

BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)

Permanent Campus: Plot# 77 -78, Road#9, Rupnagar, Mirpur - 2, Dhaka 1216

CP No: 6035

Sub-Project Title: Establishment of BUBT Language Lab & Its Operation

HEQEP, AIF Window -1, Round – 4 Department of English

BUBT

Request for Quotation Document (National) For Procurement of Goods

[Request for Quotation Method] (for values up to Tk.0.5 million)

Supply of Books & Journals Package No: G7

Department of English Bangladesh University of Business & Technology (BUBT)

Permanent Campus: Plot# 77 -78, Road#9, Rupnagar, Mirpur – 2, Dhaka 1216
Telephone: 9024266, 9024277, 9015397, 9020132-4
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BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)

Department of English

Sub-Project Title: Establishment of BUBT Language Lab & Its Operation HEQEP, AIF Window -1, Round - 4, CP: 6035

REQUEST FOR QUOTATION for Books & Journals

RFQ No: BUBT/L.LAB/Procurement/2018/G7/RFQ-7 Date: 01.03.2018

To		

- 1. The HEQEP AIF Window 1, Round 4, CP: 6035, Sub-Project Title: Establishment of BUBT Language Lab & Its Operation, Department of English, BUBT 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 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 a sealed envelope or through electronic mail shall be submitted to the office of the undersigned on or before March 07, 2018 by 3pm. The envelope containing the Quotation must be clearly marked "Quotation for Books & Journals and DO NOT OPEN before March 07, 2018 by 3pm. 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) and Certificate,VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; 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 **15** 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 **5** 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.

Professor Syed Anwarul Huq Sub-Project Manager, CP: 6035 Department of English, BUBT August16, 2017

Phone: 01732786047

Email: BUBTLanguageLab@gmail.com

Distribution:

- 1. Hon'ble Vice Chancellor, BUBT
- 2. Head, AIFMU
- 3. BUBT IT Department for Website upload.
- 4. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: BUBT/L.LAB/Procurement/2018/G7/RFQ-7 Date: 01.03.2018

To:

Professor Syed Anwarul Huq
[Sub-Project Manager
Sub-Project Title: Establishment of BUBT Language Lab & Its Operation
HEQEP AIF Window -1 Round – 4 CP: 6035
Department of English
Bangladesh University of Business & Technology (BUBT)
Permanent Campus: Plot # 77-78, Road # 9, Rupnagar, Mirpur-2, Dhaka 12161

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named "Machinery and Other Equipment".

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 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/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(b) 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 RFQ Document issued by you on August 16, 2017.

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

Date: 01.03.2018

RFQ No: BUBT/L.LAB/Procurement/2018/G7/005.3.18

Lot	Item	Description of Items	Unit of Measure	Qua	Rate	Unit or Price	Total Amount	Destination for
no.	no.	no.		ntity	In figure	In words	In figure In words	Delivery of Goods
1	2	3	4	5	6	7	8	9
	1.	Key Concepts in Language and Linguistics	Рс	1				Dept. of English, BUBT Permanent Campus
	2.	Projects with Young Learners	Рс	1				Dept. of English, BUBT Permanent Campus
	3.	English for International Negotiations	Pc	1				Dept. of English, BUBT Permanent Campus
	4.	English Language Teaching- Principles and Practice	Рс	1				Dept. of English, BUBT Permanent Campus
	5.	A Teacher's Grammar of English	Рс	1				Dept. of English, BUBT Permanent Campus
	6.	The Seeds of Speech: Language Origin and Evolution	Pc	1				Dept. of English, BUBT Permanent Campus
	7.	Linguistics for Non- Linguistics	Рс	1				Dept. of English, BUBT Permanent Campus
1	8.	An Introduction to Foreign Language Learning and Teaching	Pc	1				Dept. of English, BUBT Permanent Campus
	9.	The Languages of the World	Рс	1				Dept. of English, BUBT Permanent Campus
	10.	Language Transfer: Cross-linguistic influence in language learning	Pc	1				Dept. of English, BUBT Permanent Campus
	11.	Teach Business English	Рс	1				Dept. of English, BUBT Permanent Campus
	12.	Teaching Adult Second Language Learners	Pc	1				Dept. of English, BUBT Permanent Campus
	13.	English for Academic Purposes: A guide and resource book for Teachers	Pc	1				Dept. of English, BUBT Permanent Campus
	14.	Literacy and Language Teaching	Pc	1				Dept. of English, BUBT Permanent Campus
	15.	Language Test Construction and Evaluation	Pc	1				Dept. of English, BUBT Permanent Campus
	16.		Pc	1				Dept. of English, BUBT
	17.	Teachers in Action	Рс	1				Permanent Campus Dept. of English, BUBT
	1/.	The Modes of Modern	Fυ	'				Permanent Campus

	Writing			
18.	Teaching English as an International language	Pc	1	Dept. of English, B Permanent Cam
19.	Linguistic Categorization	Pc	1	Dept. of English, B Permanent Cam
20.	The English Language Teacher's Handbook	Pc	1	Dept. of English, B Permanent Cam
21.	The Ecology of language Evolution	Рс	1	Dept. of English, B Permanent Cam
22.	Research Methods for English Language Teachers	Pc	1	Dept. of English, B Permanent Cam
23.	Performance & Competence in Second Language Acquisition	Pc	1	Dept. of English, B Permanent Cam
24.	Teacher Learning in Language Teaching	Рс	1	Dept. of English, B Permanent Cam
25.	Sociolinguistics and Language Teaching	Рс	1	Dept. of English, B Permanent Cam
26.	Writing Systems: An Introduction to their Linguistic analysis	Pc	1	Dept. of English, B Permanent Cam
27.	Research Perspectives on English for Academic Purposes	Pc	1	Dept. of English, B Permanent Cam
28.	Understanding Communication in Second Language Classrooms	Pc	1	Dept. of English, B Permanent Cam
29.	Training Foreign Language Teachers	Рс	1	Dept. of English, B Permanent Cam
30.	The Language Web: The Power and Problem of words	Pc	1	Dept. of English, B Permanent Cam
31.	An Introduction to Cognitive Linguistics	Рс	1	Dept. of English, B Permanent Cam
32.	Analysing Sentences: An Introduction to English Syntax	Pc	1	Dept. of English, B Permanent Cam
33.	Longman Dictionary of Language Teaching & Applied Linguistics	Pc	1	Dept. of English, B Permanent Cam
34.	Applying English Grammar: Functional and Corpus Approaches	Pc	1	Dept. of English, B Permanent Cam
35.	Working with Words	Рс	1	Dept. of English, B Permanent Cam
36.	Understanding English Grammar - A Linguistic Approach	Рс	1	Dept. of English, B Permanent Cam

37.	Applied Linguistics : Stylistics and	Pc	1	Dept. of English, BUBT Permanent Campus
	Language Teaching			
38.	A Guide to Teaching Practice	Рс	1	Dept. of English, BUBT Permanent Campus
39.	Linguistics- An Introduction to	Рс	1	Dept. of English, BUBT Permanent Campus
	Language and Communication			
			-	Dept. of English, BUBT
40.	Dynamic Syntax: The Flow of Language Understanding	Pc	1	Permanent Campus
41.	Empirical Linguistics	Рс	1	Dept. of English, BUBT Permanent Campus
42.	Working in English Language Teaching	Pc	1	Dept. of English, BUBT Permanent Campus
43.	An Introduction to	Рс	1	Dept. of English, BUBT
15.	Linguistic: Language Grammar and Semantics			Permanent Campus
4.4		n _c	4	Dept. of English, BUBT
44.	Laughing Matters - Humour in the Language Classroom	Pc	1	Permanent Campus
45.	The Cambridge	Рс	1	Dept. of English, BUBT
	Encyclopedia of	. •	-	Permanent Campus
	English Language			
46.	The Cambridge guide	Рс	1	Dept. of English, BUBT
	to English To			Permanent Campus
	Speakers of Other			
	Languages			
47.	Longman Dictionary	Рс	1	Dept. of English, BUBT
	of English Language			Permanent Campus
	and Culture			
48.	How to Teach	Pc	1	Dept. of English, BUBT
	English			Permanent Campus
49.	Grammar in the	Pc	1	Dept. of English, BUBT
	Classroom			Permanent Campus
50.	An Introduction to	Pc	1	Dept. of English, BUBT
	English Grammar			Permanent Campus
51.	Contemporary	Pc	1	Dept. of English, BUBT Permanent Campus
	Linguistics: An			r ermanent Gampus
	Introduction			
52.	An Introduction to Phonology	Рс	1	Dept. of English, BUBT Permanent Campus
53.	Second Language	Pc	1	Dept. of English, BUBT
	Learning and			Permanent Campus
	Language Teaching			
54.	Fundamentals of	Pc	1	Dept. of English, BUBT
	Language Education			Permanent Campus
55.	Language Nature,	Pc	1	Dept. of English, BUBT
	Psychology, and			Permanent Campus
	Grammatical Aspects			
56.	Functional Skills in	Pc	1	Dept. of English, BUBT
	Language and			Permanent Campus
	Literature			
57.	Speaking	Pc	1	Dept. of English, BUBT Permanent Campus
58.	Principle and	Рс	1	Dept. of English, BUBT
	Practice in Applied	. •	1.	Permanent Campus
	i idolios ili Applied			

59.	Linguistics The Study of Second	Рс	1		Dept. of English, B
	Language Acquisition	. •			Permanent Cam
60.	Oxford concise Dictionary of Linguistics	Pc	1		Dept. of English, B Permanent Cam
61.	Teaching and Learning in the Language Classroom	Рс	1		Dept. of English, B Permanent Cam
62.	Evaluation	Pc	1		Dept. of English, B Permanent Cam
63.	Pronunciation	Pc	1		Dept. of English, B Permanent Cam
64.	Listening	Рс	1		Dept. of English, B Permanent Cam
65.	A Study Skills Handbook	Рс	1		Dept. of English, E Permanent Cam
66.	Sociolinguistics	Рс	1		Dept. of English, B Permanent Cam
67.	Aspects of Language Teaching	Рс	1		Dept. of English, E Permanent Cam
68.	How Languages are Learned	Рс	1		Dept. of English, B Permanent Cam
69.	Success in English Teaching	Pc	1		Dept. of English, E Permanent Cam
70.	Exam Classes	Рс	1		Dept. of English, B Permanent Cam
71.	Writing	Рс	1		Dept. of English, E Permanent Can
72.	Reading	Рс	1		Dept. of English, E Permanent Can
73.	Communication in the Language Classroom	Pc	1		Dept. of English, E Permanent Can
74.	Language Testing in Practice	Рс	1		Dept. of English, E Permanent Can
75.	Techniques and Resources in Teaching Reading	Pc	1		Dept. of English, E Permanent Can
76.	Techniques in Teaching Writing	Рс	1		Dept. of English, E Permanent Can
77.	Explaining English Grammar	Рс	1		Dept. of English, E Permanent Can
78.	Literature in the Language Classroom : A Resource Book of Ideas and Activities	Pc	1		Dept. of English, B Permanent Cam
79.	The Handbook of Sociolinguistics	Рс	1		Dept. of English, B Permanent Cam
80.	Materials and Methods in ELT - teacher's Guide - 2nd	Pc	1		Dept. of English, E Permanent Cam
81.	Principles of Language Testing	Pc	1		Dept. of English, E Permanent Can
82.	Linguistics: An Introduction to Language and Communication	Рс	1		Dept. of English, E Permanent Can
83.	Appropriate methodology and	Рс	1		Dept. of English, E Permanent Can

	Social Context	n.	1		 Dept. of English, E
	The ELT Curriculum: Design, Innovation and Management	Рс	1		Permanent Can
	Designing Tasks for the Communicative Classroom	Pc	1		Dept. of English, E Permanent Can
86.	Aspects of Language	Pc	1		Dept. of English, I Permanent Can
	The Cambridge Guide to Teaching English to Speakers of Other Languages- PC	Pc	1		Dept. of English, I Permanent Car
	Practical English Language Teaching- PC	Рс	1		Dept. of English, I Permanent Car
89.	Evaluation in ELT	Рс	1		Dept. of English, I Permanent Car
90.	Grammar and Meaning	Рс	1		Dept. of English, I Permanent Car
	Teaching English Spelling: A Practical Guide	Pc	1		Dept. of English, i Permanent Car
	Fundamental Concepts of Language Teaching-	Pc	1		Dept. of English, i Permanent Car
93.	Language and Culture	Pc	1		Dept. of English, Permanent Cal
94.	language testing	Pc	1		Dept. of English, Permanent Car
95.	Listening in Language Learning	Pc	1		Dept. of English, Permanent Cal
06	Beginning to Write	Pc	1		Dept. of English, Permanent Car
97.	Error Analysis: Perspectives on Second Language Acquisition	Pc	1		Dept. of English, Permanent Cai
98.	English Language Teaching	Рс	1		Dept. of English, Permanent Cal
99.	Psychology and language	Pc	1		Dept. of English, Permanent Cal
	Linguistic Perspectives on Second Language Acquisition	Pc	1		Dept. of English, I Permanent Car
	Learning Strategies in Second Language Acquisition	Pc	1		Dept. of English, I Permanent Car
102.	Developments in English for Specific Purposes	Pc	1		Dept. of English, I Permanent Car
	Tasks for Language Teachers	Pc	1		Dept. of English, Permanent Car
	About Language: Tasks for Teachers of English	Рс	1		Dept. of English, I Permanent Car
	Grammar, Structure, and Style	Рс	1		Dept. of English, l Permanent Car

