## Sylhet Agricultural University, Sylhet

## Higher Education Quality Enhancement Project

## **Request for Quotation** for **Renovation of Data center**

### **Total Automation and IT Facilities Enhancement in University Campus** (HEQEP, CP-3634)



# Sylhet Agricultural University, Sylhet

RFQ No. : SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/167

: 17 May, 2017 **Issued on** 

**Contract Package No** : W1

[MAY-2017]

PW-1(RFQ)

### Sylhet Agricultural University, Sylhet

#### REQUEST FOR QUOTATION for Renovation of Data center

**RFQ No.:** SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/167 **Date:** 17.05.2017

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- 1. The Sub-Project Manager of the sub-project, Total Automation and IT Facilities Enhancement in University Campus (HEQEP, CP-3634), Sylhet Agricultural University (HEQEP, CP#3634) 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 Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
- 3. Quotation shall be prepared and submitted using the 'Quotation Document'.
- 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, delivery of the Goods and execution of the Works (if awarded) respectively.
- Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 24 May, 2017 at 2.00 pm. The envelope containing the Quotation must be clearly marked Quotation for Renovation of Data Center and DO NOT OPEN before 2.30 pm on 24 May 2017 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. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
- 10. No public opening of Quotations received by the closing date shall be held.
- 11. Questioner'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.
- 12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotation, if accepted shall remain fixed for the duration of the Contract.

- 13. Questioner 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 <u>Trade License</u>, <u>Tax Identification</u> Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive.
- 14. 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.
- 15. 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 discrepancy between words and figures, the former will govern. 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.**
- 16. The execution of Works and physical services shall be completed within thirty (30) days from the date of commencement.
- 17. Letter inviting the successful Quotationer to sign the Contract shall be issued within 10 (Ten) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within three (3) days of issuing such Letter of Invitation.
- 18. 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.
- 19. 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. Mrityunjoy Biswas Designation: Sub-Project Manager Total Automation and IT Facilities Enhancement in University Campus (HEQEP, CP#3634)

Address: Sylhet Agricultural University, Sylhet

Cell:+8801711-240580,

E-mail: biswasbari@yahoo.com

Date: 09 May 2017

#### Distribution:

- 1. Director (Planning, Development & Works), and Chairman, UAIF, SAU
- 2. All Notice Board of SAU
- 3. Concerned person for publication in the University's website
- 4. Office File

# **Quotation Submission Letter**

[Use Letter head pad]

Date: 17.05.2017

RFQ No.: SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/167

To Sub-Project Manager Total Automation and IT Facilities Enhancement in University Campus Sylhet Agricultural University, Sylhet	
I/We, the undersigned, offer to execute in conformity with the Conditions and physical services named <b>Renovation of Data Center</b> .	of Contract for execution of the Works
The total Price of my/our Quotation is BDT in word	Only
My/Our Quotation shall remain valid for the period stated in the RFQ Docur 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 by the Government of Bangladesh on charges of engaging in corrupt, frau Furthermore, I/we am/are aware of Para 28(e) of the Conditions of Contractices in competing for or in executing the works.	idulent, collusive or coercive practices.
I/We am/are not submitting more than one Quotation in this RFQ process in different names. I/We understand that your written invitation to sign the Quutil a formal Contract is signed.	
I/We have examined and have no reservations to the RFQ Document issued by	by you on/
I/We understand that you reserve the right to reject all the Quotations or ann incurring any liability to me/us.	aul the procurement proceedings without
	Signature of Quotationer with Seal Date:

# **Bill of Quantities**

**RFQ No.:** SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/167 Date: 17.05.2017

	Item	Description of Items of Works	Unit of	Quantity	Unit Rate or Price		Total Amount	Destination of Works	
	No.	WOLKS	Measurement			In words	<u>In figure</u> In words	Destination of Works	
	1	2	3	4	5	6	8	9	
	1	Supplying, fitting & fixing wallpaper	Sq ft	840.5				Data Centre, 2 <sup>nd</sup> Floor, Administration Building, Sylhet	
	2	Supplying, fitting & fixing gypsum board ceiling	Sq ft	290.0				Agricultural University, Sylhet	
	3	Supplying, fitting & fixing door closer (all complete)	No.	01					
	4	Enamel painting for door and windows	Sq ft (Door-1, Window-2)	43.12					
Total amount for Supply of Goods and rel			ated services (incl	usive of VAT	and all	In figure			
applic	able tax	es; see Note 2 below)				In words			
Works to be done at			Data centre, 2 <sup>nd</sup> Floor, Administration Building, Sylhet Agricultural University, Sylhet						
Total Amount in Taka (in words)									
Delivery Offered		[30 days ] from date of Contract signing]							
Warranty Provided			01 (One) year from date of delivery						

Signature of Quotationer with Seal	Date:

# **Technical Specification of the Works/Goods Required**

In Supplying, fitting & fixing wallpaper  Model: To be mentioned Type: To be mentioned Type: To be mentioned a) Dimensions of wall: Total square footage of our wall will be: Wall 1: 9.5' x 14.5' = 275.5 sq. ft. Wall 2: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.0' = 266.0 sq. ft. Wall 6: 9.5' x 14.4' = 266.0 sq. ft. Wall 6: 9.5' x 14.4' = 266.0 sq. ft. Wall 6: 9.5' x 14.4' = 266.0 sq. ft. Wall 6: 9.5' x 14.4' = 266.0 sq. ft. Wall 6: 9.5' x 14.4' = 266.0 sq. ft. Wall 6: 9.5' x 14.0' = 266.0 sq. ft. Wall 6: 9.5' x 14.0' = 266.0 sq. ft. Wall 6: 9.5' x 14.0' = 260.5 sq. ft. Wall 8: 9.5' x 6.0' = 114.0 sq. ft. TOTAL = 931.0 sq. ft. (Some w. guides recommend that you subtract from this total any space you won't be papering, doors or windows. In our case you won't be papering space 90.5 sq ft. for doors and w So, you subtract 90.5 sq ft from the total space 931.0 sq. ft. Hence actual space to be papering space 90.5 sq. ft. for doors and w So, you subtract 90.5 sq. ft. Wall space is a home decorating option which can be installed by people of all skill level measure the room you'll be wallpapering. Multiply the height of each wall by its wide then add together the figures for all the walls to find the total square footage of the roexample, for a 9 ft. x 12 ft. room with 8 ft. high ceilings: Wall 1: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.5' = 275.5 sq. ft. Wall 3: 9.5' x 14.0' = 266.0 sq. ft. Wall 7: 9.5' x 6.0' sq. ft. Wall 8: 9.5' x 6.0' = 114.0 sq. ft. TOTAL = 931.0 sq. ft. Some wallpaper recommend that you subtract from this total any space you won't be papering, such as a windows. With your square footage figured, you can shop for wallpaper. Lightweig papers are about the easiest type to start with. Avoid flocked paper, foils, or mylars u have some experience. Preparation of the walls is very important for good w installation. Remove all switch plates, outlet covers, and nails. Then, patch and	
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to get out wrinkles – the paste will still work. After the paper is straight and the wrin out, use the brush to remove any remaining air bubbles and ensure a good bond betw	
paper and the wall. Work from side to side in sweeping arcs across the entire sheet. You	
piece will but up against your first piece. If you've chosen a pattern with a match,	
adjacent strips must line up correctly to form the pattern printed on the paper. Be sur	
each piece long enough to allow the paper to match and still have several inches to exte	
at the ceiling and the baseboard. When you put this second piece on the wall, you can	
slide it some – but don't stretch it too much. Paper is somewhat elastic when wet, b	ıt, as it
dries, it will shrink up and show a gap between pieces if it has been stretched to "fit."	You'll
also need to watch for stretching of the paper from its own weight as it hangs wet,	as such
stretching can cause the pattern to be misaligned. If you have this kind of	

Sl. No.	Full Technical Specification and Standards
02. Supplying, fitting & fixing gypsum board ceiling	mismatch, start your piece a bit high at the ceiling; the match will be aligned where it is most noticeable, at eye level, though it may be off again at the floor. After the second strip is up for a few minutes, use a seam roller to roll over the seams. Then, trim the excess paper at top and bottom, using a wallpaper straight edge held against the ceiling or baseboard. Cut between this guide and the wall with a single-edge razor blade, held either by itself or in a holder. Since you only cut with the corner of the blade, it will dull quickly. If you don't change blades frequently, the dull edge will tear and rip the paper, instead of cutting. Using a dull blade is one of the most common mistakes made by beginners. To install wallpaper around a door or window, apply a full piece as described previously, lightly pressing the strip over the opening to be trimmed. Then, make a diagonal cut from the corner into the center of the opening. Being careful not to tear the paper, gently fit it around the frame until it sits flat against the wall. After smoothing any wrinkles out, trim the paper around the molding, using a straight edge as described earlier. When you are done trimming each piece, wash down the strip with a dripping wet sponge to remove any paste that has smeared on the paper. You'll also want to wash adjacent wall, ceiling, and woodwork areas. Use warm water, and change it often. The paste can be difficult to see, but — if you don't remove it thoroughly — it will show up when it dries, and the residue is very difficult to remove it then. For this reason, it's a good idea to go over the entire room with clean water when you're finished installing all the paper. The paper will shrink slightly as it dries, so small wrinkles will stretch out. Wallpaper usually dries overnight. For particularly stubborn areas that won't stay pasted down, try seam adhesive (a "super glue" for wallpaper. It usually comes in a tube.)  a) Type: To be mentioned c) Dimensions: Ceiling 1: 14.5 ft x 14.0 ft; Ceiling 2: 14.50 ft x 6.0 f
03. Supplying, fitting & fixing door closer (all complete)	a) Country of origin: b) Model: Supplying, fitting and fixing door closer (all complete) Supplying, fitting and fixing of made in hydraulic door closer (big size) including all necessary tools and accessories etc. all complete approved and accepted by the Engineer.
04. Enamel painting for door and windows	Best quality Dimensions: Door-6.8 ft x 3.4 ft; Window-5.0 ft x 4.0 ft  Enamel painting for Door Painting to door and window frames in two coats with approved best quality and colour of synthetic enamel paint delivered from authorized local agent of the manufacturer in a sealed container, having highly water resistant, high bondibility, flexible, using specific brand thinner applied by brass/roller/spray over a coat of priming elasping time for drying including surface cleaning from dust, oil or dirt, smoothening, finishing and polishing with sand paper and necessary tools, scaffolding, testing charges etc. all complete in the data centre room approved and accepted by the Engineer.

	Supplier's Stamp
Signature of Supplier	
Name of Supplier	
Date	

#### Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladesh Taka;
- **(b)** A valid Trade License;
- (c) A valid TIN Certificate;
- (d) A valid VAT Certificate;
- (e) Financial Solvency Certificate

# **Sylhet Agricultural University, Sylhet**

**Invitation for signing Contract** [ Rule 72 (5) of PPR, 2008]

RFQ No. SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/167

Ref: SAU/HEQEP/CP- 3634/W1/2017/RFQ-03/	Date:/
To:	
[name of Contractor] [address]	
	d [dd/mm/yy] for the execution of the Works and physical the Contract Price of Tk [state amount in figures and in inpetent authority.
You are thus requested to attend the office of t ssuing this Letter of Invitation; but in no case late	ne undersigned to sign the Contract within [insert days] of r than [specify dd/mm/yy].
You may proceed with the execution of the Works his invitation shall constitute the formation of this C	only upon signing the Contract. You may also please note that ontract which shall become binding upon you.
We attach the draft Contract and all other docume	nts for your perusal.
	Signature of the Procuring Entity with name and designation
Attachment: Draft Contract	Date: dd/mm/yy

#### Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between Professor Dr. Mrityunjoy Biswas, SPM, CP-3634, Sylhet Agricultural University, Sylhet (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 Data Center 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 WITNESSED AS FOLLOWS:

- 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:
  - the signed Contract Agreement (a)
  - the Letter of Invitation (b)
  - the Conditions of Contract (c)
  - the Specifications (d)
  - the Design and Drawings (e)
  - the priced Bill of Quantities (f)
  - 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. Mrityunjoy Biswas

Designation SPM, Total Automation and IT Facilities

**Enhancement in University Campus** 

National ID No. 3923602107483

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.
- The Contractor shall have to commence the Works within 3 (three) days of signing of the Contract
  Agreement and complete in conformity in all respects with the provisions of the Contract within 30 (thirty)
  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. Not withstanding 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. Not withstanding 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 (**choose any one of the two**) 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 **[insert 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.

Designation
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