

Higher Education Quality Enhancement Project (HEQEP)
Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level
Education in the Faculty of Agriculture at Sylhet Agricultural University



**Request for Quotation Document (National)
For
Renovation of Seminar/Conference room & Labs.**

[Request for Quotation Method]



Sylhet Agricultural University, Sylhet 3100, Bangladesh

Request of Quotation No : UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/W1/2015/06
Issued on : 15-12-2015
Contract Package No : W1
Lot No : 01

Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level
Education in the Faculty of Agriculture at Sylhet Agricultural University

Faculty of Agriculture, Sylhet Agricultural University
Sylhet 3100, Bangladesh
REQUEST FOR QUOTATION

For
Renovation of Seminar/Conference Room & Labs.

RFQ No: UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/W1/2015/06

Date: 15-12-2015

To

1. The **Faculty of Agriculture at Sylhet Agricultural University, Sylhet (CP# 3626)** 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/Lump-sum [delete as appropriate] 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 a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 23 December, 2015 at 12.00 pm**. The envelope containing the Quotation must be clearly marked "Quotation for supply of Seminar/Conference Room & Labs and **DO NOT OPEN** before **12.30 pm on 23 December, 2015**". 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 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 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 The execution of Works and physical services shall be completed within **60 days** from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within **2 [Two]** days of receipt of approval from the Approving Authority. The Contract shall have to be signed within **02 (Two)** 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 inviting Quotation

Name: Professor Dr. A.F.M. Saiful Islam
Designation: Professor and SPM (HEQEP CP# 3626)
Address: Office of the Sub-project Manager, HEQEP Sub-project (CP# 3626) & Chairman
Department of Crop Botany & Tea Production Technology
Faculty of Agriculture, Sylhet Agricultural University, Sylhet 3100
Bangladesh
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Distribution:

1. Deans, Faculty of Agriculture, Sylhet Agricultural University, Sylhet- 3100
2. Notice board of the Registrar office and P, D & W office, SAU, Sylhet- 3100
3. Notice Boards of the Crop Botany & Tea Production Technology, Faculty of Agriculture, SAU, Sylhet -3100,
4. Office File
5. Website of the SAU, Sylhet- 3100, Bangladesh

Quotation Submission Letter

RFQ No: UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/W1/2015/06

Date: 15-12-2015

To:

Office of the Sub-Project Manager

CP# 3626 [Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level Education in the Faculty of Agriculture at Sylhet Agricultural University]

Chairman, Department of Crop Botany & Tea Production Technology, Faculty of Agriculture, Sylhet Agricultural University, Sylhet 3100, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named supply of **Renovation of Seminar/Conference Room & Labs.**

The total Price of my/our Quotation is BDT (.....) (*In Words:*) only.

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 Para 28(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 dated 15-08-2015

