

**INDEPENDENT UNIVERSITY, BANGLADESH
TENDER ENQUIRY SCHEDULE**

Installation location: Plot # 16, Block # B, Aftabuddin Ahmed Road, Bashundhara R/A, Dhaka.

Completion time: 30 days from the date of issue of the work order.

Independent University, Bangladesh (IUB) invites sealed quotations supply & installation of 1, 1.5, 2-Ton wall mounted split type AC (Inverter/Non Inverter) with copper pipe and insulation at different places of IUB under the following terms and conditions:

1. **Date and time of closing the tender:** Tender will be received up to 2.00 pm on September 12, 2019.
2. **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.
3. **Sealing and marking of tender:** The tender shall be submitted in sealed envelope, which shall be sealed and marked for the item on top and addressed to the Purchase Department of IUB.
4. **Terms of delivery:** Delivery of goods at buyer's site is the responsibility of the vendor.
5. **Validity of offer:** The offer shall be kept firm and valid until forty five (45) days for consideration by the university.
6. **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.
7. **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.
8. **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. The bill will include delivery challan, certification of installation & testing Goods Receiving Note (prescribed), Quality Certificate (prescribed) copies of work order in triplicate.
11. **Assessment 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:**
 - i. 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.
 - ii. 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.
 - iii. Preference will be given for the long time warranty period.

- 13. VAT & TAX:** The quoted price shall be inclusive of all Taxes, IT, VAT dues payable to the Government agency as per the Bangladesh Government's rules. These costs will be deducted by IUB from your billed amount.
- 14. Installation & certification:** The supplier will be liable for the installation of the items delivered to the buyer. The installation of these items 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.
- i. Qualified and experienced person should carry out the works to ensure trouble free operation of the system in maximum efficiency.
 - ii. The vendor will submit the specifications / sample of the machines / parts / materials in detail for confirmation by the employer before starting the work.
- 15. Maintenance period:** The maintenance period of the whole works will be 2 years (minimum) without any additional cost. 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. 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.
- 18. Instruction to bidders:**
- a. The successful bidder shall deliver the goods within the scheduled time in accordance with the applicable terms & conditions.
 - b. 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.
 - c. Documents to be submitted by bidder with the quotation are as follows:
 1. Trade License of the Company/ Firm.
 2. VAT & TIN Registration Certificate
 3. List of major clients the supplier offered services / supplied.
 4. Authorized Distributorship Certificate of the Products (Must)
- 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. Safety:** The vendor will be responsible for the safety of all activities on site.
- 22. Special conditions:** No conditional offer will be accepted.

23. Bill of Quantity (BoQ): Details technical specification and quantity:

Technical specification of 1.0, 1.5, 2.0-Ton wall mounted split type AC (Inverter/Non Inverter) with copper pipe and insulation at IUB

S/N	Product Description	Qty.	Unit Price	Total Amount	Remarks
1	Wall Mounted Type Split Air Conditioner-Non-Inverter (Supply & Installation) Brand: To be proposed Capacity: 2-Tons, 24,000 BTU/Hr Origin: To be provided by the supplier Assembled In: To be provided by the supplier	1 set			1 Units for SESM Lab (R# 7019)
2	Wall Mounted Type Split Air Conditioner-Inverter (Supply & Installation) Brand: To be proposed Capacity: 2-Tons, 24,000 BTU/Hr Origin: To be provided by the supplier Assembled In: To be provided by the supplier	1 set			1 Units for Animal House
3	Wall Mounted Type Split Air Conditioner-Inverter (Supply & Installation) Brand: To be proposed Capacity: 1.5-Tons, 18,000 BTU/Hr Origin: To be provided by the supplier Assembled In: To be provided by the supplier	3 sets			1 Unit for Research Room of Physical Science 2 Units for Animal House
4	Wall Mounted Type Split Air Conditioner-Inverter (Supply & Installation) Brand: To be proposed Capacity: 1-Tons, 12,000 BTU/Hr Origin: To be provided by the supplier Assembled In: To be provided by the supplier	2 sets			2 Unit for Research Room of Physical Science
5	Copper Pipe with Insulation (Pipe & insulation with necessary accessories)	55 rft			
	Total Amount				

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

24. The bidder will furnish the following information in details:

- i. Country of Origin and Assemble (Must)
- ii. Brand Name
- iii. Warranty Period
- iv. Service after warranty period

N.B: 1. See specification and instruction to the bidder for detail.

2. The quoted rates are inclusive of all applicable Government Taxes, VAT.

3. Mushok 6.3 must be provided along with the Bill & Challan.

4. Each page of the bid will be signed & authenticated by authorized official

Note: The suppliers visit the site (if required) before submitting their quotations.