



**Office of the Sub-Project Manager**  
**Education Quality Enhancement Project (HEQEP)**  
**Window-1, Round-4, CP 6134**  
Department of Statistics, Jahangirnagar University, Savar, Dhaka



**Sub-Project Title:**

**Sustainable Development of Computer-Intensive Teaching-Learning Capacity  
of Advanced Statistical Sciences at the Undergraduate and Master's Level**

**Request for Quotation Document (National)**  
**For Procurement of Works**  
**[Request for Quotation Method]**

**Refurbishing Chairman's Office Room and SPM's Office Room**  
**Package No.: W3**

**Jahangirnagar University**

**Savar, Dhaka-1342**

**Request for Quotation No. : UGC/HEQEP/Procurement/JU-STAT/W3/2018/17**  
**Issued on : 31/07/2018**  
**Package No. : W3**

**Office of the Sub-Project Manager**  
**HEQEP SP, Window-1, Round-4, CP 6134**  
**Department of Statistics, Jahangirnagar University, Savar, Dhaka, 1342**

**REQUEST FOR QUOTATION**  
for  
**Refurbishing Chairman's Office Room and SPM's Office Room**  
**(Package No.-W-3)**

**RFQ No.: UGC/HEQEP/Procurement/JU-STAT/W3/2018/17**      **Date: 31/07/2018**

To  
M/S Jahangir Traders  
Shop no.: 19, JU Super Market, Thana: Ashulia,  
Savar, Dhaka.

1. The **Department of Statistics, Jahangirnagar University** 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 execution of the Works (if awarded) respectively.
6. Quotation in sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 06<sup>th</sup> August, 2018. The envelope containing the Quotation must be clearly marked "**Refurbishing Chairman's Office Room and SPM's Office Room**" and **DO NOT OPEN** before 06<sup>th</sup> August, 2018. 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 **30 (thirty) 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, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. 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 7 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.

Signature of the official requesting Quotation

Name: **Dr. Md. Abdus Salam**

Designation: Sub-Project Manager (SPM), HEQEP SP, CP No.: 6134

Date: 31/07/2018

Address: Department of Statistics, Jahangirnagar University, Savar, Dhaka.

Phone No: 01715152237 Fax No: 7791052 e-mail: salamju123@yahoo.com

**Distribution:**

1. P.S. to V.C., Jahangirnagar University, Savar, Dhaka
2. Director, Planning and Development Office, Jahangirnagar University, Savar, Dhaka
4. Engineering Office, Jahangirnagar University, Savar, Dhaka for circulation to the prospective tenderers
3. Internet Management Center (IMC), Jahangirnagar University, Savar, Dhaka for posting in the website.
4. Notice Board.
5. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: **UGC/HEQEP/Procurement/JU-STAT/W3/2018/17**

Date:

To:

Dr. Md. Abdus Salam  
Sub-project Manager (SPM)  
HEQEP SP, Window-1, Round-4, CP No. 6134  
and  
Professor  
Department of Statistics  
Jahangirnagar University  
Savar, Dhaka-1342

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named Refurbishing Conference room, Seminar room and Seminar library.

The total Price of our Quotation is BDT.....in words: Tk.....

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 Para28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for 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 your 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.....

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

|                         |
|-------------------------|
| <b>Unit Rate Basis*</b> |
|-------------------------|

| Item No.   | Description of Items of Works<br>(specifications preferably built-in) | Unit | Quantity | Unit rates or prices quoted by the Quotationer |          | Amount  |
|--|---|------|----------|--|----------|---|
|  |   |      |          | In figures                                     | In words |   |
| 1  | 2   | 3    | 4        | 5  | 6        | 7   |
| 1  | Dismanting 5" brick wall  | sft  | 645      |  |          |   |
| 2  | Construction of 5" new brick wall                                     | sft  | 645      |  |          |   |
| 3  | Taking out the door shutter and refitting the same after minor repair | door | 3        |  |          |   |
| 4  | New plaster for 5" brick wall   | sft  | 1150     |  |          |   |
| 5  | Apply two courses of Berger plastic paint over sealer                 | sft  | 5000     |  |          |   |
| * Reference is drawn to Rule 69 (5) of the Public Procurement Rules, 2008 and to the Para 4 of the Guidance Notes before opting for this Format. |   |      |          |  |          | <b>Total Amount<br/>(in figure and words)</b> |

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

\_\_\_\_\_  
Signature of the Quotationer with Seal

Date :dd/mm/yy

\_\_\_\_\_  
**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.

Office of the Sub-Project Manager (SPM)  
HEQEP Sub-Project, Window 1, Round 4, CP 6134  
Department of Statistics, Jahangirnagar University, Savar, Dhaka,-1342

**Invitation for signing Contract**

[ Rule72 (5) of PPR,2008]

**RFQ No. UGC/HEQEP/Procurement/JU-STAT/W3/2018/17**

Date: 31/10/2017

Ref:  
To:  
M/S Jahangir Traders  
Shop no.: 19, JU Super Market, Thana: Ashulia  
Savar, Dhaka.