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

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
Part-A: Civil Works								
1		5 " Brick work: Single layer brick flat soling under foundation and slabs on grade with 1 st class bricks including filling the interstices with fine sand (FM 0.80) compacting sub grade proper leveling and watering etc. all complete as per drawing specification and instruction of the Engineer in Charge and as satisfied by the SPM.	Sqm	19				
2		RCC Lintel: Reinforced cement concrete works using over the new opening for window & doors, steel shutter, with minimum cement content relates to mix ratio 1:2:4 having minimum fcr=24Mpa and satisfying a specified compressive strength f'c=19Mpa at 28 days on standard cylinders as per standard practice of code ACI/BNBC/ASTM & cement conforming to BDS EN-197-1-CEM 1 (32.5 to 52.5 N) ASTM-C 150 Type-I, best quality sand (50% quantity of best local sand (F.M. 1.2) and 50% quantity of Sylhet sand or coarse sand of equivalent F.M. 2.2] and 20 mm down well graded picked jhama brick chips conforming ASTM C-33 including breaking chips and screening, making, placing shutter in position and maintaining true to plumb, making shutter water-tight properly, placing reinforcement in position, mixing in standards mixer machine with hopper fed by standard measuring boxes, casting in forms compacting by vibrator machine and during at least for 28 days removing centering shuttering all complete including cost of water electricity testing & other charges as per direction of the engineer-in charge and as satisfied by the SPM.	Cum	1.2				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
		(Rate is excluding the cost of reinforcement and its fabrication, placing and binding)						
3		Plaster: Minimum 12mm thick cement sand (F.M. 1.2) plaster (1:4) with fresh cement to wall both inner and outer surface, finishing the corner and edges including racking out of joints cleaning and wetting the surface steel trowel finishing necessary scaffolding washing of sand and curing at least 7 days etc. all complete in all respect as per drawing and direction of the engineer-in-charge and as satisfied by the SPM.	Sqm	16				
4		Plaster: Minimum 6mm thick cement sand (F.M 1.2) Plaster (1:4) with fresh cement (conforming to B.D.S 232) to ceiling R.C.C columns beams surface of stair case sunshades cornices railings drop wall louvers fins and finishing the corners and edges in/c washing of sand cleaning the surface scaffolding and curing at least for 7 days cost of water electricity & other charges etc. all complete in all respect as per drawing and direction of the engineer-in-charge and as satisfied by the SPM.	Sqm	3				
5		Dismantling of old bricks in cement or lime mortar including cleaning of bricks, scaffolding and sorting out serviceable bricks if any and removing the debris to a safe distance etc. All complete as per specification and direction of the E/C and as satisfied by the SPM.	Cum	3				
6		Labour cost for replacement of existing water supplying lone, basin & etc. all complete as per drawing, specification and direction of the Engineer-in-Charge and as satisfied by the SPM.	LS					

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
7		Paint: Plastic emulsion painting (two coats) of approved equivalent prepared from alkali resistance pigment / mineral extenders, vinyl acetate / acrylic copolymer emulsion and cellulose as binder, water as thinner, viscosity 100-105 KU a semi-liquid paint, matt finish, touch dry 60 minutes, hard dry 2 hours, recoating time 2-4 hours, processed in a plant having testing facilities with spectrophotometer & other testing equipments for storage life 12 (twelve) months with embossing of brand name, manufacturing & expiry date in sealed container, of best quality and approved colour to wall and ceiling two coats over a coat of brand specified primer or sealer including cleaning, drying, making free from dirt, grease, wax, removing all chalked & scaled materials, fungus, mending good the surface defects, preparation of surface with sand papering and necessary scaffolding, spreading by brush / roller / spray etc. all complete in all floor as per direction of engineer-in-charge and as satisfied by the SPM..	Sqm	290				
8		Painting door and window with approved quality & colour 2 coats over a coat of priming including cleaning & rubbing the plastered surfaces with sand paper, chalk power and putty work scaffolding & curing at least 7 days etc. all complete as per instruction of the Engineer-in-charge and as satisfied by the SPM..	Sqm	11				
9		Tiles 24"x24" : Supplying, fitting and fixing of glazed wall tiles (Local made) work with on 20mm thick cement sand (F.M. 1.2) cement mortar (1:3) base using medium sand of min. 1.5 FM curing washing grouting the joints with white cement with matching colour pigments if necessary including washing fine aggregate	Sqm	56				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
		cutting and laying the tile in proper way and finishing with care etc. all complete in all respect as per drawing and direction of the engineer-in-charge and as satisfied by the SPM.						
i)		Glazed homogenous floor tiles	Sqm	6				
ii)		Glazed Wall Tiles	Sqm	4				
10		Supplying, fitting and fixing of Aluminium sliding doors/ windows and fixed partiion wall as per the U.S . Architectural Aluminium Manufacturer's Association (AAMA) (BTA or approved equivalent Sections) standard specification having 1.5mm thick outer bottom (size 75.50mm, 17.79mm, .528 kg./m), 1.5mm thick outer top (size 75.50mm, 26.80mm, .78 kg /m) 1.5mm thick shutter top (size 33mm, 26.80mm, .536 kg /m), 1.5mm thick shutter bottom (size 60mm, 24mm, .736 kg/m), 1.5mm thick outer side (size 75.50mm, 19.90mm, .528 kg /m), 1.5mm thick sliding fixed side (size 31mm, 26mm, .616 kg/m) , 1.5mm thick shutter lock (size 49.20mm, 26.20mm, .661 kg/m), 1.5mm thick inter lock (size 34.40mm, 32.10mm, .665 kg/m) 1.5mm thick shutter divider (size 31.75mm, .535 kg/m) . specification and instruction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	19				
11		Supplying, fitting and fixing Aluminium door frames (BTA or approved equivalent Sections), partitions / windows distortion free 5mm thick Tinted glass foreign made and approved quality and shade in all floors including cost of fitting, fixing all necessary accessories etc. complete in all respect as per drawing, specification and instruction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	17				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
12		Supplying, fitting and fixing Plastic door with Size- 7.5'x 3.5'. All complete in all respect as per drawing and direction of the Engineer-in-charge and as	Nos.	1				
13		Supplying, fitting and fixing of Wooden door readymade (Teak Chambal size-7.5'x4.3') all complete in all respect as per drawing and direction of the Engineer-in-charge and as satisfied by the SPM..	Nos.	3				
14		Ceiling Work: A. Decorative plane board ceiling: Garjan wood frame, 12mm plain board, painted with matte finish enamel paint & laminated board of approve colour and direction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	27.9				
		B. Gypsum board calling: With 2'X2' gypsum (fisher) board ceiling with powder coated angles all complete as per design and direction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	37.2				
15		Partition & Panneling Work: A. Wall & Column Panelling: With rustic tiles, 12 mm veneer board, deep brown polish, garjan wood frame attached to wall/texture paint etc. fitting, fixing all complete as per design and direction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	4				
		B. Vertical blind: Better Quality Vertical blind approve and direction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	39				
		C. Frosted Paper: Good Quality frosted paper approve and direction of the Engineer-in-charge and as satisfied by the SPM.	Sqm	19				
Sub-Total for Part A: Civil Works								

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
Part B: Sanitary Works								
1		Supplying, fitting and fixing European type glazed Porcelain low-down , capacity 10 liter, 490 x 190 x 350 mm in size, BISF or approved equivalent approximately 14 kg by weight, on walls by screws and F.I. bar clamps, rowel plugs, making holes wherever required and mending good the damages and fitting, fixing finishing etc. complete with all necessary fittings and connection as per direction of the engineer-in-charge and as satisfied by the SPM.	Set	1				
2		Sanitary Works Wash Basin : Supply, fitting and fixing of white glazed vitreous wash basin of BISF or approved equivalent size and model. The unit shall have a well contoured bowl to reduce splashing and shall have one tap hole at the centre. The unit shall be complete with 12mm size C.P. (Nazma) waste fittings with overflow slot and chain plug, 32mm C.P. bottle trap with 75mm water seal and adjustable inlet pipe or brass coupling. All necessary accessories such as 32mm dia PVC waste pipe, 12mm dia PVC flexible hose pipe, 12mm dia C.P. angle valve, 12mm dia pillar cock (Nazma) heavy duty HCI fixing brackets etc. shall be supplied and fixed. The installation work shall include all roughing in works, making holes in walls, fixing and concealing of waste pipe, hooking up with the water supply system, connection the waste line with the main waste water pipe mending good the damages, etc. complete in all respect. Necessary accessories, hardwares, consumbles needed for completion of the work shall be supplied and the works shall be	Nos.	4				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
		done at the location shown in the drawing as per direction and satisfaction of the Engineer-in-charge and as satisfied by the SPM.						
4		Supplying, fitting and fixing of pedestal sink	Nos.	4				
5		Supplying, fitting and fixing unframed super quality mirror (Best quality) of size 600 mm x 450 mm x 6 mm thick glass with hard board at the back with all necessary fitting including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction of the Engineer-in-charge and as satisfied by the SPM.	Nos.	6				
6		Supplying, fitting and fixing super quality C.P Towel Rail (MECO or approved equivalent) of size: 600 mm long and 20 mm dia with C.P. Holder including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction of the Engineer-in-charge and as satisfied by the SPM.	Nos.	6				
7		Supplying, fitting and fixing C.P. Toilet Paper Holder (MECO or approved brand) of size: 150mm x 150 mm x 126 mm with screws, rowel plug including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction of the Engineer-in-charge and as satisfied by the SPM.	Nos.	3				
8		Supplying, fitting and fixing of best quality PVC pipes (approved best quality) (concealed & exposed as necessary) of the following sizes with all specials sockets, tees, door bends, elbow, reducers, unions, jamnuts, etc. including cutting trenches necessary and filling the same with earth duly rammed & fixing in floors and walls with holder bottom bracket, clamps, Gaskets, sealants etc. making hole cutting grooves in						

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
		floors and walls & consequent mending and the pipes shall be suitable to with stand a test pressure of 250psi, all consumbles required to complete the work shall be supplied fixed at no extra cost as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM. (all floors).						
a)	a)	12 mm dia	Rm	10				
b)	b)	19 mm dia	Rm	7				
c)	c)	25 mm dia	Rm	8				
d)	d)	37 mm dia	Rm	7				
9		Supplying, fitting and fixing heavy duty best quality fuccets as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM.						
	a)	Bib Cock	Nos.	1				
	b)	Pillar Cock	Nos.	2				
	c)	Stop Cock	Nos.	2				
	d)	3/4" dia Gate Valve	Nos.	2				
	e)	1" dia Gate Valve	Nos.	2				
	f)	1/2" dia gate valve	Nos.	2				
Sub-Total for Part B: Sanitary works								
Part C: Electrical Works								
1		Semi Concealed & Channel Wiring (with approved best quality cable) 1C-2x1.5 mm (BYA) cable with 1 mm (BYA) ECC through required size of PVC pipe: 1) Light/Exhaust or wall bracket Fan Point	Nos.	4				
		2) a. 2-pin/3-pin socket with switch, 5A	Nos.	5.				
		b. 2-pin/3-pin socket with switch, 10A.	Nos.	5.				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
		Tube light: 4' TUBE LIGHT SET FOR DEFUSE LIGHTING as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM.	Nos.	8				
		Louver Shade: 2'X2' LOOVER TYPE TUBE LIGHT SET (3 tube) as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	Nos.	18				
		Energy saving light: Good Quality CONCEAL ENERGY SAVER LIGHT as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	Nos.	10				
		Spot light: Good Quality CONCEAL SPOT LIGHT as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	Nos.	20				
		Switch & Circuit Breaker: Another Good Quality (WIRE, PVC PIPE, CHANNEL AS REQUIRED) 60A loaded export quality circuit breaker. Box made by metallic & auto switch on-off. as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	Job	1				
2		Ceiling mounted Projector Hanging Rack with security arrangement kits. Rack made by metallic /steel/MS rode. Size: Lxwxh = 2'x2'x6", One side open & other side full of MS rod net. as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	Nos.	2				
Sub-Total for Part C: Electrical Works								
Part D: Misceláneos Works								
1		Planter box : Solid wooden furnished Rectangular Box. No stand remaining but lower portion or bottom part made by metallic or others. Size: lenth-2.5' Width-1.5' & Height-1'. as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM	rft	4				

Item no.	Item Code (if any)	Description of Item	Unit	Quantity	Unit Rate		Amount	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7	8= 5x6	9
2		Reception Table: with garjan wood frame, 19mm veneer board with deep brown polish, 10mm beveled glass top, as per design.	Nos	1				
		The design & Drawing : Layout with 3D	LS	2 Item				
Sub-Total for Part D: Misceláneos Works								

* 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.

Total Amount (in figure and words)	
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[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.

Enhancement of Teaching-Learning Capacity at Undergraduate and Master's Level
Education in the Faculty of Agriculture at Sylhet Agricultural University
Faculty of Agriculture, Sylhet Agricultural University
Sylhet 3100, Bangladesh

Invitation for signing Contract

[Rule 72 (5) of PPR,2008]

RFQ No. UGC/HEQEP/SPM/SAU-FA/CP#3626/RFQ/W1/2015/06

Date: 15-12-2015

Ref:
To:

Date: dd/mm/yy

[name of Contractor _____]
[address _____]

This is to notify you that your **Quotation** dated **23-12-2015** for the execution of the Works and physical services named "**Renovation of Seminar/Conference Room & Labs.**" for the Contract Price of Tk [state amount in figures and 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 [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

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 [insert day] day of [insert month and year] between **Department of Crop Botany & Tea Production Technology, Faculty of Agriculture, Sylhet Agricultural University, Sylhet-3100**

(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 **Renovation of Seminar/Conference room & Labs** and has accepted the Quotation submitted by the Quotationer for the execution of those works in the sum of Taka [insert Contract price in figures and 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

Professor Dr. A.F.M Saiful Islam

Designation

*Sub-project Manager, HEQEP Sub-project (CP# 3626) & Chairman
Department of Crop Botany & Tea Production Technology, Faculty of Agriculture, Sylhet Agricultural University, Sylhet-3100*

National ID No.

In the presence
of Name

Conditions of Contract

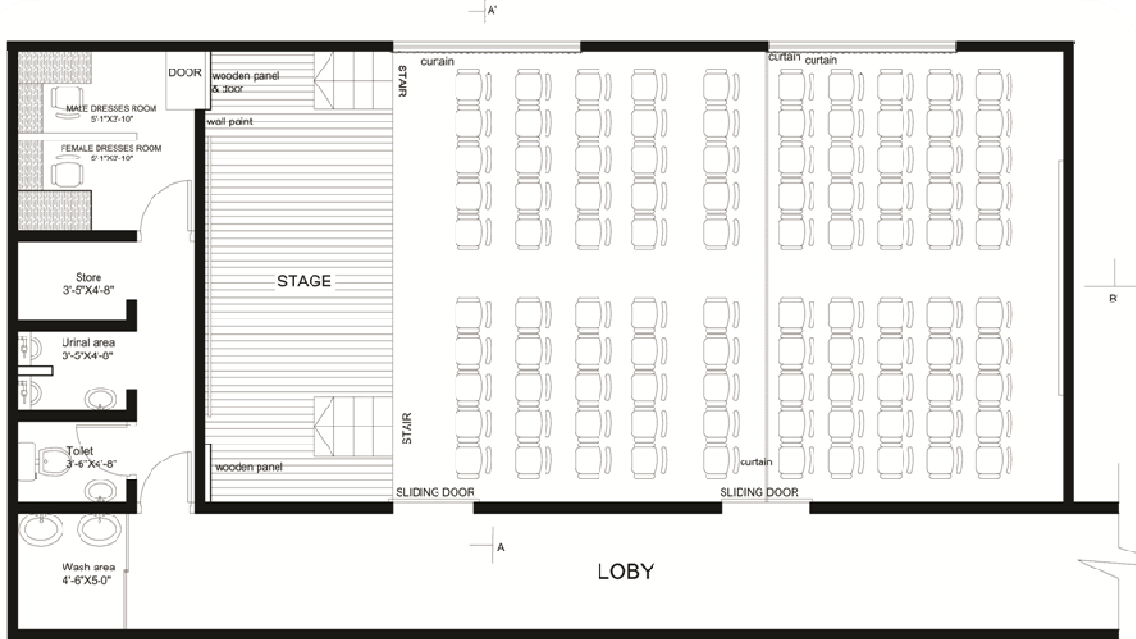
1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Contractor shall have to commence the Works within **02** 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:

Unit-rate Basis
Measurement shall be made of the net quantity of each item of the Works actually executed in accordance with the Bill of Quantities. The first progressive payment shall be made only after twenty (20) percent progress achieved. 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 [**insert 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 **[6 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

Proposed Design for Seminar/Conference room & Labs.



