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**GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH**

**Standard Request for Quotation Document (National)**

**For Procurement of Goods and Services**

**[Request for Quotation Method]**

(for values up to Taka 0.5 million/5 Lac)

**Central Procurement Technical Unit**

**Implementation Monitoring and Evaluation Division**

**Ministry of Planning**

###### 

Government of the People’s Republic of Bangladesh

Economic Relations Division

Ministry of Finance

Sher-e-Bangla Nagar, Agargaon, Dhaka

**REQUEST FOR QUOTATION**

for

# BSTF Scholarship Management System (BSMS) Software

# Package- GS- 01/2021

# Date: 08 August, 2021

To

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The ***Member Secretary, Bangladesh Sweden Trust Fund (BSTF) Committee*** is authorised to allocate the donated 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, Design and Drawings for the intended software 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 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 software (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 16-08-2021 at 3.00 p.m**. The envelope containing the Quotation, if hard copies are submitted, must be clearly marked “Quotation for **BSTF Scholarship Management System (BSMS) Software** and **DO NOT OPE**N **before 16-08-2021 at 3.20 p.m**. Quotations received later than the time specified herein shall not be accepted.
7. 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.
8. All Quotations must be valid for a period of at least **30 days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. 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.
11. 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.
12. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification, shall be required to submit photocopies of documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number; without which the Quotation may be considered non-responsive**.**
13. 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.
14. 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.
15. The supply of goods and/or services shall be completed within **30** **(Thirty)** days from the date of issuing the Purchase Order.
16. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7(Seven)** days of receipt of approval from the Approving Authority.
17. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

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| **Distribution:**   1. Wing Chief (Wing-8), (Asia, JEC and F & F), ERD for information and circulation. 2. Senior Programmer, ERD for posting in the website, 3. Administrative Officer, fnf2 section for information and wide circulation. 4. Notice Board. 5. Office File. | Mohammad Helal Uddin **Member secretary of BSTF Committee** Date: 08 August, 2021Room-19, Block-16,Economic Relations Division,Ministry of FinancePhone No: 48117635.E-mail: fnf2@erd.gov.bd |

## Quotation Submission Letter

**[Use Letter-head Pad]**

RFQ No: **ERD/BSTF/FnF2/GS-01/2021/ 48** Date: 08 August, 2021

To:

# Mohammad Helal Uddin

**Member Secretary, BSTF Committee.**

# Room-19, Block-16,

# Economic Relations Division,

**Ministry of Finance**

# I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named BSTF Scholarship Management System (BSMS) Software, Package- GS- 01/2021.

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.

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|  |
| Signature of Quotationer with Seal |
| Date: |

**Price Schedule for Software and Related Services**

**RFQ NO. ERD/BSTF/FnF2/GS-01/2021/ 48 Date: 08 August 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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*** |
| 01 | 01 | BSTF Scholarship Management System (BSMS) Software, Package- GS- 01/2021  (Detailed provided in the attached description of Technical Specification) |  | 01 |  |  |  | Room-19, Block-16,Economic Relations Division, Ministry of Finance, Agargaon, Dhaka. |
| **Total Amount for Supply of Goods and related services**  **(inclusive of VAT and all applicable taxes; *see Note 2 below*)** | | | | | | In figure |  |  |
| In words |  | |
| Software to be supplied to | | | **[insert destination of software]** | | | | | |
| 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 days from date of issuing the Purchase Order.** | | | | | |
| Warranty Provided | | | **1 (one) year after acceptance of Services.** | | | | | |

**[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: |
| 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 Software Required**

**Key requirements of the Software with regards to RFQ NO. ERD/BSTF/FnF2/GS-01/2021/ 48:**

1. The system should enable the users to apply online for grants from the BSTF

2. The system will be made as a web platform consisting of account creation options and dashboard for both admin and applicant

3. The data from the applicant can be exported as an excel file and individual details can be exported as PDF

4. The software will be able to generate field-wise customized reports using the report hub center in the admin dashboard

5. Automatic notification from the system for the receipt of application, grant status and fund transfer for the applicant will be sent through email

6. Applicants will be able to use their dashboard to edit, update and delete information regarding their application. The admin will be able to see the edit history of the applicant form

7. The form will be created stepwise and hence, multiple documents uploading to one field will be possible and regarded as a single field such as for instance multiple images require for NID verification

8. Authentication for NID, Passport, and Birth certificate will be able to be done through the integration of the databases from the applicable organization of the People's Republic of Bangladesh

9. The system will be able to perform duality checks to rule out the applicants who have been a previous recipient of the fund. In this regard, the system will allow to enter historical data

10. The web platform of the system will be responsive. It will perform equally on all platforms such as mobile, desktops, and tablets

11. The web platform can be opened and closed by the Admin through the archiving and re-launching option in the admin dashboard. Once archived all the data from that period will be archived and data would be stored

12. The system will be able to generate scheduled backup for the data that will automatically be sent by the system to the corresponding storage device

13. Applicants will be able to see the progress of their application and the process of application by each applicant will be checked by the system against a pre-determined checklist

14. Until decision regarding hosting of the software is decided, the Quotationer will host the system on their server and when BSTF arranges the intended hosting facility, the Quotationer will transfer the whole system and data and all related components of the software to the facility determined by the BSTF authority

15. Once the system if fully developed, every component of the system, including but not limiting to the source code of the software, would be handed over to BSTF authorities. ERD will be the owner of the source code and have the copyright of the whole system

16. The system should be compatible to run on either Windows or Linux, which would be indicated by the BSTF authorities at the initial development stage

17. Maintenance of and helpline for the system during office hours, including but not limiting to ensuring security of the system, will be done by the Quotationer as long as the system remains operational

18. The system will allow upgrades if new features are required to be introduced in the system for its improved functioning

19. The system should allow bulk historical data upload from various file types including but not limiting to Excel

20. Functional, Non-functional, performance, loading, usability, compatibility, integration, code review, database, software architecture and security testing must be done and all kinds of necessary License should be issued in favor of ERD.

**I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned herein above.**

|  |  |
| --- | --- |
| **Signature of Quotationer with Seal** | Date: |
| Name of Quotationer |

Government of the People’s Republic of Bangladesh

Economic Relations Division

Ministry of Finance

Sher-e-Bangla Nagar, Agargaon, Dhaka

**REQUEST FOR QUOTATION**

For

# BSTF Scholarship Management System (BSMS) Software

# Package- GS- 01/2021

**Purchase Order No.\_\_\_\_\_\_\_\_\_\_\_ Date: 08 August, 2021.**

|  |  |
| --- | --- |
| **RFQ No ERD/BSTF/FnF2/GS-01/2021/ 48** | **Date: 08/08/2021** |
| **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:  Signature of the Procuring Entity with name and Designation Mohammad Helal Uddin **Member secretary of BSTF Committee** Economic Relations Division, **Ministry of Finance** |
| Date |

**Attachments**: As stated above

Government of the People’s Republic of Bangladesh

Economic Relations Division

Ministry of Finance

Sher-e-Bangla Nagar, Agargaon, Dhaka

**REQUEST FOR QUOTATION**

For

# BSTF Scholarship Management System (BSMS) Software

# Package- GS- 01/2021

# Terms and Conditions

# For

# Supply of Software 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 **(Thirty)** days of issuing the Purchase Order in conformity with the Terms and Conditions. **07 (seven)** days for further improvement/maintenance/bug-fixing and deploy the final version of automation tool. Time will be effective from the date of signing the contract.
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. Based on approved Software Requirement Specification (SRS) and SDD, develop, test, configure and deploy the automation tool that will have capability to integrate with other national government software or any local or international web-portal.
6. 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.
7. 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.
8. Vendor is obliged to provide 2 contact points that will be in charge of the support. If the problem persists, the vendor is responsible to solve the issue within 24 hours. The vendor will be responsible to ensure availability for any malfunctioning and safe keeping of the database for secured restoration if required.
9. The vendor will monitor the software application and take all necessary steps to ensure accessibility and uptime at all times from the day of the contract awarding.
10. The database need to be backed up daily including data, database schema, structure, scripts, triggers, procedures and functions to ensure complete and immediate recovery in case of disruption of any magnitude. The backup disk should be kept away from the location of hosting servers.
11. In case of any malfunctioning component of the software, or if any bug or error found it should be permanently resolved by the vendor within no more than 72 hours from the time of identification of the malfunction to ensure guaranteed uptimes.

1. The vendor must provide a Maintenance and Support Services covering: Service desk Configuration, Change, Service layers, Communication, Incident & Problem management, reporting and service Log Management
2. The vendor should have at least 02 (Two) year experience in Software development business in Bangladesh.
3. Demonstration by the vendor of its management capacity (website link/brochures and other documents describing similar assignments, experience, availability of appropriate professional staff and experience among applicant’s staff, resources to carry out the assignment) is preferable.
4. The vendor will, after awarding of contract, provide a List (Name, designation, years of experience, number of projects, expertise) of IT personals who will be engaged to perform the assigned task.
5. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
6. Notwithstanding any other practice, the payment shall be based on the actual delivery of the software in accordance with the Price Schedule and Specifications. 30% of the Contract price of the software and related services shall be paid upon awarding the contract. The rest will be paid after the software is handed over to ERD as per agreement
7. 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. The total Contract Price is BDT **[insert figure]** **[in words].**
8. The minimum **Warranty Period** of the Supplies shall be **One year** 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. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
9. 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 software and related services.
10. Damage to the software/services 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.
11. The Procuring Entity shall have the right to amend the Contract as and when necessary
12. 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:
    1. Fails to deliver Goods and related services as per Delivery Schedule and Specifications.
    2. 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.
    3. Fails to perform any other obligation(s) under the Contract.
13. The Procuring Entity and the Vendor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
14. The Vendor 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.
15. The procuring Entity shall retain or in other words deduct 10% (Ten Percent) as security Deposit of the contract prices from the payment due to the supplier and will be kept it until expiration of the warranty period.

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| **For the Purchaser:**  Signature of the Procuring Entity with name and Designation  C:\Users\User\Desktop\sign.png Mohammad Helal Uddin **Member secretary of BSTF Committee** Economic Relations Division, **Ministry of Finance** | **For the Supplier:**  Signature of the Supplier with name Designation |
| Date | Date |