This is to notify you that your **Quotation** dated ----- for the execution of the Works and physical services named **Refurbishing Conference room, Seminar room and Seminar library** for the Contract Price of Tk- ----- (in figure) Tk.....(*in words*) as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within **7 days** of issuing this Letter of Invitation; but in no case later than 16/09/2017.

You may proceed with the execution of the Works only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name and designation  
Date: ..../..../.....

## Contract Agreement

THIS AGREEMENT made on this.....day of.....between Dr. Md. Abdus Salam, Sub-Project Manager (SPM), Window-1, CP No.: 6134 and Professor, Department of Statistics, Jahangirnagar University, Savar, Dhaka (hereinafter called “the Procuring Entity”) of the one part and *[name and address of Contractor]*(hereinafter called “the Contractor”) of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named **Refurbishing Conference room, Seminar room and Seminar library** and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka (in figure)....., Tk. (in words)..... (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - (a) the signed Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of Contract
  - (d) the Specifications
  - (e) the Design and Drawings
  - (f) the priced Bill of Quantities
  - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Contractor

Signature

Name : Dr. Md. Abdus Salam  
Designation SPM, HEQEP SP CP 6134  
National ID No. 2617272887857  
In the presence of  
Name Prof. Dr. Mohammed Nazmul Huq

## Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Contractor shall have to commence the Works **within 5 days** of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract **within 60 days**.
4. The Contractor shall immediately submit to the Procuring Entity a Programme of Works showing the timing for all the activities and components of Works.
5. The Contractor shall maintain Pro Rata progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Contractor shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Works executed by the Contractor and notify the Contractor of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Contractor to:
  - a. remove and replace any works or part thereof which is not in accordance with the Contract,
  - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
  - c. execute any work which is urgently required for the safety of the Works.
9. The Contractor shall submit to the Procuring Entity the progressive invoices for estimated value of works executed less the cumulative amount certified previously.
10. The Contractor shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Bill of Quantities below:

### Lump-sum Basis

The Lump-sum payments shall be made in three instalments; the first progressive payment on completion of thirty (30) percent, the second progressive payment on completion of cumulative seventy five (75) percent and the remaining twenty five (25) percent payment shall be made on completion of 100% of the Works duly certified by the Procuring Entity. The Procuring Entity shall make payments to the Contractor in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Contractor.

12. The Contractor'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.
13. The total Contract Price is BDT (in figure)-----BDT (in words)-----.
14. No works under Extra Work Orders shall be permissible and, works under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed fifteen (15) percent of the Contract Price subject to threshold specified in Rule 69 (1) and 69 (6) (ka) & (ga) of the Public Procurement Rules, 2008, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with Rules, where necessary.
16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Contractor at the rate of **ten (10%) percent** as Retention Money (i.e. the traditional Security Deposit) until completion of the whole of the Works under the Contract.
17. The Contractor shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Works, and the Procuring Entity shall do so upon deciding that the work is completed.
18. The Procuring Entity shall, within seven (7) working days after receiving the Contractor's application:
  - a. issue the Completion Certificate to the Contractor stating that the Works were completed in accordance with the Contract, or
  - b. reject the application, giving reasons and specifying the works required to be done/redone by the Contractor to enable issuance of the Completion Certificate.
19. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate.
20. The Procuring Entity may issue a notice for correction of Defects within fourteen (14) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.

21. The Defects Liability Period of the Works shall be 3 months starting from the date of issuing the Completion Certificate by the Procuring Entity.
22. After the Defects Liability Period has passed and, the Procuring Entity has certified in the form of **Defects Corrections Certificate** that all Defects notified by the Procuring Entity to the Contractor before the end of this period have been corrected.
23. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.
24. If the Contractor has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defects.
25. The Contractor 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 executing the work. Any claim arising out of execution of the works shall be settled by the Contractor at his/her own cost and responsibility.
26. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.
27. The Retention Money shall be returned to the Contractor within twenty one (21) days after expiry of the Defects Liability Period.
28. The Procuring Entity may, by written Notice sent to the Contractor, terminate the Contract in whole or in part at any time, if the Contractor:
  - a) fails to sign the Contract or commence the Work within the specified time.
  - b) fails to achieve satisfactory progress of Works in accordance with the Programme of Works.
  - c) fails to complete the Work as per design, drawing and specifications.
  - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
  - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Work.
  - f) fails to perform any other obligation(s) under the Contract.
29. The Procuring Entity and the Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
30. The Contractor 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.

# Specifications Design and Drawings

No Drawing