

TENDER DOCUMENTS

**Independent University Bangladesh
Purchase & Procurement Department
Plot # 16, Block # B, Aftabuddin Ahmed Road,
Bashundhara, Dhaka.**

NAME OF THE WORKS:

Supply and installation of different furniture for School of Life Sciences Lab at DMK Building, IUB

November 2022

ISSUED TO:

NAME:

ADDRESS:

DATE:

Tender Enquiry Schedule

Terms and Conditions:

1. **Installation Location:** Level-08, Dr. A Majeed Khan Building of Independent University Bangladesh (IUB).
2. **Completion Time:** **45 days from the date of issuing work order.**
3. **Date and tender submission:** Tender will be received till **Monday, December 5, 2022, before 2.00 P.M.**
4. **Place of submission of tender:** Tender will be submitted in the Purchase Department (Room #2031), Independent University, Bangladesh at Plot # 16, Block # B, Aftabuddin Ahmed Road, Bashundhara, Dhaka-1212.
5. **Sealing and marking of Tender:** The tender shall be submitted in envelope, which shall be **SEALED AND MARKED** for the item on top and addressed to the Purchase Department of IUB.
6. **Terms of Delivery:** Delivery of goods at buyer's site is the responsibility of the vendor.
7. **Validity of Offer:** The offer shall be kept firm and valid until forty-five (45) days for consideration by the university.
8. **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.
9. **Buyer's Right to Accept or 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.
10. **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.
11. **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 the fixed date of delivery and total amount will not exceed 10% of the contract price.
12. **Payment: There is no provision for advance payment in this contract.** Payment will be made through an account payee cheque within 30 days from the date of receipt of the bill. The bill will include delivery challan, invoice, mushok 6.3, certification of installation & testing Goods Receiving Note (prescribed), Quality Certificate (prescribed) copies of work order in triplicate.
13. **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.
14. **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 offerer.
 - 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.
15. **TAX & VAT:** The quoted price shall be inclusive IT, VAT dues payable to the Government agency as per the Bangladesh Government's rules
16. **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 items are 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.
17. Qualified, experienced / skilled person should carry out the works to ensure trouble free operation of the system in maximum efficiency.
18. The vendor will submit the specifications (if applicable) / sample/ shop drawing/ / parts / materials in detail for confirmation by the employer before starting the work. (if applicable)

20. **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.
21. **Warranty Period:** The warranty period of the whole works **will be 12 months** without any additional cost. The security deposit will be released after warranty period but the warranty period offered by the vendor remains applicable. The warranty period will commence from the date of work completion certificate.
22. **Termination and 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.
23. **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.
24. Documents to be submitted by bidder with the quotation are as follows:
 - Trade License of the Company/ Firm **(Valid till submission date)**
 - VAT /BIN Registration Certificate **(Must)**
 - List of major clients the supplier offered services / supplied.
 - Should have furniture factory (Must)
 - 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)
25. For any other information regarding the work, the contractor / suppliers may contact the O&M Department during office hours between 10.00 a.m. to 4 p.m. Sunday through Thursday.
26. **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.
27. **Vendor's Risk:** 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.
28. **Possession of the Site:** The employer will give possessions of the site required by the vendor in order to carry out the work.
29. **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.
30. **Safety:** The vendor will be responsible for the safety of all activities on site.
31. **Special Conditions:** No conditional offer will be accepted.
32. ***The Supplier must provide sample of table top with 20mm thick Phenolic Resin (Grey) at the time of quotation submission.***
33. **Bidder's Qualification:** The bidder should have experience of design, supply, delivery, install, test, commission and maintain such solution of at least three organizations.
 - ***Bidders should provide the following details and documents:***
 - The bidder must have an office in Bangladesh with requisite infrastructure **including Manpower and submit list of trained personnel/experts in relevant equipment / furniture including skill levels who will be available to provide support during the warranty period and beyond.**
 - The bidder shall have a minimum of 03 (Three) years of overall experience in the supply of goods and related services.
34. ***The vendors are requested visit the site before submitting quotation.***

35. Bill of Quantity (BoQ) for Supply & Installation of Furniture for Life Sciences Lab at DMK Building, IUB

S/N	Description	Unit	Quantity	Rate (Tk.)	Amount (Tk.)
1	<u>Laboratory work Benches (A)</u>				
	Supplying, Fabrication and Installation of Lab Table and SS Rack on the Table made of High Pressure Laminated Plywood (HPL) board, Table top will be 20mm thick Phenolic Resin (Grey). Both side 18mm thick HPL board. Structure Made of 50mmX50mmX1.5mm SS Box and covered by1.2 mm SS Sheet & height-6 feet 18mm HPL board & both sides finish including 38mmX38mmX1.5mm SS box Bracing and gas, electrical & water line probation on the table top with standard accessories & necessary hardware as per drawing submitted by vendor and approved by IUB authority.				
a)	Size: 5'W x 18'L x 3'H (1'W x 18'L 3' H Rack)	Each	3		
2	<u>Laboratory work Benches (B)</u>				
	Supplying, Fabrication and Installation of Lab Table made of High Pressure Laminated Plywood (HPL) board, Table top will be 20mm thick Phenolic Resin (Grey) & Structure Made of 50mm X 50mm X 1.5mm SS Box including and gas, electrical option on the table top with standard accessories & necessary hardware as per existing Sample & drawing submitted by vendor and approved by IUB authority.				
a)	Size: 10'-6" Length X 1'-8" Width X 3'-0" Height	Each	2		
b)	Size: 13'-0" Length X 1'-8" Width X 3'-0" Height	Each	2		
c)	Size: 14'-10" Length X 1'-8" Width X 3'-0" Height	Each	1		
d)	Size: 5'-7" Length X 1'-8" Width X 3'-0" Height	Each	1		
e)	Size: 7'-9" Length X 1'-8" Width X 3'-0" Height	Each	2		
f)	Size: 3'-6" Length X 1'-8" Width X 3'-0" Height	Each	2		
g)	Size: 15'-6" Length X 1'-8" Width X 3'-0" Height	Each	1		
h)	Size: 5'-10" Length X 1'-8" Width X 3'-0" Height	Each	1		
3	<u>Laboratory work Benches (C)</u>				
	Supplying, Fabrication and Installation of Lab Table with Drawer & Cabinet below Table made of High Pressure Laminated Plywood (HPL) board, Table top will be 20mm thick Phenolic Resin (Grey) & other parts should be 18mm thick HPL board & standard accessories & necessary hardware as per drawing submitted by vendor and approved by IUB authority.				
a)	Size: 4'-3" Length X 1'-2" Width X 3'-0" Height	Each	1		
b)	Size: 4'-8" Length X 1'-2" Width X 3'-0" Height	Each	1		

4	Movable Cabinet				
	Supplying, Fabrication and Installation of Movable Cabinet made of High Pressure Laminated Plywood (HPL) board, Table top will be 18mm thick plain HPL board with other parts should be 18mm thick HPL board (Grey) finish and 4 nos 3" wheel with standard accessories & necessary hardware as per drawing submitted by vendor and approved by IUB authority.				
a)	Size: 3'-0" Length X 1'-5" Wide X 2'-6" Height	Each	24		
5	Hanging Cabinet				
	Supplying, Fabrication and Installation of Hanging Cabinet made of High Pressure Laminated Plywood (HPL) board, Top will be 18mm thick & others part should be combination of 18mm thick Shutter 3" frame with 6 mm thick glass & locking System with both sides, standard accessories & necessary hardware as per existing sample and approved by IUB Authority.				
a)	Size: 3'-0" Length X 1'-2" Wide X 2'-6" Height	Each	29		
6	Table with 3 nos Fixed Drawer:				
	Supplying, Fabrication and Installation of Table with 3 nos. drawer made of medium density fiber board with wooden textured vinyl pasting. The top shall be 25mm thick with 75mm wide & 36mm thick border all around. The sides shall be 25mm thick and others part 18 mm & 12 mm combination, with standard accessories & necessary hardware approved by IUB Authority.				
(a)	Size: 4'-0" X 2'-0" X 2'-6"	Each	2		
7	Side Table				
	Supplying, Fabrication and Installation of Side Table made of medium density fiber board with wooden textured vinyl pasting. Top & side shall be 25mm thick and other's part 18 mm & 12 mm combination with Beveling standard accessories & necessary hardware approved by IUB Authority.				
a)	Size: 3'-0" X 1'-4" X 2'-6"	Each	2		
8	Lab Chair				
	Supplying, High quality Artificial leather (Black Color) and Installation of Revolving Chair made of S.S. Base-330mm, Gas Lift-120mm, Dust Cover-3 Part, Mechanism-11" Seat Foam-3" Rubber, Back Foam-2" Semi Rubber, T Nutt-14mm, D Nutt- 14mm, E Nutt-14mm, Screw-Varieties, Adhesive- Spray ball, Gas Lift Hydraulic system, Body Tilting, 18mm SS pipe adjustable foot ring, as per existing sample and approved by IUB Authority.				
a)	Revolving lab Chair:	Each	44		
9	Revolving Chair:				

	Supplying, Fabrication and Installation of Revolving Chair made of S.S. Base-330mm, Gas Lift-120mm, Dust Cover-3 Part, Mechanism-11", Shell (Ply)-41" Front, Armrest LP-606-Nylon, Seat Foam-2.5" Rubber, Back Foam-2" Semi Rubber, T Nutt- 14mm, D Nutt-14mm, E Nutt-14mm, Screw- Varieties, Adhesive-Spray ball, Arm Clamp, Gas Lift Hydraulic system, Body Tilting as per existing sample and approved by IUB Authority.				
a)	Low Back	Each	2		
				Total	

Signature of the bidder :

Date :

Name :

Designation :

N.B:

1. See specifications and instruction to the bidder for detail.
2. The quoted rates are inclusive of all applicable Government Taxes, VAT.
3. Each page of the bid will be signed & authenticated by authorized official.