

Invitation of Quotation  
For  
Supply & Installation of Air conditioner

Inquiry No. : DCC 12/148/19  
Date : 09<sup>th</sup> April'19  
Last Date of Submission : 22<sup>th</sup> April'19  
Drop off Point : Quotation box, kept in the Office (G-4)



**Dhaka Commerce College**  
Dhaka Commerce College Road, Mirpur, Dhaka-1216.  
Phone: +88-02-9023338, 9004942, 9007945  
[www.dcc.edu.bd](http://www.dcc.edu.bd)

**Invitation of Quotation for Supply & Installation of Air conditioner at Dhaka Commerce College.**

Sealed Quotation are hereby invited by the principal, Dhaka Commerce College, for Supply & Installation of Air conditioner as per terms & conditions mentioned below. The filled Quotations along with all required documents must reach the office of the Dhaka Commerce College on or before 22<sup>th</sup> April' 19 at 03:00PM. The Envelope containing the quotation would be sealed and superscribed as under:-

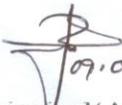
**Invitation of Quotation for Supply & Installation of Air conditioner:**

Institute : Dhaka Commerce College  
 Inquiry No. : DCC 12/148/19; Date: 09 April' 19  
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**Terms and conditions:**

1. The scope of this tender is to invite quotations for supply and installation of Air conditioner from required suppliers.
2. The items supplied should remain under Warranty for at least 03 Years from installation and commissioning.
3. The company should be able to rectify or replace the items as and when required within the stipulated time with the permission of Dhaka Commerce College authority.
4. The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given here in. Otherwise, the tenders are liable to be summarily rejected.
5. The contractor should have adequate (at least five years) work experience of supply and installing Air conditioner, preferably in big companies. It should submit the supporting documents including List of clients and the copies of work order at least 3(three) Organizations it worked.
6. Vat and Tax applicable as per Government rule.
7. Delivery & Installation Period – within 07 days from the date of work order.
8. Working place Dhaka Commerce College Accademic building – 2, Floor 7<sup>th</sup>.
9. The quotation should be addressed in the name of principal, Dhaka Commerce College, Dhaka Commerce College road, Mirpur, Dhaka -1216. The rates are to be quoted on the company's letter head. Each page of the quotation/ tender must be signed & stamped by the authorized Signatory, Unsigned quotations may not be considered.

10. Becoming Lowest bidder will not be the only criteria for awarding of purchase order unless the rates are reasonable & justified. Dhaka Commerce College authority, reserves the right to accept or reject any or all of the bids in full or in part including the lowest, without assigning any reason there of or incurring any liability there by.
11. The quantity of items given in the Quotation is tentative, which may be increased or decreased as per the Institute's requirement.
12. Payment shall be made in Bangladesh Taka direct through accounts office of the authority as per rules and regulation of DCC and after deducting VAT, AIT/other taxes as per Govt. rules in the following manner:
  - a) **50% (Fifty) per cent** of the Contract Price shall be paid after supply of materials on submission of bill & related document
  - b) After successful installation/completion of the works; the contractor shall submit an original bill in duplicate, and with copies of original challan, to the Authority, for another **40% (Forty) per cent** of the Contract Price of the Goods installed at site if certified by the Engineer in charge after due adjustments.
  - c) The remaining **10% (Ten) per cent** of the Contract Price shall be kept as Security Deposit against Warranty period
13. The price offered by the quotationer, if accepted shall remain fixed for the duration of the Contract.
14. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
  - a. Filled & signed copies of Appendix -1 (Bill of Quantities) & Appendix -2 (Quotation Submission Letter)
  - b. Updated Trade license.
  - c. Updated VAT and UTIN/TIN certificate.
  - d. The firm should not be black listed by any Govt. Agency/Dept.
  - e. Technical specification & Catalog of Air conditioner
  - f. Agency / dealer's certificate
  - g. List of clients
  - h. Copies of work order at least 3 (three) Organizations it worked.



09.04.2019

Principal(Act.)  
Dhaka Commerce College

Appendix -1

Bill of Quantities:

Sl. no	Description & Details	Unit	Qty	Unit price TK.	Total Amount TK.
1	<u>Air conditioner :</u> Brand :General Type : Split Model : ASGA-24EFTA Year of Manufacture: To be quoted. Country of origin : Japan Assmbled in :Thiland Including Iron angel,Copper pipe (15 feet) insulation, rapping tape,drain pipe power cable, 3-pin Plug etc.	Pcs	12		
2	Installation Charge	pcs	12		

Appendix -2  
Quotation Submission Letter  
(use letter-head pad)

RFQ No: \_\_\_\_\_

Date: dd/mm/yy

To  
The principal  
Dhaka Commerce College  
Mirpur. Dhaka – 1216.

I/We the undersigned, offer to supply in conformity with the Terms and Conditions for the Goods and related services named (insert name of goods)

The total price of my/our Quotation is BDT (Insert amount both in figure and words)

My/our Quotation shall remain valid for period stated in the 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.

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 the terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

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 the purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/we have examined and have no reservations to the RFQ Document issued by you on (insert date)

I/we understand that you resrve 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: