

**College Education Development Project (CEDP)  
University Grants Commission of Bangladesh / National University  
Secondary and Higher Education division, Ministry of Education  
IDA Credit # 5841-BD**

**College Name: Gurudayal Govt College, Kishoreganj**

**REQUEST FOR QUOTATION  
FOR**

**Package Name: Procurement of College Management Information System  
(CMIS) and Related Services**

**Invitation for RFQ No: G6/2023-24**

**Issued Ref.: 2023/151/6**

**Issued On: 29/10/2023**

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**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**College Education Development Project (CEDP)**  
College Name: Gurudayal Govt College, Kishoreganj  
College Address: Harua, Kishoreganj

**REQUEST FOR QUOTATION**

for

**Package Name: Procurement of College Management Information System  
(CMIS) and Related Services**

Issued Ref.: 2023/151/6

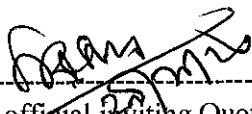
Issued On: 29/10/2023

To

1. The **Gurudayal Govt College, Kishoreganj** 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 Suppliers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 5/11/2023, 12.00 pm**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of College Management Information System (CMIS) and Related Services**" and **DO NOT OPEN before 5/11/2023, 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 quotation document 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 **60 days** from the closing date of the Quotation.
10. No public opening of quotations received by the closing date shall be held.



11. 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, 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 Supplier, if accepted shall remain fixed for the duration of the Contract.
13. Supplier shall have legal capacity to enter into Contract. Supplier, 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. Quotation shall be evaluated based on information and documents submitted with the document, by the Evaluation Committee and, at least three (3) responsive Quotation document will be required to determine the lowest evaluated responsive Quotation document 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. Supplier 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 14 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 **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotation document or annul the procurement proceedings.



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Signature of the official inviting Quotation

**Name: Professor A N M Mustakur Rahman**

Designation: Principal

Date: 29/10/2023

Address: Harua, Kishoreganj, Phone No: 02997761567

Fax No.....e-mail [gdgckishoreganj@gmail.com](mailto:gdgckishoreganj@gmail.com)

**Distribution:**

1. Administrative wings of other Procuring Entities for information and circulation in their notice board.
2. Any other concerned offices for information and wide circulation.
3. Authorized Officer for posting in the website, if applicable.
4. Notice Board.
5. Office File.



# Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.: 2023/151/6  
Issued On: 29/10/2023

Name: Professor A N M Mustakur Rahman  
Designation: Principal  
Date: 29/10/2023  
Address: Harua, Kishoreganj, Phone No: 02997761567  
Fax No.....e-mail gdgckishoreganj@gmail.com

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Procurement of College Management Information System (CMIS) and Related Services.**

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 Quotation 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** 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 Quotation issued by you on 29/10/2023.

I/We understand that you reserve the right to reject all the Quotation document 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

Sl. no	Item No	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
1	2	3	4	5	6	7	8	9
1.	01							College Name
2.	02							
<b>Total :</b>						In figure		
						In words		

Goods to be supplied to	College Name and Address
Total Amount in Taka (in words)	
Delivery Offered	[----- weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[----- 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 [insert date]**

Signature of Supplier with Seal	Date:
Name of Supplier	

**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 Supplier.
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.

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## Technical Specification of the Goods Required

Issued Ref.: 2023/151/6

Issued On: 29/10/2023

SL.	Modules of Software	Technical Specifications	Technical Specifications mentioned by the Tenderer
1	Web Access Protocol	https://	
2	Technology Platform	To be mentioned by the bidder	
3	Database	To be mentioned by the bidder	
4	Warranty & Maintenance Support	2 (Two) Year	
5	Student Management	<p>i. Student portal will consist of personal &amp; academic information and the other detailed information about a student of the institution. The specific Student will be able to modify his/her own personal relevant information from the portal. S/he will be able to see the payment ledger, results, progress etc.</p> <p>ii. Student can check the Accounts information from student portal. As this is a sensitive issue, the student has no accessibility to change the Accounts information. But if s/he find any problem in accounts, they can complain about the problem to the authority (where applicable).</p> <p>iii. Student will be able to see his/her entire details from the beginning of the colleges. The student will be able to update his/her profile.</p> <p>iv. Student Apply (from student portal) for Transcript/Certificate/Provisional Certificate, be able to make necessary payment, and be able to print Transcript/Certificate/Provisional Certificate with online verification capacity.</p> <p>v. Capability of downloading Electronic Certificate, Result sheets etc. should be able download from the portal.</p>	
6	Teacher/Staff Management	<p>i) Employee resource allocation and management system.</p> <p>ii) Teacher Workload Management, Course Performance Tracking, Teacher profile information Uploading files/documents Assign Teacher to courses based on qualification and skills. Analyze Teacher feedback and compare Teacher workload with program and college averages for even distribution.</p> <p>iii) Teacher Activity Dashboard from where teachers can set reminders and alerts for quizzes, tests, assignment etc. They can manage their attendance, leave, research projects, and courses and even create budgetary allocation for research/programs.</p> <p>iv) The administration can see the information about the teachers, officers, staff info including their contracts, activities and performance.</p> <p>v) Payroll management for the guest Teacher members and temporary office staffs.</p> <p>vi) Attendance tracking system of the administrative employees of the institutions.</p> <p>vii) Online &amp; Offline meeting management for the employees and respective Teacher members.</p> <p>viii) Leave management system.</p>	
7	Accounting Management System	<p>i) Department/Program or event wise Budget can be created using this module. Also, the expenses &amp; income can be tracked accordance to the budgeting forecasts.</p> <p>ii) The Accountant &amp; Administration can see necessary details about the Payments, Receipts, bank reconciliation, and expenses. The students also will be able to see his/her own payment history from student portal.</p> <p>iii) Online payment system be integrated.</p> <p>iv) Accounting Dashboard will help the administration to rectify the financial summarized information at a glance.</p> <p>v) Prepare standard Audited Financial Report.</p> <p>vi) Customizable students' fees breakdown capabilities.</p>	
8	Inventory Management	<p>i) The Inventory management system maintains the report of physical assets and its location.</p> <p>ii) Depreciation calculation system.</p>	

		iii) Scrap management. iv) Should have standard inventory management features	
9	Exam & Result Management System	i) Exam routine management and declaration with approval from department chairman/principal. ii) Exam invigilators list approval and management. iii) Exam hall management option for every student. iv) Attendance based admit Card Generation and management v) Exam attendance management. vi) Seat Card management vii) Auto grading system calculation according to the input numbers of courses. viii) Temporary tabulation sheet generation for local/internal exam. ix) Attendance System. x) Attendance management for the administrative employees of the institute where even biometric device can be connected/integrated. xi) Result publishing and management xii) Question bank center for CQ & MCQ exam management	
10	Survey/ Assignment System	i) Create survey form as per requirements of the survey types. ii) Auto generated analytical reports from survey. iii) Assignment submission facilities for the students and management facilities for the teachers.	
11	Integrated Email & SMS Tools	i) Student Registration for allocation. ii) Room Allocation/ Discharge/ Set up. iii) Payment method to pay the charges by the students. iv) Hall Super and Assistant Hall Super v) Allocation of roles for hall management compliance system	
12	Hall/ Hostel Management	i) Student Registration for allocation. ii) Room Allocation/ Discharge/ Set up. iii) Payment method to pay the charges by the students. iv) Hall Super and Assistant Hall Super v) Allocation of roles for hall management compliance system	
13	Library Management	i) Book Register for issuing, renewing and returning of books. ii) Automatic import of book details using ISBN number. iii) Library card feature. iv) Configure book due easily. v) Book due and membership expiry email to members. vi) Setup author, publisher and awards details. vii) Invoicing a book due and membership renewal amount. viii) Book move marking on issuing and book returning.	
14	Course/subject management	i) Assign Subject & Teacher ii) Assign Class & Section iii) Assign, Session & Academic Year iv) Assign Shift & Version v) Assign Department, Level & Type	
15	Reporting management	i) Summary reports ii) Regulatory and periodical report iii) Reporting on demand iv) Operational and financial report	

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

<b>Signature of Supplier with Seal</b>	Date:
Name of Supplier	

Note:

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

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**College Education Development Project (CEDP)**  
College Name: Gurudayal Govt College, Kishoreganj  
College Address: Harua, Kishoreganj

**PURCHASE ORDER FOR THE**  
**Package Name: Procurement of College Management Information System**  
**(CMIS) and Related Services**

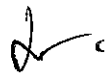
Issued Ref.:

Issued On:

<b>To:</b>	
<b>Delivery Date:</b>	<b>Order Value: TK.</b>
<b>Delivery: As per Terms and Conditions</b>	

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.

<b>ORDER ITEMS</b>
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
<b>For the Purchaser:</b>
Signature of the Procuring Entity with name and Designation Date:
<b>Attachments:</b> As stated above





# **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 **[Insert days]** 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 minimum Warranty Period of the Supplies shall be **[Insert Months]** 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.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. 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 .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. 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.

17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. **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.**
19. 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.
20. 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.
21. 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  
Designation

Date :

**For the Supplier:**

Signature of the Supplier with name  
Designation

Date :