106.	Planning Lessons and Courses	Pc	1		Dept. of English, BU Permanent Camp
107.	It Revolution, Globalization and the Teaching of English	Pc	1		Dept. of English, BU Permanent Camp
108.	Fundamental Considerations in Language Testing	Pc	1		Dept. of English, BU Permanent Camp
109.	Doing Second Language Research	Рс	1		Dept. of English, BU Permanent Camp
110.	Understanding Morphology	Рс	1		Dept. of English, BU Permanent Camp
111.	The Internet and the Language classroom	Рс	1		Dept. of English, BU Permanent Camp
112.	Keep Talking: Communicative fluency activities for language teaching	Pc	1		Dept. of English, BU Permanent Camp
113.	Pictures for Language Learning	Рс	1		Dept. of English, BU Permanent Camp
114.	Reflective Teaching in Second Language Classrooms	Pc	1		Dept. of English, BU Permanent Camp
115.	Interactive language Teaching	Рс	1		Dept. of English, BU Permanent Camp
116.	Principles of Course Design for Language Teaching	Pc	1		Dept. of English, BU Permanent Camp
117.	Games for Language Learning	Рс	1		Dept. of English, BU Permanent Camp
118.	Beyond Training	Рс	1		Dept. of English, BU Permanent Camp
119.	Second Language Classrooms: Research on Teaching and Learning	Pc	1		Dept. of English, BU Permanent Camp
120.	Teachers as Course Developers	Рс	1		Dept. of English, BU Permanent Camp
121.	Language Learning in Intercultural Perspective	Pc	1		Dept. of English, BU Permanent Camp
122.	Classroom Observation Tasks: A Resource Book for Language Teachers and Trainers	Pc	1		Dept. of English, BU Permanent Camp
123.	The English Language: a guided tour of the Language	Pc	1		Dept. of English, BU Permanent Camp
124.	English Grammar for Today: A new Introduction - 2nd	Pc	1		Dept. of English, BU Permanent Camp
125.	Language Acquisition And Learnability	Pc	1		Dept. of English, BU Permanent Campu
126.	A History of English Language	Рс	1		Dept. of English, BU Permanent Camp

127.	Second Language Acquisition	Pc	1		Dept. of English, BU Permanent Camp
128.	Cambridge Textbooks in Linguistics- Psycholinguistics	Рс	1		Dept. of English, BU Permanent Camp
129.	Conversational Interaction in Second Language Acquisition	Pc	1		Dept. of English, BU Permanent Camp
130.	Techniques in Testing	Рс	1		Dept. of English, BU Permanent Camp
131.	Introduction to Teaching English	Pc	1		Dept. of English, BU Permanent Camp
132.	Understanding Language Testing	Рс	1		Dept. of English, BU Permanent Camp
133.	Form-Focused Instruction and Teacher Education Studies in Honour of Rod Ellis	Pc	1		Dept. of English, BU Permanent Camp
134.	Learner-Based Teaching	Рс	1		Dept. of English, BU Permanent Camp
135.	Understanding Second Language Acquisition	Pc	1		Dept. of English, BU Permanent Camp
136.	Context and Culture in Language Teaching	Pc	1		Dept. of English, BU Permanent Camp
137.	Doing Task-based Teaching	Рс	1		Dept. of English, BU Permanent Camp
138.	Critical Thinking Academic Writing And Presentation Skills	Pc	1		Dept. of English, BU Permanent Camp
139.	Action Research For Language Teachers	Рс	1		Dept. of English, BU Permanent Camp
140.	About Language - Tasks for Teachers of English	Pc	1		Dept. of English, BU Permanent Camp
141.	Talk, Read, Talk, Write	Pc	1		Dept. of English, BU Permanent Camp
142.	Faces: Characters in Search of Authors	Рс	1		Dept. of English, BU Permanent Camp
143.	Lexicarry: Pictures for Learning Languages, revised 3rd Edition	Pc	1		Dept. of English, BUI Permanent Campu
144.	Have Fun with Vocabulary	Pc	1		Dept. of English, BU Permanent Camp
145.	A Practical English Grammar	Рс	1		Dept. of English, BU Permanent Camp
146.	Better Writing	Pc	1		Dept. of English, BU

	147.	Basic	Pc	1				pt. of English, BUBT Permanent Campus	
		Comprehension						cimanent campac	
		Passages							
	148.	Complete Course in	Pc	1				pt. of English, BUBT Permanent Campus	
		English						'	
	149.	Oxford Advanced	Pc	1				pt. of English, BUBT	
		Learner's Dictionary					,	Permanent Campus	
		Hard Paper							
	150.	Cambridge Advanced	Pc	1				pt. of English, BUBT	
		Learner's Dictionary					,	Permanent Campus	
		Paperback							
	151.	Longman Dictionary	Pc	1				pt. of English, BUBT	
		of Contemporary					,	Permanent Campus	
		English Hard paper							
	152.	Oxford Thesaurus of	Pc	1				pt. of English, BUBT	
		English					,	Permanent Campus	
		1	•	•	•	In figure			
		Amount for Supply of Good							
(inclusive	e of VAT and all applicable	taxes; see	Note 2 b	elow)	In words			
							DUDT		
		upplied to			Department of English, BUBT				
	Total Amount in [enter the Total Amount as in					Col.8 above for the deli	very of Goods and related ser	vices].	
	Taka (in words)								
Deliv	ery Offe	red				15 days			
Warra	Warranty Provided					06 months			

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid Until 01/04/2018.

Signature of Quotationer with Seal Name of Quotationer	Date: dd/mm/yy
Traine of Quotationer	

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 Quotationer.
- 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.
- 3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.
- 4. A Quotationer can participate one or both lot(s). Lot wise evaluation will be done and purchase order will beissued accordingly.

Technical Specification of the Goods Required

SI	Item	Description of Items	Full Te	Country of	Make and		
no	no			and Standards		Origin	Model
1	2	3		4		5	6
			Author	Publisher	Type of Book		
1.	1.	Key Concepts in Language and Linguistics	R L Trask	Routledge	Original Book		
2.	2.	Projects with Young Learners	Diane Phillips	Oxford	Original Book		
3.	3.	English for International Negotiations	Drew Rodgers	Cambridge	Original Book		
4.	4.	English Language Teaching- Principles and Practice	V Saraswathi	Orient BlackSwan	Original Book		
5.	5.	A Teacher's Grammar of English	K R Narayanaswamy	Orient Blackswan	Original Book		
6.	6.	The Seeds of Speech: Language Origin and Evolution	Jean Aitchison	Cambridge	Original Book		
7.				_	Original Book		
<i></i>	7.	Linguistics for Non- Linguistics	Frank Parker,Kathryn Riley	Pearson Education			
8.	8.	An Introduction to Foreign Language Learning and	Keith Johnson	Pearson Education	Original Book		
9.	9.	Teaching The Languages of the World	Kenneth Katzner	Taylor & Francis	Original Book		
10.		Language Transfer: Cross-linguistic influence in language			Original Book		
11.	10.	learning Teach Business	Terence Odlin	Cambridge	Original Book		
12.	11.	English Teaching Adult Second Language	Sylvie Donna Heather Mckay, Abigail	Cambridge	Original Book		
13.	12.	Learners English for Academic Purposes: A guide and resource book	Tom	Cambridge	Original Book		
	13.	for Teachers Literacy and	R R Jordan	Cambridge	Original Book		
14.	14.	Language Teaching	Richard Kern	Oxford	Original Book		
15.	15.	Language Test Construction and Evaluation	J Charles Alderson, Caroline Clapham	Cambridge	Oliginal Book		
16.	16.	Teachers in Action	Peter James	Cambridge	Original Book		
17.	17.	The Modes of Modern Writing	David Lodge	Bloomsbury Publishing PLC	Original Book		
18.	18.	Teaching English as an International language	Sandra Lee Mckay	Oxford	Original Book		
19.	19.	Linguistic Categorization	John R Taylor	Oxford	Original Book		
20.	20.	The English Language Teacher's Handbook	Heather Westrup,Joanna Baker	Viva	Original Book		
21.	21.	The Ecology of language Evolution	Salikoko S Mufwene	Cambridge	Original Book		
22.	22.	Research Methods for English Language Teachers	Jo Mcdonough,StevenMc donough	Taylor & Francis Ltd	Original Book		
23.	23.	Performance & Competence in Second Language Acquisition	Gillian Brown,KirstenMalmkj aer	Cambridge	Original Book		

		T	T	T	Ta	T	1
24					Original Book		
24.	24.	Teacher Learning in Language Teaching	Donald Freeman,Jack C Richards	Cambridge			
	24.	Language reaching		Cambridge	Original Book		
25.		Sociolinguistics and	Sandra Lee Mckay,Nancy H				
	25.	Language Teaching	Hornberger	Cambridge			
		Writing Systems: An			Original Book		
26.	26.	Introduction to their Linguistic analysis	Florian Coulmas	Cambridge			
	20.	Research	FIOTIAII COUIIIIAS	Cambridge	Original Book		
27.		Perspectives on	John		g		
27.	27	English for Academic	Flowerdew, MatthewP	Combridge			
	27.	Purposes Understanding	acock	Cambridge	Original Book		
28.		Communication in			original book		
20.	20	Second Language	In the C. Dink and a	C			
	28.	Classrooms Training Foreign	Jack C Richards	Cambridge	Original Book		
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0.0		The Language Web:			Original Book		
30.	30.	The Power and Problem of words	Jean Aitchison	Cambridge			
0.1	301	An Introduction to	, , , , , , , , , , , , , , , , , , , ,	Pearson	Original Book		
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0.0		Analysing Sentences:		_	Original Book		
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33.		of Language	Jack C		8 1 11		
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0 1.	34.	and Corpus Approaches	Caroline Coffin,AnnHewings	Routledge			
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	38.	A Guide to Teaching Practice	Cohen,LawrenceManio n,Keth Morrison	Taylor & Francis Ltd			
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	20	Language and	Farmer,Robert M	DIII			
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46.		The Cambridge guide to English To Speakers of Other	Ronald		Original Book	
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400		Observation Tasks: A					
122.		Resource Book for Language Teachers					
	122.	and Trainers	Ruth Wajnryb	Cambridge			
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124.	404	English Grammar for Today: A new	Robert Hoogenraad,GeoffreyL eech,MargaretDeucha	Palgrave			
125.	124.	Introduction - 2nd Language Acquisition	r	Macmillan	Original Book		
	125.	And Learnability	Stefano Bertolo	Cambridge	Original Book		
126.	126.	A History of English Language	Thomas Cable,Albert C Baugh	Routledge			
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	142.	Lexicarry: Pictures	Patrick R. Moran	Associates	Original Book		
143.		for Learning Languages, revised 3rd Edition			Original Door		
	143.		Patrick R. Moran	Pro Lingua Associates			
			Barnes Annette, Hines		Original Book		
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		Vocabulary A Practical English	Watcyn-Jones Peter (Ed.). A.J. Thomson And A.V.	Books Ltd Oxford University	Original Book		

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150.	150.	Cambridge Advanced Learner's Dictionary Paperback		Cambridge		Original Book	
151.	151.	Longman Dictionary of Contemporary English Hard paper		Pearson		Original Book	
152.	152.	Oxford Thesaurus of English		Oxford		Original Book	

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

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

- 1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- 2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- 3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.

[enter here the name and address of the Procuring Entity]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

[insert name of the supplies in brief]

Purchase Order No	Date: dd/mm/yy				
RFQ No:	Date: dd/mm/yy				
To: [name and address of the Supplier]					
Delivery Date: [insert completion date]	Order Value:TK. [insert Contract Price]				
Delivery: As p	per Terms and Conditions				
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.					
OF	RDER ITEMS				
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					
For the Purchaser:					
Professor Syed Anwarulling					
Professor Syed AnwarulHuq Sub-Project Manager, CP: 6035 Department of English, BUBT August 16, 2017 Phone: 01732786047 Email: BUBTLanguageLab@gmail.com					
Date					

Attachments: 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 **15** 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].
- The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of **five** (05) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
- 13. The minimum Warranty Period of the Supplies shall be **06 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.
- 14. The Security deposit shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
- 15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules,
- 16. 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.
- 17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
- 18. 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.

- 19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
- 20. 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.
- 21. 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.
- 22. 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.
- 23. 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:	For the Supplier:
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date