Floor layout

Technical Specification of the Works Required

Sl no	Item Name	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	Civil Work	5 " Brick work:	Single layer brick flat soling under foundation and slabs on grade with 1st class bricks including filling the interstices with fine sand (FM 0.80) compacting sub grade proper leveling and watering etc. all complete as per drawing specification.		
		RCC Lintel:	Reinforced cement concrete works using over the new opening for window & doors, steel shutter, with minimum cement content relates to mix ratio 1:2:4 having minimum fcr=24Mpa and satisfying a specified compressive strength f'c=19Mpa at 28 days on standard cylinders as per standard practice of code ACI/BNBC/ASTM & cement conforming to BDS EN-197-1-CEM 1 (32.5 to 52.5 N) ASTM-C 150 Type-1, best quality sand (50% quantity of best local sand (F.M. 1.2) and 50% quantity of Sylhet sand or coarse sand of equivalent F.M. 2.2] and 20 mm down well graded picked jhama brick chips conforming ASTM C-33 including breaking chips and screening, making, placing shutter in position and maintaining true to plumb, making shutter water-tight properly, placing reinforcement in position, mixing in standards mixer machine with hopper fed by standard measuring boxes, casting in forms compacting by vibrator machine and during at least for 28 days removing centering shuttering all complete including cost of water electricity testing & other charges.		
		Plaster (12mm):	Minimum 12mm thick cement sand (F.M. 1.2) plaster (1:4) with fresh cement to wall both inner and outer surface, finishing the corner and edges including racking out of joints cleaning and wetting the surface steel trowel finishing necessary scaffolding washing of sand and curing at least 7 days etc. all complete in all respect as per drawing and direction.		
		Plaster (6mm):	Minimum 6mm thick cement sand (F.M 1.2) Plaster (1:4) with fresh cement (conforming to B.D.S 232) to ceiling R.C.C columns beams surface of stair case sunshades cornices railings drop wall louvers fins and finishing the corners and edges in/c washing of sand cleaning the surface scaffolding and curing at least for 7 days cost of water electricity & other charges etc. all complete in all respect as per drawing and direction		
		Dismantling of old bricks in cement or lime mortar:	Dismantling of old bricks in cement or lime mortar including cleaning of bricks, scaffolding and sorting out serviceable bricks if any and removing the debris to a safe distance etc. All complete as per specification and direction		
		Labour cost:	Labour cost for replacement of existing water supplying lone, basin & etc. all complete as per drawing, specification and direction		
		Paint:	Plastic emulsion painting (two coats) of approved equivalent prepared from alkali resistance pigment / mineral extenders, vinyl acetate / acrylic copolymer emulsion and cellulose as binder, water as thinner, viscosity 100-105 KU a semi-liquid paint, matt finish, touch dry 60 minutes, hard dry 2 hours, recoating time 2-4 hours, processed in a plant having testing facilities with spectrophotometer & other testing equipments for storage life 12 (twelve) months with embossing of brand name, manufacturing & expiry date in insealed container, of best quality and approved colour to wall and ceiling two coats over a coat of brand specified primer or sealer including cleaning, drying, making free from dirt, grease, wax, removing all chalked & scaled materials, fungus, mending good the surface defects, preparation of surface with sand papering and necessary scaffolding, spreading by brush / roller / spray etc. all complete in all floor		
		Painting door and window:	Painting door and window with approved quality & colour 2 coats over a coat of priming including cleaning & rubbing the plastered surfaces with sand paper, chalk power and putty work scaffolding & curing at least 7 days etc. all complete as per instruction		

Sl no	Item Name	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
		Tiles 24"x24":	Supplying, fitting and fixing of glazed wall tiles (Local made) work with on 20mm thick cement sand (F.M. 1.2) cement mortar (1:3) base using medium sand of min. 1.5 FM curing washing grouting the joints with white cement with matching colour pigments if necessary including washing fine aggregate cutting and laying the tile in proper way and finishing with care etc. all complete in all respect as per drawing and direction i. Glazed homogenous floor tiles ii. Glazed Wall Tiles		
		Aluminium sliding doors/ windows:	Supplying, fitting and fixing of Aluminium sliding doors/ windows and fixed partition wall as per the U.S . Architectural Aluminium Manufacturer's Association (AAMA) (BTA or approved equivalent Sections) standard specification having 1.5mm thick outer bottom (size 75.50mm, 17.79mm, .528 kg /m), 1.5mm thick outer top (size 75.50mm, 26.80mm, .78 kg /m) 1.5mm thick shutter top (size 33mm, 26.80mm, .536 kg /m), 1.5mm thick shutter bottom (size 60mm, 24mm, .736 kg/m), 1.5mm thick outer side (size 75.50mm, 19.90mm, .528 kg /m), 1.5mm thick sliding fixed side (size 31mm, 26mm, .616 kg/m) , 1.5mm thick shutter lock (size 49.20mm, 26.20mm, .661 kg/m), 1.5mm thick inter lock (size 34.40mm, 32.10mm, .665 kg/m) 1.5mm thick shutter divider (size 31.75mm, .535 kg/m) .		
		Supplying, fitting and fixing Aluminium door frames:	Supplying, fitting and fixing Aluminium door frames (BTA or approved equivalent Sections), partitions / windows distortion free 5mm thick Tinted glass foreign made and approved quality and shade in all floors including cost of fitting, fixing all necessary accessories etc. complete in all respect as per drawing, specification and instruction		
		Plastic door:	Supplying, fitting and fixing Plastic door all complete in all respect as per drawing and direction. Size- 7.5'x 3.5'		
		Wooden door	Supplying, fitting and fixing of Wooden door readymade (Teak Chambal size-7.5'x4.3') all complete in all respect as per drawing and direction		
		Ceiling Work:	A. Decorative plane board ceiling: Garjan wood frame, 12mm plain board, painted with matte finish enamel paint & laminated board of approve colour and direction of the Engineer-in-charge and as satisfied by the SPM.		
			B. Gypsum board calling: With 2'X2' gypsum (fisher) board ceiling with powder coated angles all complete as per design and direction of the Engineer-in-charge and as satisfied by the SPM.		
		Partition & Paneling Work:	A. Wall & Column Panelling: With rustic tiles, 12 mm veneer board, deep brown polish, garjan wood frame attached to wall/texture paint etc. fitting, fixing all complete as per design and direction		
			B. Vertical blind: Better Quality Vertical blind approve and direction of the Engineer-in-charge		
			C. Frosted Paper: Good Quality frosted paper approve and direction of the Engineer-in-charge		
2	Sanitary Works	Porcelain low-down:	Supplying, fitting and fixing European type glazed Porcelain low-down, capacity 10 liter, 490 x 190 x 350 mm in size, BISF or approved equivalent approximately 14 kg by weight, on walls by screws and F.l. bar clamps, rowel plugs, making holes wherever required and mending good the damages and fitting, fixing finishing etc. complete with all necessary fittings and connection as per direction of the engineer-in-charge		
		Pedestal sink:	Supplying, fitting and fixing of pedestal sink. Long strand with basin attached.		
		Mirror:	Supplying, fitting and fixing unframed super quality mirror (Best quality) of size 600 mmx 450 mm x 6 mm thick glass with hard board at the back with all necessary fitting including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction		
		Towel Rail:	Supplying, fitting and fixing super quality C.P Towel Rail or approved equivalent) of size: 600 mm long and 20 mm dia with C.P. Holder including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction		

