

REQUEST FOR TENDER (PRODUCTS)
Supply of Camera and other gadgets

TERMS & CONDITIONS:

Sealed quotations are hereby invited from qualified and reputable firms for **the supply of Camera and other gadgets** as per following description and subsequent terms and 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 12 August 2026 by 12:00 PM**. The submitted quotations will be opened at 12:05 PM on the same day.
2. The validity of price quotation must be for a minimum of **30 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. The vendor(s) shall complete delivery and installation of the items within **10 working days** from the date of receiving the work order.
5. 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).
6. **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.
7. 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 quotations including VAT, and TAX which will be deducted as per government rules. VAT amount must be mentioned in a separate column.**

Rifat
Hidul



8. **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.
9. 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.
 10. 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.
 11. 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.
 12. 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).
 13. 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 2,000/- (two thousand)** will be imposed as penalty. Imposed penalty for delayed delivery shall be deducted from the payable bill but delay for more than **10 (teen)** 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.
 14. 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.
 15. 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.
 16. Supplier is fully liable to provide **1 (one) year replacement warranty**. 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.
 17. 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**.
 18. If the vendor(s) become unable to provide warranty support mentioned in point no. 16 & 17, ASA will charge penalty of **TK 500/- (five hundred)** per day for each device.

Right



19. 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.
20. Supplier(s) should assign a particular person to provide dedicated technical support to ASA.
21. 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.
22. Payment shall be made through an account payee cheque within **15 (fifteen)** working days from the date of delivery and installation of the products and receiving invoice with all required supporting documents including UAT report.
23. 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.
24. In the event of inconsistency, noncompliance, confusion / conflict, decision by ASA authority shall be final and prevail over.
25. Supplier should honor and comply with all these conditions throughout the entire period under warranty coverage.

On Behalf of ASA



Badiul Alam
Sr. Procurement Officer



Annexure-I

Technical Specification for Camera and other gadgets

Serial	Items	Name	Quantity
01	Camera	Sony Alpha A6700 Mirrorless Camera (Body Only)	1
02	Lense	Sigma 18-50mm f/2.8 DC DN Contemporary Len	1
03	Camera Lens Filter	K&F Concept 55mm 2-in-1 Black Diffusion/Black Mist 1/4 with CPL Camera Lens Filter	1
04	Memory Card	Sony SF-M Tough Series UHS-II SDXC 128GB Memory Card	1
05	Camera Battery	Sony NP-FZ100 Rechargeable Lithium-Ion Battery	1
06	Camera Bag	K&F Concept KF13.098V2 Multifunctional Waterproof Camera Backpack	1
07	Microphone	DJI Mic Mini Dual-Channel Wireless Microphone	3
08	Gimble	DJI RS 4 Mini Gimbal Stabilizer	1
09	Tripod	K&F Concept KF09.112 T255A3 Aluminum Ball Head Camera Tripod	1
10	Light	Godox SL60IIBI Bi-Color LED Video Light	2
11	Softbox	Godox S85T Quick Release Umbrella Softbox	2
12	Light Stand	Simpex Premium Light Stand Mark III	2
13	Background Light	Godox TL30 RGB LED Tube Light (1')	1
14	Internal HDD	Seagate Barracuda 8TB 3.5 Inch Desktop HDD	1
15	External SSD	Lexar SL500 1TB Type-C 3.2 Gen 2x2 Portable SSD	1
16	Headphone	Havit Gamenote H2015d Gaming Headphone	4
17	Speaker	Microlab M105BT Bluetooth 2.1 Speaker	1
18	Sound Monitor	Microlab SOLO 16 2.0 Two-Way Stereo Bluetooth Monitor Speaker	1
19	Bluetooth Adapter	TP-Link UB400 Bluetooth 4.0 Nano USB Adapter	3
Warranty		1 (one) year replacement warranty	

