

TERMS & CONDITIONS:

1. Sealed quotations for the items specified herein **Annexure-I** are to be submitted in the tender box kept at (Ground floor, east gate), ASA, ASA Tower, 23/3 Bir Uttam A.N.M. Nuruzzaman Sarak, Shyamoli, Dhaka 1207 on or before **22 September 2026** by 03:15 PM. The submitted quotations will be opened at 03:20 PM on the same day whereas financial offers will only be considered for further review/assessment based on quality/soundness of technical offers.
2. The validity of price quotation must be for a minimum of **60 days** from the date of opening the quotation.
3. Willing vendor(s) must be authorized dealers/resellers of the products mentioned in the tender. Dealership/reseller certificate should be attached with the quotations.
4. Bidder(s) must submit both financial and technical offers in two separate envelopes.
5. The vendor(s) shall complete delivery and installation of the items within **30 days** from the date of receiving the work order. However, the vendor who can deliver earlier from ready stock will get preference. In case of delivery from ready stock, the vendors are advised to mention the delivery date.
6. Bidder(s) must submit earnest money amounting to **2 to 3%** of total bidding/quoted price in the form of pay order issued from any scheduled bank drawn in favor of ASA with technical offer of sealed quotation. Following points are relevant to mention hereby:
 - a. Pay order of earnest money will generally be returned to unselected vendors (bidders) within **28 working days** from date of offer opening and neither interest nor penalty will be paid by ASA against the earnest money amount.
 - b. In the event of unwillingness/failure/refusal by the selected vendor (bidder) to execute his/her commitments/to carry out work/to collect the work order, the earnest money with ASA will be forfeited.
 - c. Earnest money/ pay order of selected vendor (bidder) will be returned only after submitting the performance guarantee (in the form of Bank Guarantee issued from reputed scheduled bank drawn in favor of ASA).
7. **Bidders must enclose the following documents with their sealed quotations:**
 - a. Trade License, BIN, TIN and VAT registration certificate.
 - b. Tax return slip.
 - c. Letter of Authorization on behalf of the Tenderer.
 - d. Manufacturer's Authorization Letter (sample format attached) for the quoted Brand.
 - e. Minimum **3 years** of proven experience in installing, configuring and establishing the proposed work with at least **03 projects**. Copy of previous work order(s) must be supplied along with the tender as proof of their experience.
8. Bidders should quote the unit price & the total price both in figure and words and there must not be any erasing/overwriting:
 - a. In the offers/quotations, if the values in digits and words are in differ then the value in words will prevail. Again, if the total value does not match with the calculated value (Unit

Price X Quantity) then the total value will be recalculated by multiplying the quantity with the unit price.

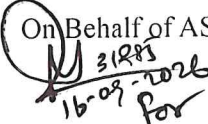
- b. **Bidder(s) should submit quotation including VAT, and TAX which will be deducted as per government rules. VAT amount must be mentioned in a separate column. For zero VAT item/s, bidders must submit zero VAT challan with invoice.**

9. ASA authority reserves the right to:

- a. Accept or reject any or all the quotations without mentioning any reasons whatsoever and shall not be obliged to accept the lowest quotation under any circumstance,
 - b. Reduce or increase the quantity and reserves the right to distribute the work among the bidders or assign the entire task to a single bidder,
 - c. Relax, change, or drop any of the terms and conditions mentioned here in this RFT without any further notice.
 - d. Reject any quotation partially or fully at any point of procurement process if the tenderer submits any wrong information.
10. The supplier(s) must obtain a formal written work order from the ASA management before initiating the supply/delivery of items as stipulated in the work order.
 11. Selected vendor(s) must submit **10%** of the total quoted value as performance guarantee in the form of Bank Guarantee issued from reputed scheduled bank drawn in favor of ASA **at the time of collecting the work order**. The Bank Guarantee to be submitted by vendor to ASA should be valid covering the entire warranty period.
 12. Selected vendor(s) must collect work order within **7 (seven)** working days from date of being informed through email/other to that end from ASA i.e., to collect work order. Work order will be treated invalid if selected vendor is found to be unable to collect the work order by submitting performance guarantee and that will lead to eventual forfeiture of earnest money without issuing any further notice/communication from ASA.
 13. The work order will automatically be deemed cancelled by ASA once the terms & conditions as laid out in RFT are not duly fulfilled by the selected vendor(s).
 14. If a tenderer fails to deliver the items within the stipulated time on valid/acceptable (to ASA) grounds, it must take prior approval requesting revised delivery date and, in that event, for every day delay, **TK 3,000/- (three thousand)** will be imposed as penalty. Imposed penalty for delayed delivery shall be deducted from the payable bill but delay for more than **15 (fifteen)** days from mentioned delivery date in sealed quotation will be treated as unwillingness/failure/refusal to deliver item/s of work order and work order will be considered by ASA as consequentially cancelled.
 15. If delivered/supplied product/model/any part/s is/are not available in the market during the agreement period, vendor must supply, subject to approval from ASA, available product/model/part/s (same branded, new, and unused) of higher configuration. In that event, ASA will not be liable to bear any additional cost.
 16. For due enforceability of agreement, ASA must be accorded with necessary access to the principal of product for any sort of support so that principal vendor can be made legally bound/liable to provide such support. Points of contact at the level of the principal of product must be mentioned (Name, designation, cell number, skype, email and address) in the sealed quotations.
 17. Supplier is fully liable to provide **full warranty, 1 (one) year including parts, labor, and services of Printer**. During the warranty period, ASA will be entitled to obtain comprehensive maintenance support including any replacement for defective deliverables or parts of deliverables. The warranty



- will be calculated after successful UAT (user acceptance testing). UAT will be completed within **20 working days** from the date of delivery/receipt of goods by ASA.
18. The time of warranty claim will be calculated from the date of communication as claimed/made by ASA. Maximum time allowed to replace parts by the vendor will be **7 working days**.
 19. If the vendor(s) become unable to provide warranty support mentioned in point no. 17 & 18, ASA will charge penalty of **TK 1,000/- (one thousand)** per day for each device.
 20. If ASA finds **10%** of any products or parts faulty within **6 months** after User Acceptance Testing (UAT), the vendor will be liable to replace the faulty product/ products of the whole purchase proactively without claiming any charge/fee on any ground.
 21. Supplier(s) should assign a particular person for providing dedicated technical support to ASA.
 22. Supplier(s) shall be responsible for pickup and delivery of the product as and when required from/to ASA Head Office located at ASA Tower, Shyamoli, Dhaka.
 23. Payment shall be made through an account payee cheque within **30 (thirty)** working days from the date of delivery and installation of the products and receiving invoice with all required supporting documents including UAT report.
 24. Supplier(s) must submit a proven document of LC (not applicable for delivery from ready stock) with a forwarding letter within 10 days from the date of receiving work order of relevant products to inform ASA regarding opening LC.
 25. In the event of inconsistency, noncompliance, confusion / conflict, decision by ASA authority shall be final and prevail over.
 26. Supplier should honor and comply with all these conditions throughout the entire period under warranty coverage.

On Behalf of ASA

 16-09-2026
 For

Mohammad Abdullah Al Mamun
 IT Support Manager

Annexure-I

Technical Specifications for 40 units of Hp Laser MFP 136a Printer:	
Product Description	
Brand	HP
Functions	Printer, scan, Copy
Printer Type	Multi-Function Laser Printer
Technology	Laser
Duplex	Manual
Printer Resolution	UP to 1200 × 1200 dpi
Paper Size	A4, Letter, Legal
Scan Type	Flatbed
Scan Resolution	Up to 600 × 600 dpi
Connectivity	USB
Toner	HP 110A
Software	Windows 8; Windows 8.1; Windows 10; macOS 10.14
Warranty	1-Year



Manufacturer's Authorization Letter

Request for Quotation No: H.D/G-0469/2026

Date: 16 September 2026

To
Senior Consultant (Procurement, Land & Tower Management)
ASA
ASA Tower, 23/3 Bir Uttam A.N.M. Nuruzzaman Sarak,
Dhaka-1207.

WHEREAS, we [name and address of manufacturer] are reputable manufacturers having factories at [list of places of factories]

THEREFORE, we do hereby:

1. Authorize [Vendor Name] to submit a Tender in response to the Request for Quotation indicated above, the purpose of which is to provide the following Goods, [description the goods], manufactured by us, and to subsequently sign the contract for the supply of such Goods; and
2. Extend our full guarantee and warranty in accordance with terms and conditions mentioned in RFT, with respect to the Goods offered in the tender.

Signed:

In the Capacity of:

Duly authorized to sign the authorization for and on behalf of
[Name of manufacturer]

Date:

