

Invitation of quotation  
For  
Supply & Installation of Air conditioner

Inquiry No. : DCC-77/145/18  
Date : 18 November, 2018  
Last Date of Submission : 29<sup>th</sup> November, 2018; 03:00 PM.  
**DROP OFF POINT** : Quotation box, kept in the Office (G-4)



**Dhaka Commerce College**

Dhaka commerce College road, Mirpur, Dhaka-1216

Phone: 9023338, 9004942, 9007945

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

Sealed Quotations 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 29<sup>th</sup> November, 2018 at 03:00 PM. The Envelope containing the quotation would please be sealed and superscribed as under:-

**QUOTATION FOR SUPPLY OF SUPPLY & INSTALLATION OF AIR CONDITIONAR**

**INSTITUTE** : Dhaka Commerce College  
**INQUIRY NO.** : DCC-77/145/18 ; Date: 18 November, 2018  
**DUE ON** : 29<sup>th</sup> November, 2018 at 03:00 PM  
**DROP OFF POINT** : Quotation box to be kept in the Office (G-4)

**Terms and conditions:**

1. The scope of this tender is to invite quotations for supply and installation of Air conditioner from reputed suppliers.
2. The items supplied should remain under Warranty for at least 03 (three) years.
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 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.
5. 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 herein. Otherwise, the tenders are liable to be summarily rejected.
6. Vat and Tax applicable as per Government rule.
7. Delivery & Installation Period – within 07 days from Purchase order.
8. Working place Dhaka Commerce College Teachers quarter `C wing`, 5<sup>th</sup> & 6<sup>th</sup> floor.
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 thereby.

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 through accounts office of the Authority as per rules and regulation of DCC, 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 documents.
  - 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 Engineering 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.

  
Principal  
Dhaka Commerce College

**Appendix-1**

**Bill of Quantities:**

SI Of Item	Description & Details	Unit	Qty	Unit Rate in Taka	Total Amount in Taka
1	<p>Air conditioner</p> <p>Brand: General  Type: Split  Model: ASGA-24 AET  GAS: 410  Year of Manufacture: To be quoted.  Country of Origin: Japan  Assembled in: Thailand</p> <p>Including Iron angel, Copper pipe, insulation, rapping tape, drain pipe, power cable, 3 pin plug etc.</p>	Pcs	02		
2	<p>Air conditioner</p> <p>Brand: General  Type: Split  Model: ASGA-18 AET  GAS: 410  Year of Manufacture: To be quoted.  Country of Origin: Japan  Assembled in: Thailand</p> <p>Including Iron angel, Copper pipe, insulation, rapping tape, drain pipe, power cable, 3 pin plug etc.</p>	Pcs	08		
3	Installation Charge	pcs	10		

**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 delivery of 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 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 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 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: