock: Ten lever with three lock.7. Shape: Rectangler8. Two drawer9. One Door.	

The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings. Please submit your Quotation in Sealed Envelope. Otherwise it will be not be acceptable.

Signature of the official inviting Quotation
Name: Md. Ahsan Habib
Designation: Senior General Manager
Date:17/06/2019
Phone No: 01777772747

Price Schedule for Goods and Related Services

RFQ NO. _____

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 Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
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					[insert destination of Goods]			
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 Name of Quotationer	Date: dd/mm/yy
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- Note:**
- Col. 1, 2, 3, 4, 5,6,7,& 8 9 to be filled in by the Quotationer according procurement entity requirements .
 - 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.