



INDEPENDENT UNIVERSITY, BANGLADESH

AFTABUDDIN ROAD, PLOT # 16, BLOCK # B,
IUB CAMPUS, BASHUNDHARA.

BID DOCUMENT MODULE # 2019/202

NAME OF THE WORKS:

MAKING NEW STUDENT CLUB ROOMS NEAR GYMNASIUM (NORTH SIDE) AT
SEMI-BASEMENT, MAIN CAMPUS
IUB

April, 2019

ISSUED TO :

ADDRESS :

.....

DATE :



IMPORTANT INFORMATION

- NAME OF THE WORK** : Making New Student Club Rooms Near Gymnasium (North side) at Semi-Basement, IUB
- LOCATION OF SITE** : At Semi- Basement near Gymnasium, Main Building, IUB
- TIME OF COMPLETION** : 45 (forty five) calendar days from the date of issuance of the Work order. A Bar Chart programme showing the completion of the Work shall be submitted by the bidder along with the bid.
- PAYMENT** : Payment shall be made within 30 (thirty) days from the date of receipt of the bill by the O&M Dept.
- : The payment shall be made at the unit price quoted by the contractor and as per work done on site according to the specification & drawing.
- SECURITY DEPOSIT** : 10% of the billed amount will be deducted as security deposit from the bill. The security deposit will be refunded after completion of the maintenance period.
- MAINTENANCE PERIOD** : 06 (six) months from the date of completion of the work and handed over to IUB.
- PENALTY** : For delayed completion of the work, Penalty at 0.50% of the contract price for each day delay shall be imposed. The total amount of penalty shall not exceed 10% of the contract price.
- VAT REGISTRATION** : Contractor must submit the VAT registration certificate along with the Tender Document.
- TAXES & VAT** : All applicable taxes & VAT as per rules of the Government of Bangladesh shall be deducted from the bill.

.....
Seal & Signature of the Contractor



- DATE OF SUBMISSION** : 18.04.19 up to 03 : 00 PM.
- DATE OF OPENING** : 18.04.19 at 03 : 30 PM (same date)
- TENDER SUBMISSION PLACE** : Tender will be submitted at the Operations & Maintenance Office, R # 3025, Administration Building (level # 03), Aftabuddin Ahmed Road, Plot - 16, Block - B, Bashundhara, Dhaka - 1229.
- TENDER SEALING & MAKING** : Quotation shall be submitted in sealed envelop, marked for the item on top and addressed to the Director, Operation & Maintenance, Independent University, Bangladesh.
- : Contractor must submit the Bid Document under a cover letter describing detail address, contact number, total quoted price and other information as mentioned in the bid documents.
- APPROVAL OF MATERIALS** : Contractor must obtain approval for all the materials from the O&M Dept. before starting the work. Materials must be kept at site neat and clean. It is the responsibility of the contractor to provide safeguard against loss of his materials and protection of the works before handed over to IUB.
- GLASS DOOR ACCESSORIES** : Contractor must use VVP brand, original Thailand made accessories for all Glass Door work & Auto reversed Door Closer must be original EALE brand, made in USA. Contractor must take approval before using the materials.
- NAME OF CEMENT** : Only Holcim Cement & Scan Cement will allow at site for any kind of Cement related work.
- SPECIAL CONDITIONS** : No conditional offer will be accepted.
- SPECIAL INSTRUCTION** : Contractors must visit the Site before submitting their quotations.
- Each page of the bid must be signed & authenticated by the authorized person of the vendor.

.....
 Seal & Signature of the Contractor



INSTRUCTION TO BIDDERS

1. The Contractor shall carry out the works effectively, fairly and safely for completion within the scheduled time in accordance with the applicable Terms & Conditions.
2. The total bid price will be expressed in Taka only, fraction of Taka should be rounded off & is inclusive of VAT, Tax etc. or any other Taxes applicable for them.
3. **Each page of the bid document must be signed & authenticated by authorized official.**
4. The Employer reserves the right to accept or reject any bid without incurring any liability to the affected bidders.
5. The Contractor must visit the site before submitting their quotation.
6. The Contractor must submit Bar Chart/Time Schedule along with quotation.
7. The Contractor will submit the specifications/sample of the materials in detail for confirmation by the employer before starting the work.
8. The contractor will be responsible for the safety of all activities on the site.
9. The contractor must provide qualified experienced personal to perform the work.
10. For any other information regarding the work, the contractor may contact at the O&M Dept. during office hours between 9.00 AM and 4.00 PM Sunday through Thursday.

.....
Seal & Signature of the Contractor



Bill of Quantities.

Name of the work -
Making New Student Club Rooms Near Gymnasium (North side) at Semi-Basement, IUB

SL. NO.	DESCRIPTION OF WORKS	UNIT	TOTAL QTY.	RATE IN TK.	TOTAL IN TK.	RMK.
1	<p>Supply & Installation of 10 mm thk. New Swing Glass Door with Armor Section</p> <p>- Supplying all materials, manpower, equipment and fitting fixing 10mm thick Single Shutter Swing Glass Door size - 3'-4"x7'-0" with top and bottom frame of silver color Armor section. Contractor will supply all accessories like concealed auto reverse double action imported door closers, stopper, bottom lock, also one extra Middle lock, auto adjustable arrangement on door, necessary frosted paper (as per IUB design) cutting Floor tiles, all necessary accessories matching with other door, contractor must provide polish to smooth the corners of the Glass doors etc. all complete as per specification, drawing & instruction of the Engineer in charge. (Contractor must obtain approval before starting the work & make sure that all the Glass door accessory must be VVP and made in Thailand).</p>	Each	10			
2	<p>New Drop Wall with Plain Particle Board - Supplying all materials, manpower, equipment and fitting fixing of 12 mm thick plain particle board (star particle) made Drop Wall suspended from existing RCC slab of the bldg. Season Garjon wooden frame of section 50mm x 25mm at 600mm in grid and molding bead by plugs, nails, screw etc. in/c making holes in wall and mending goods the damages if any during execution of works. The work must be done as per approved sample including supplying all materials, scaffolding, three coats of Painting all necessary accessories etc. all complete as per specification, drawing & instruction of the Engr. - in-charge. (measurement will be given considering both sides exposed surface of the particle board)</p>	Sft.	1,050			

.....
Seal & Signature of the Contractor