Sl no	Item Name	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
		Toilet Paper Holder:	Supplying, fitting and fixing C.P. Toilet Paper Holder or approved brand) of size: 150mm x 150 mm x 126 mm with screws, rowel plug including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete as per direction of the Engineer-in-charge		
		Wash Basin :	Supply, fitting and fixing of white glazed vitreous wash basin of BISF or approved equivalent size and model. The unit shall have a well contoured bowl to reduce splashing and shall have one tap hole at the centre. The unit shall be complete with 12mm size C.P. (Nazma) waste fittings with overflow slot and chain plug, 32mm C.P. bottle trap with 75mm water seal and adjustable inlet pipe or brass coupling. All necessary accessories such as 32mm dia PVC waste pipe, 12mm dia PVC flexible hose pipe, 12mm dia C.P. angle valve, 12mm dia pillar cock (Nazma) heavy duty HCl fixing brackets etc. shall be supplied and fixed. The installation work shall include all roughing in works, making holes in walls, fixing and concealing of waste pipe, hooking up with the water supply system, connection the waste line with the main waste water pipe mending good the damages, etc. complete in all respect. Necessary accessories, hardwares, consumbles needed for completion of the work shall be supplied and the works shall be done at the location shown in the drawing as per direction and satisfaction		
		Best quality PVC pipes:	Supplying, fitting and fixing of best quality PVC pipes (approved best quality) (concealed & exposed as necessary) of the following sizes with all specials sockets, tees, door bends, elbow, reducers, unions, jamnuts, etc. including cutting trenches necessary and filling the same with earth duly rammed & fixing in floors and walls with holder bottom bracket, clamps, Gaskets, sealants etc. making hole cutting grooves in floors and walls & consequent mending and the pipes shall be suitable to with stand a test pressure of 250psi, all consumbles required to complete the work shall be supplied fixed at no extra cost as per specification & instruction a. 12 mm dia b. 19 mm dia c. 25 mm dia d. 37 mm dia		
		Best quality fuccets:	Supplying, fitting and fixing heavy duty best quality fuccets a. Bib Cock b. Pillar Cock c. Stop Cock d. 3/4" dia Gate Valve e. 1" dia Gate Valve f. 1/2" dia gate valve		
3	Electrical Works:	Semi Concealed & Channel Wiring:	Semi Concealed & Channel Wiring (with approved best quality cable) 1C-2x1.5 rm (BYA) cable with 1 rm (BYA) ECC through required size of PVC pipe: 1) Light/Exhaust or wall bracket Fan Point 2) a. 2-pin/3-pin socket with switch, 5A b. 2-pin/3-pin socket with switch, 10A.		
		Switch & Circuit Breaker:	Switch & Circuit Breaker: Another Good Quality (WIRE, PVC PIPE, CHANNEL AS REQUIRED) 60A loaded export quality circuit breaker. Box made by metallic & auto switch on-off.		
		Tube light:	4' TUBE LIGHT SET FOR DEFUSE LIGHTING		
		Luver Shade:	2'X2' LOOVER TYPE TUBE LIGHT SET (3 tube)		
		Energy saving light:	Good Quality CONCEAL ENERGY SAVER LIGHT		
		Spot light:	Good Quality CONCEAL SPOT LIGHT		
4	Miscellaneous Work:	Planter box:	Planter box : Solid wooden furnished Rectangular Box. No stand remaining but lower portion or bottom part made by metallic or others. Size: lenth-2.5' Width-1.5' & Height-1'.		

Sl no	Item Name	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
		Projector Hanging Rack:	Ceiling mounted Projector Hanging Rack with security arrangement kits. Rack made by metallic /steel/MS rode. Size: Lxwxh = 2'x2'x6", One side open & other side full of MS rod net. as per specification & instruction of the Engineer-in-charge and as satisfied by the SPM		
		Reception Table:	with garjan wood frame, 19mm veneer board with deep brown polish, 10mm beveled glass top, as per design.		
		Design & Drawing:	As per attached file.		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date:
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a prerequisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.