

Date: 11 April 2021

Ref: OKUP/069/2021

**Subject : Request For Quotation for supplying Motorcycle, Laptop, Printer, Camera, and Scanner, Multimedia Projector.**

Dear Concern

Quotation is hereby invited from the bona fide suppliers under the terms and conditions mentioned bellow on your letterhead pad:

Item Name	Specifications	Quantity	Unite Price	Total Price
			(Including Vat and Tax)	
<b>Motorcycle - 1</b>	TVS Max 124 -125 CC, 4 Stroke, Single Cylinder, Air cooled, spark ignition engine and Electric/ Kick starter	6		
<b>Motorcycle - 2</b>	TVS Wego 109 - 110 CC, 4 Stroke, air cooled, spark ignition engine and Electric/ Kick starter	4		
<b>Laptop -1</b>	7RX17AV-CORP # HP PROBOOK 445 G7 (AMD Ryzen5 4500U-2.3 GHz/8 GB DDR4/512 GB SSD/14" FHD/WC/BT/WIN 10 HOME/SILVER/3Y)	9		
<b>Laptop -2</b>	Lenovo; Model V 14; Display 14.0" (356mm) FHD (1920 X1080), anti-glare, LED backlight, 220 nits, 16:9 aspect ratio; Processor 10th Generation Intel® Core™ i3 Processor Processor No : i3-1005G1; Memory/RAM 4 GB (Soldered to System board), Dual Channel DDR4 at 2666MHz, 1 x SODIMM Slot (Free/Unoccupied); Storage 1 TB SATA Hard Drive + M.2 Slot for SSD PCIe NVMe, PCIe 3.0 x4	6		
<b>Printer</b>	Canon imageCLASS LBP6030, Functions - Only Print, Printer Type - Single Function Mono Laser Printer, Output Color - Black & White, Print Resolution (Pixel) - 600 x 600dpi, Duplex Print - Manual, Output Tray - 100Sheet, Printer Memory - 32MB, Interface (Built-in) - USB, Warranty - 1 year, Country of Origin - Japan, Made in/ Assemble - Vietnam/Thailand	4		
<b>Camera</b>	Canon PowerShot SX620 HS Mega Pixels 20.2 Mega Pixels Lens 4.5 - 112.5 mm (35 mm equivalent: 25 - 625 mm) Processor Model DIGIC 4+ with iSAPS technology Sensor Type 1/2.3 type back-illuminated CMOS Screen/Display Size.3.0 Inch Screen/ Display Type; TFT LCD Display Screen Dots922, Playback zoom2x - 10x ISO Auto, 1-point (fixed to centre) Live view Built-in flash	2		
<b>Scanner</b>	Canon CanoScan Lide 300, Type - Flatbed Scanner, Scan Technology - CIS (Contact Image Sensor), Scanning Speed (B & W) - 4.3msec/line (2400dpi), Scan Size - A4 / Letter, Scan Size Max. - Letter, Image Sensor - CIS, Interface (Built-in) - USB, OS Compatibility - Windows 7, 8.1, 10, OS X 10.11.6, macOS 10.12-10.13, Dimensions (WxHxD) - 250 x 42 x 367mm, Weight (kg) - 1.70 Kg, Others - Minimum System Requirements Display: 1024 x 768 XGA, Warranty - 1 year, Country of Origin - Japan, Made in/ Assemble - Vietnam/Thailand	3		
<b>Multimedia Projector</b>	ViewSonic M1+_G2 LED Portable Wireless Projector with Harman Kardon® Speakers	2		

**Terms and Condition**

- A. Quotations to be submitted on or before the date 27 April 2021 by time 5:00 PM to be emailed to [procurement.okup@gmail.com](mailto:procurement.okup@gmail.com) or written on the envelope mentioning the Reference number.
- B. Delivery Place: 466, Nayapara, Dania, Jatrabari, Dhaka - 1236. For the motorcycle, should be delivered to Narsingdi sadar and Brahmanpara, Cumilla Office. The selected company will not be got the delivery charge separately for this assignment.
- C. Warranty/Guarantee: to be mentioned
- D. Inspection: Inspection will be carried out by concern technical person before receiving the mentioned items by OKUP.
- E. Payment will be transferred to your company bank A/C directly or A/C payee cheque, after satisfactory delivery and installation a notation on the delivery note (Chalan) by the recipient (with name, designation and date). The supplier must mention the A/C name, A/C number, Bank name, Branch name, e-mail ID in the invoice/ Bill through a seal.
- F. Alternative offer: Alternative offer will not be accepted.
- G. Offer Validity: 20 days from the date of submission.

**Other Terms and Condition**

- A. Income Tax and VAT will be deducted at source as per Government rule if applicable.
- B. Following documents are to be submitted:
  - i. Copy of Trade license
  - ii. Copy of VAT registration Certificate (with Mushak 6.3)
  - iii. Up to date copy of Tax payment receipt
  - iv. At least 3 years relevant experience on similar field
  - v. Product catalog, and
  - vi. Manufacturer authorization letter (if applicable)
- C. OKUP will reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.
- D. For any further clarification any bidder may email: [procurement.okup@gmail.com](mailto:procurement.okup@gmail.com)

**Award Notification:**

Only the successful bidder will be notified. A copy of the tender award notice will be published at OKUP Head Office for information of all bidders.

Thanking You



**Omar Faruque Chowdhury**  
Executive Director, OKUP