

Office of the Director

Establishment of Institutional Quality Assurance Cell

C-001, UGC-HEQEP
BSMRAU, GAZIPUR-1706.

REQUEST FOR QUOTATION

For
Refurbishing of IQAC (Office room, Directors room & Seminar room)

Memo No.:BSMRAU/IQAC/HEQEP/C-001/W/7(6)

Date: 03.11.2016

To

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1. The Establishment of Institutional Quality Assurance Cell, BSMRAU, Gazipur-1706 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 Works and physical services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate** basis.
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 Works (if awarded) respectively.
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 13-11-2016 at 02:00 PM** the envelope containing the Quotation must be clearly marked "Quotation for **refurbishing of "IQAC (Office room, Directors room, Seminar room)"** and **DO NOT OPEN before 13-11-2016 at 02:15** 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. Quotation shall be submitted as per bill of Quantities of works and physical services
10. All Quotations must be valid for a period of at least **40 days** from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. 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.
13. 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.
14. 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** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
15. 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.
16. 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.
17. The execution of works and physical services shall be completed within 30 days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within 7 days of receipt of approval from the Approving Authority. The Contract shall have to be signed within 3 days of issuing such Letter of Invitation.
19. The costs of stamp duties and similar charges, if applicable by the law in connection with entry into the Contract Agreement, as stated in Para 18 above, shall be borne by the Procuring Entity.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Professor Dr. Md. Khurshed Alam Bhuiyan
Director
Institutional Quality Assurance Cell (IQAC)
Bangabandhu Sheikh Mujibur Rahman Agricultural University
Gazipur 1706
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1. Administrative wings BRRI & BARI, Gazipur for information and circulation in their notice board.
2. Chief Librarian, BSMRAU for information and wide circulation.
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4. Notice Board.
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

Memo No: BSMRAU/IQAC/HEQEP/C-001/W/7(6)

Date: 03.11.2016

To:

Professor Dr. Md. Khurshed Alam Bhuiyan

Director

Institutional Quality Assurance Cell (IQAC)

Bangabandhu Sheikh Mujibur Rahman Agricultural University

Gazipur 1706.

I/We, the undersigned, offer to supply in conformity with the Conditions for execution of the Works and related physical services named Refurbishing of IQAC (Office room, Directors room and Seminar room)

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 28(e) of the Terms and Conditions of Contract and pledge not to indulge in such practices in competing or in executing the works.

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 written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

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:

Bill of Quantities

Memo No.: BSMRAU/IQAC/HEQEP/C-001/W1/7(6)

Date: 03.11.2016

Item no	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Unit Rate or Prices quoted by the Quotationer		Amount
				In figure	In words	
1	2	3	4	5	6	7=4x5
1	<p>Partition Wall by Thai Aluminum Glass for following items: Supplying, fitting and fixing Partition wall made by Thai Aluminum with 5 mm frosted glass work fixed. The glass should in good quality.</p> <p>Partition wall Area of the above mentioned rooms: i) 5.45m x 2.13 m = 11.61 Sqm ii) 5.45 m x 2.13 m = 11.61 Sqm iii) 3.05 m x 2.13 m = 6.50 Sqm iv) 3.05 m x 2.13 m = 6.50 Sqm v) 6.71 m x 2.13 m =14.29 Sqm. vi) 3.05 m x 2.13 m = 6.50 Sqm</p> <p>Total area=57.01 sqm All completed and accepted by Director</p>	Sqm.	57.01			
2	<p>False ceiling Supplying, fitting and fixing plastic board ceiling of 7 mm thick board laminated by mechanical hot press with a milk white PVC membrane with metal power coated T-bar frame in natural finish at 600 x 600 mm in grid suspended from ceiling by 12 mm SWG double ply wire fixed to the ceiling by rowel plug, screws, hooks, nails etc. at per the schedule etc.</p> <p>i) 9.45 m x 7.01 m= 66.25 Sqm. ii) 12.19 m x 7.01 m = 85.45 Sqm.</p> <p>Total area=151.70 sqm All completed and accepted by Director.</p>	Sqm.	151.70			

3	<p>Floor tiles: Supplying, fitting and fixing glazed homogeneous floor tiles (local made) with cement sand (F.M. 1.2) mortar (1:4) base and raking out the joints with white cement including cutting and laying the tiles in proper way and finishing with care etc. all complete and accepted by the Engineer. (Cement: CEM-II/A-M); In ground floor.</p> <p>i) 9.45 m x 7.01 m = 66.25 Sqm ii) 12.19 m x 7.01m = 85.45 Sqm</p> <p>Total area=151.70 sqm</p> <p>All completed and accepted by Director.</p>	Sqm.	151.70			
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Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)

In figure

In words

Goods to be supplied to	[insert destination of Goods]
Total Amount in Taka (in words)	[enter the Total Amount as in Col.8 above for the delivery of Goods and related services].
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]
Warranty Provided	[insert weeks/months from date of completion of the delivery; state none if not applicable]

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

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

Note:

Note (use only when this method deemed appropriate):

1. Low value and simple and all the components of the Works can be estimated but not accurately determined.
2. Works executed are re-measured for payments.
3. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.