



Higher Education Quality Enhancement Project (HEQEP)

**Standard Request for Quotation Document (National)
For Procurement of Non-Consulting Services**

(for values up to Tk.**0.5** million)

Package name : Vehicle hire
Request of Quotation No : UGC/HEQEP/BAU/CP-3021/Procurement/NCS-1-2016
Contract Package No : NCS-1

Sub-Project Manager
**“Strengthening postgraduate research capability on collection, characterization and
conservation of plant genetic resources” (CP-3021/BAU)**
Department of Crop Botany
Bangladesh Agricultural University, Mymensingh-2202

May, 2016

Sub-Project Manager
“Strengthening postgraduate research capability on collection, characterization and conservation of plant genetic resources” (CP-3021/BAU)
Department of Crop Botany
Bangladesh Agricultural University, Mymensingh-2202

REQUEST FOR QUOTATION
for
Vehicle hire

RFQ No.: UGC/HEQEP/BAU/CP-3021/Procurement/ NCS-1-2016

Date: 12/05/2016

To

1. The Department of Crop Botany, Bangladesh Agricultural University, Mymensingh 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 and delivery of the Goods (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 19/05/2016 at 2.00 pm**. The envelope containing the Quotation must be clearly marked Quotation for **Vehicle hire** and **DO NOT OPEN** before **19/05/2016 at 2.30 pm**. 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. 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.
12. 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.
13. 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.
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, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The Vehicle hire and related services shall be completed within 60 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 3 days of receipt of approval from the Approving Authority.
18. 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. Md. Ashrafuzzaman

Designation: Sub-Project Manager (CP- 3021)

Date:

Address:

Office of the Sub-Project Manager,
Department of Crop Botany,
Bangladesh Agricultural University, Mymensingh-2202
Contact: 01717-388991
E-mail: spmhegep3021@gmail.com
Fax:0088-091-61510

Distribution:

1. Notice Board
2. BAU website
3. Office file

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No.: UGC/HEQEP/BAU/CP-3021/Procurement/ NCS-1-2016

Date: 12/05/2016

To
Sub-Project Manager,
“Strengthening postgraduate research capability on
..... conservation of plant genetic resources” (CP-3021/BAU),
Department of Crop Botany, Bangladesh Agricultural University

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Transport and related services named **Vehicle hire**.

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 Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Services.

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:

Price Activity Schedule for Non-consulting Services

RFQ No.: UGC/HEQEP/BAU/CP-3021/Procurement/ NCS-1-2016

Date: 12/05/2016

Sl no	Description of Services	Unit of Measurement	No. of trips (Quantity)	Unit Rate or Price		Total Amount	Destination for transport services
				In figure Tk	In words Tk	In figure In words Tk	
1	2	3	4	5	6	7	8
1.	Mymensingh to Kaptai, Rangamati via Karnaphuli RF, Kaptai RF, Sitapahar & Rampahar Trip by Microbus bus (with eight seated AC Microbus)- both way	Trip.	1				Department of Crop Botany, BAU, Mymensingh
2.	Mymensingh to Chittagong via Sitakundo eco park, Barabkhudu forest area, Mirsarai forest area and Shittapur forest Trip by Microbus bus (with eight seated AC Microbus)- both way	Trip.	1				
3.	Mymensingh to Lowachara RF, adhabkundo, Adampur RF, Jaintapur and Sylhet Trip by Microbus bus (with eight seated AC Microbus)- both way	Trip.	1				
4.	Mymensingh to Dhaka Savar and Asulia Trip by Micro-bus –both way (with eight seated AC Microbus) for day return	Trip.	2				

Total Amount for Delivery of Non-consulting Services (inclusive of VAT and all applicable taxes; see Note 2 below)		In figure		
		In words		
Total Amount in Taka (in words)	[enter the Total Amount as in Col. 7 above for the performance of Non-consulting Services].			
Delivery Offered	[insert weeks/days] from date of issuing the Purchase Order]			
Post Performance Obligation Period	None			

[insert number] number corrections made by me have been duly initialed in this Price Schedule. My Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of Quotationer with Seal	Date: dd'mm/yy
Name of Quotationer	

Note:

- Col. 1, 2, 3, 4 and 8 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivering the Non-consulting Services in all respects to the satisfaction of the Procuring Entity.

Sub-Project Manager
**“Strengthening postgraduate research capability on collection, characterization and conservation of
plant genetic resources” (CP-3021/BAU)**
Department of Crop Botany
Bangladesh Agricultural University, Mymensingh-2202

Description of Activities for Non-consulting Services

Sl	Hiring of Microbus on rent-a-car basis	Description and duration of traveling	No of trips
1			1
1	Mymensingh to Kaptai, Rangamati via Karnaphuli RF, Kaptai RF, Sitapahar & Rampahar Trip by Microbus bus (with eight seated AC Microbus)- both way	6- days each trip from May 2016 to July 2016	1
2	Mymensingh to Chittagong via Sitakundo eco park, Barabkhudu forest area, Mirsarai forest area and Shittapur forest Trip by Microbus bus (with eight seated AC Microbus)- both way	6- days each trip from May 2016 to July 2016	1
3	Mymensingh to Lawachara RF, Madhabkundo, Adampur RF, Jaintapur and Sylhet Trip by Microbus bus (with eight seated AC Microbus)- both way	5- days each trip from May 2016 to July 2016	1
4	Mymensingh to Dhaka, Savar and Asulia Trip by Micro-bus -both way (with eight seated AC Microbus) for day return	Day return each trip from May 2016 to July 2016	2

Signature of the official inviting Quotation

Name: Professor Dr. Md. Ashrafuzzaman

Designation: Sub-Project Manager (CP- 3021)

Sub-Project Manager
**“Strengthening postgraduate research capability on collection, characterization and conservation of
plant genetic resources” (CP-3021/BAU)**
Department of Crop Botany
Bangladesh Agricultural University, Mymensingh-2202

PURCHASE ORDER FOR DELIVERY OF NON-CONSULTING SERVICES
[insert contract name and contract number]

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: UGC/HEQEP/BAU/CP-3021/Procurement/NCS-1-2016	Date: 12/05/2016
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The procuring entity of the sub-project (CP-3021) has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests you to supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

Attachment
1. Attached Certified photocopy of approved Priced Activity Schedule for Non-consulting Services 2. Attached Certified photocopy of approved Description of Activities for Non-consulting Services 3. Attached Certified photocopy of Terms and Conditions
For the Procuring Entity : Signature of the Procuring Entity Name: Professor Dr. Md. Ashrafuzzaman Designation: Sub-Project Manager (CP- 3021) Department of Crop Botany, Bangladesh Agricultural University, Mymensingh
Date:

Attachments: As stated above

Terms and Conditions
for
Supply of Non-consulting Services and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Service provider for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Service provider shall have to complete the delivery in all respects within **60** days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Service Provider shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Non-consulting Services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or its authorized representative where applicable.
6. The Procuring Entity shall check and verify the delivery made by the Service Provider in conformity with the Description of Activities and notify the Service Provider of any defects found.
7. If the Non-consulting Services are found to be defective or otherwise not in accordance with the Description of Activities, the Procuring Entity may reject the delivered services by giving due notice to the Service Provider, with reasons.
8. The Service Provider shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of Non-consulting Services on the basis of the completion of each item of Non-consulting Services in accordance with the Priced Activity Schedule. Corresponding contracted price of the Non-consulting Services delivered from time to time shall be paid after acceptance of the respective invoice/bill by the Procuring Entity.
10. The Service Provider'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.
11. The total Contract Price is BDT ***[insert figure] [in words]***.
12. The Service provider shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
13. The Service Provider shall keep the Procuring Entity harmless and indemnify from any claim, loss of property or life to its workmen or staff, any staff of the Procuring Entity or any third party while delivering the Non-consulting Services.
14. Any claim arising out of delivering the Non-consulting Services shall be settled by the Service Provider at his/her own cost and responsibility.

15. Damage to the delivered Non-consulting Services during the Post Performance Obligation period shall be remedied by the Service Provider at its own cost, if the damage arises from delivery by the Service Provider.
16. No modification of the Scope of Delivery and no variations to the quantities ordered shall be permissible under any circumstances.
17. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the Rules, where necessary.
18. The Procuring Entity may, by written Notice sent to the Service Provider, terminate the Contract in whole or in part at any time, if the Service Provider:
 - a. fails to deliver the Non-consulting Services as per the Activity Schedule and the Description of Activities.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in delivery of the Non-consulting Services .
 - c. fails to perform any other obligation(s) under the Contract.
19. The Procuring Entity and the Service Provider shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
20. The Service Provider shall be subject to, and aware of provisions on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006, Rule 127 of the Public Procurement Rules, 2008 and paragraphs 1.16 and 1.17 of the World Bank's *Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, January 2011* – as the case may be

For the Procuring entity: Signature of the Procuring Entity Name: Professor Dr. Md. Ashrafuzzaman Designation: Sub-Project Manager (CP- 3021) Department of Crop Botany, Bangladesh Agricultural University, Mymensingh	For the Service provider: Signature of the Supplier with name Designation
Date:	Date: