

Purchase & Procurement Department
Independent University, Bangladesh
Plot-16, Block-B, Bashundhara, Dhaka-1229

Sub: RFQ for the following equipment & accessories for the Lab, Dept. of Media & Communication, IUB

Sl. No	Items for Purchase	Qty	Unit price	Toral (Tk)
1	Sony CFexpress Type A Tough 160gb Card	2		
2	Lexar 2000x V90 256 GB Memory card	4		
3	Sony CFexpress Type A card Reader	2		
4	Tascam DR-10L recorder with Lavalier	2		
5	Boya XLR Clip Microphone BY-M4C	8		
6	Boya BY-wm4-pro-k2 wireless microphone clip	4		
7	Rode Warless GO II with clip microphone lavalier	4		
8	Boya BY-V20 mini mic	2		
9	Sony FX3 Camera Body only	1		
10	Sony NP-FZ100 Battery	4		
11	Sony 24-105mm f/4 G OSS lens	1		
12	Sony E 16-55mm G lens	1		
13	DJI RS 3 Pro combo Gimbal	1		
14	Sony MDR-7506 Headphone1	1		
15	NP-FZ100 battery charger	1		

Terms and conditions:

1.The quotation will be **submitted in two separate sealed envelopes (one for TECHNICAL part & one for FINANCIAL part) to** the Purchase & Procurement Department, Independent University, Bangladesh (IUB), at Plot-16, Block-B, Bashundhara R/A, Dhaka-1229 by **September 24, 2023.**

2.The quoted price should be expressed in round figure Taka and inclusive of VAT or any other applicable Taxes, as per the existing rules and regulations of the Govt. of Bangladesh (if applicable)

3.The payment will be made within 30 days from the date of submission of the bill and after proper certification from the concerned department of the university.

4. In case the supplier/contractor fails to deliver the products within the stipulated time, the supplier shall pay @ 0.10% of the quoted value per day from last date of delivery and the total amount will not exceed 10% of the contract price.

5. The bidder will furnish the following information:

- a. Country of origin and assembling of the products.
- b. Brand's name & model
- c. Warranty period
- e. Original catalogue

6. The bidder will submit the following documents with quotation:

- a. Trade License of the company/ firm (Up to date)
- b. Tax Identification Number (TIN)
- c. VAT Registration Certificate
- d. Authorized distributorship certificate of the products from the principal (if any)

7. The University may procure the goods or services in a fragmental manner from the technical or financial point of view.

8. The University authority reserves the right to increase or decrease the quantity of the equipment/items and accept or reject any quotation without assigning any reasons whatsoever.