

Bangladesh Institute of Capital Market  
34, Topkhana Road, Dhaka

REQUEST FOR QUOTATION

for

[Supplying of BICM Promotional documentary, Printing Item and others]

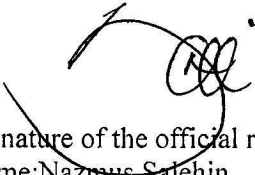
RFQ No: bicm/admin/P.D.P/004/21-177

Date: 16-05-2021

To

1. The Executive President of BICM 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 Performance Security shall be deducted from the total billing amount.
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 03:00 PM 24-05-2021**. The envelope containing the Quotation must be clearly marked "Supplying of BICM Promotional documentary, Printing Item and others" and **DO NOT OPEN before 3:00 P.M. on 24-05-2021**. 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 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** without which the Quotation may be considered non-responsive.
14. 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 30 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 Quotations or annul the procurement proceedings.



Signature of the official requesting Quotation

Name: Nazmus Salehin,

Designation: Director (Admin & Finance),  
Bangladesh Institute of Capital Market.

Address: 34, Topkhana Road, Dhaka.

Telephone: +88-02-9515775,

Fax No.: +88-02-9515773-4

E-mail address: directoraf@bicm.ac.bd

Date: 16-05-2021

**Distribution:**

1. Assistant System administrator for website publication
2. Notice Board.
3. Office File.

**Quotation Submission Letter**

**RFQ No: bicm/admin/P.D.P/004/21-177**

**Date: 16-05-2021**

To:  
Nazmus Salehin,  
Director (Admin & Finance),  
Bangladesh Institute of Capital Market.  
34,Topkhana Road,Dhaka.

I, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named "Supplying of BICM Promotional documentary, Printing Item and others".The total Price of My Quotation is Tk. ....

My 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.

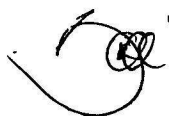
I declare that I have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I am not submitting more than one Quotation in this RFQ process in my own name or other name or in different names. I understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me.

I have examined and have no reservations to the RFQ Document issued by you on 16-05-2021.

I understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me.

Signature of Quotationer with Seal  
Date:



RFQ No: bicm/admin/P.D.P/004/21-177

Date: 16-05-2021

Price Schedule for supplying BICM Promotional Video documentary, Printing Item and others:

BICM Promotional Video documentary, Printing Item and others				
Printing Production				
Particular	Description	Qty	Unit Rate	Total Amount
<b>Trifold Brochure (High Quality &amp; as per Specification)</b>	300 GSM Art Card Paper Lamination : Matt + Spot (both Side)" Four Color Print   2 creasing Size : A4 Standard (10.5" x 13.3")	1500		
<b>Booklet (High Quality &amp; as per Specification)</b>	Booklet Cover 300 gsm Art Card Inner Pages 170 gsm Art paper Pages: 28 pages (cover +inner) 4 page (cover) 24 Pages (Inner) (4+1)=5 colour print - Size: 8.5x 7.25 inch. Lamination: Matt + Spot	1000		
			<b>Sub Total</b>	
Dynamic and Static Post				
Particular	Description	Qty	Dynamic Unit Rate	Total Amount
<b>Dynamic Post (For Social Media &amp; GDN)</b>	Post Graduate Diploma in Capital Market	3		
	Master of Applied Finance and Capital Market (MAFCM)			
	Certificate Course			
	Free investor Program			
	BICM Research			
<b>Static Post (For Social Media &amp; GDN)</b>	BICM Related Static Post for Social & GDN	5		
			<b>Sub Total</b>	

Audio Visual & OVC				
Audio Visual				
Topic/Type: Profile about BICM   Duration : 1:30 min to 3 min max   Quantity : 1				
Particulars	Description	Qty	Unit Rate (BDT)	Total Amount (BDT)
Pre Production	Scripting and Project Design	1		
	Story Board			
Post Production	Direction & Supervision	1		
	Stock Footage	1		
	Project Coordinator	1		
	Camera	1		
	Light	10		
	Model	6		
	Voice Artist	1		
	Audio studio	1		
	Editing Panel	1		
	Editor (Honorarium)	1		
	Static Graphics Developemnt	1		
<b>Sub Total</b>				

OVC (Online Video Content)				
Topic/Type: KSP/USP/Program/interview   Duration : 30 to 50 sec each   Quantity : 3				
Particulars	Description	Qty	Unit Rate (BDT)	Total Amount (BDT)
Pre Production	Scripting and Project Design	3		
Post Production	Direction & Supervision	3		
	Editing Panel	3		
	Editor (Honorarium)	3		
	Voice Artist	3		
	Audio studio	3		
	Static Graphics Development	3		
	Color Correction/Grading	3		
<b>Sub Total</b>				
<b>Grand Total</b>				

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service to be supplied to :	Bangladesh Institute of Capital Market 34.TopkhanaRoad,Dhaka .
Total Amount in Taka (in words)	
Delivery Offered	<b>days</b>
Contract Provided	

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

Signature of Quotationer with Seal	Date:
Name of Quotationer	

