

Independent University, Bangladesh
Purchase Department
Plot # 16, Block # B, Aftabuddin Ahmed Road,
Bashundhara, Dhaka. 1212.
Tel: 8431645-53

The Purchase Department, Independent University, Bangladesh (IUB) invites sealed quotations for supply, installation, testing and commissioning of the following lab equipment for the Department of Pharmacy under the terms and conditions mentioned below:

S/N	Descriptions of the item	Quantity	Unit Price	Total Amount
1	Dissolution Tester Specification: Max water level (without vessels) Type: ne4-copd, V-220/240 Hz: 50/60 Origin: UK	01		
2	Tablet Friability Test Apparatus Origin: India	01		
3	Glass Drying Oven Specification: 126 items, 65 kg, Fan assisted air circulation, adjustable temperature 40-170 degree C Origin: UK / Germany	01		
	Total:			

The terms and conditions of the work order are as follows:

- DATE AND TIME OF CLOSING TENDER:** Tender will be received up to 2.30 pm on **February 14, 2019**.
- PLACE OF SUBMISSION OF TENDER:** Tender will be submitted in the Purchase Department, Independent University, Bangladesh at Plot # 16, Block # B, Aftabuddin Ahmed Road, Bashundhara, Dhaka-1212.
- SEALING AND MARKING OF TENDER:** The tender shall be submitted in two separate sealed envelopes (one for *FINANCIAL* Part & one for *TECHNICAL* Part), which shall be sealed and marked for the item on top and addressed to the Purchase Department of IUB.
- TERMS OF DELIVERY:** Delivery of goods at buyer's site is the responsibility of the vendor.
- VALIDITY OF OFFER:** The offer shall be kept firm and valid until forty five (45) days for consideration by the university.
- CLARIFICATION OF TENDER:** To assist in examination, evaluation and comparison of offers, the university may at its discretion ask the bidder for any clarification of the tender. The request for such clarification and the response thereto shall be made in writing and no charge in the price or substance of the tender shall be sought, offered or permitted.
- BUYER'S RIGHT TO ACCEPT OR TO REJECT TENDER:** The buyer reserves the right to accept or to reject any or all the tenders and to annul the bidding process prior to award of order / contract without assigning any reason whatsoever and also is not bound to accept the lowest tender.
- BUYER'S RIGHT TO INCREASE OR DECREASE QUANTITY:** The buyer reserves the right to increase or decrease the quantity of goods without any change in price and other terms and conditions at the time of placing order/ contract and it shall be binding on the successful bidder to accept order/ contract for the increased or decreased quantity at the quantity quoted price(s). For any new item which is not stated in their offer the price or the rates of the same may be negotiated or the market price will prevail.

- 9. LATE DELIVERY AND LIQUIDITY DAMAGE:** In case the supplier/contractor fails to deliver the goods within the stipulated delivery period, the buyer shall be entitled at their option either to pay @ 0.10% of the quoted value per day from last date of delivery and total amount is not to exceed 10% of the contract price.
- 10. PAYMENT:** There is no provision for advance payment in this contract. The payment will be made within 30 days from the date of receipt of the bill after deduction of VAT & TAX as per Govt. rules. The bill will include delivery challan, certification of installation & testing Goods Receiving Note (prescribed), Quality Certificate (prescribed) copies of work order in triplicate.
- 11. ASSESMENT OF TENDER:** The assessment of offer shall be made on the basis of tender terms, price, technical specification, country of origin, delivery schedule and any advantageous to the buyer.
- 12. AWARD OF ORDER / CONTRACT:**
- The buyer will award the order / contract to that successful bidder whose offer has been considered to be substantially responsive. The buyer will not be bound to award the contract to the lowest offered.
 - A substantially responsive bid is one, which conforms to all the terms, conditions & specifications of the bidding document and offers a competitive price for their product. If a bid is not substantially responsive, it will be rejected by the employer.
 - Preference will be given for the long time warranty period.
- 13. TAXES & VAT:** The quoted price shall be inclusive of all Taxes, IT, VAT dues payable to the Government agency as per the Bangladesh Government's rules.
- 14. INSTALLATION & CERTIFICATION:** The supplier will be liable for the installation of the items delivered to the buyer. The installation of the item will be supervised & certified by the concerned authorities of the buyer. If any item is found defective and not as per the desired specification or standard, the vendor will promptly replace the same at his own cost. Additionally, the supplier should ensure the following works during supply and installation of the equipment.
- Qualified and experienced person should carry out the works to ensure trouble free operation of the system in maximum efficiency.
 - The vendor will submit the specifications / sample of the machines / parts / materials in detail for confirmation by the employer before starting the work. (If require)
- 15. MAINTENANCE PERIOD:** The maintenance period of the whole works will be 24 months without any additional cost. The security deposit will be released after maintenance period but the warranty period offered by the vendor remains applicable. The maintenance period will commence from the date of work completion certificate.
- 16. SECURITY DEPOSIT:** 10% of the billed amount will have to deposit as security money for one year, which will be released after this period is over.
- 17. EARNEST MONEY:** The tender shall submit an earnest money with the financial offer equivalent to **2.5%** of the total quoted value of Vector Network Analyzer in the form of pay order / bank draft in favor of Independent University, Bangladesh. ***If finally the supplier failed to supply the product, the earnest money submitted with the offer will be forfeited.***
- 18. TERMINATION & CANCELLATION:** This agreement will be terminated upon completion of the final payment made to the vendor. If the contractor does not carry out his duty under this agreement for any unjustifiable reason, the employer is entitled to terminate this agreement by written notice.

19. INSTRUCTION TO BIDDERS:

- The successful bidder shall deliver the goods within the scheduled time in accordance with the applicable terms & conditions.
 - The total bid price will be expressed in Taka only; fraction of Taka should be rounded off and is inclusive of VAT, IT or any other applicable taxes.
 - Documents to be submitted by bidder with the quotation are as follows:
 1. Trade License of the Company/ Firm.
 2. VAT Registration and TIN Certificate.
 3. List of major clients the supplier offered services / supplied.
 - 4. Authorized Distributorship Certificate of the Products from the Principal (If any)**
 5. If any require by the buyer, the vendor will provide the documents Bill of Landing and P.S.I certificate etc. Other Information, the firm willing to furnish.(if possible)
 - For any other information regarding the work, the contractor / suppliers may contact the Purchase Department during the office hour between 9.30 a.m to 4 p.m Sunday through Thursday.
- 19. DISPUTE:** If any disputes or differences of any kind will arise between the parties in connection with and arising out of the agreement for the execution & completion of the works, it will be referred to an Arbitrator agreeable to both parties.
- 20. VENDOR'S RISKS:** Any risks involving damage to physical property, of personal injury & death arising during & in consequence of the performance of the contract other than the accepted risks is the responsibility of the vendor.
- 21. POSSESSION OF THE SITE:** The employer will give possessions of the site required by the vendor in order to carry out the work.
- 22. ACCESS TO THE SITE:** The vendor will allow at all times the employer, any person authorized by the employer access to the site & to any place where work in connection with the contract is being carried out or is intended to be carried out.
- 23. SPECIAL CONDITIONS:** No conditional offer will be accepted.

24. BILL OF QUANTITY: DETAILS TECHNICAL SPECIFICATION AND QUANTITY:

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(In word: Taka.....Only)