

# Government of the People's Republic of Bangladesh

Finance Division, Ministry of Finance

Skills for Employment Investment Program (SEIP)

Probashi Kallyan Bhaban (15<sup>th</sup> Floor)

71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000.

[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

## REQUEST FOR QUOTATION

for

**Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18<sup>th</sup> floor, Brick works, Plastering, Painting and Floor finishing works as Nominated Sub-contractor for SEIP and NHRDF Office**

RFQ No: FD/SEIP/WD-103/NSC-1/572/2021/872

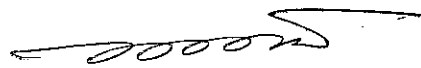
Date: 11 August 2021

To

1. The Skills for Employment Investment Program (SEIP) Project has been allocated public funds and intends to apply a portion of the funds to eligible payments by the main contractor to be selected through a separate procurement process. This Quotation Document is issued to select the nominated subcontractor with a view to determining the subcontracted amount to be kept in the Tender Document to be used for selection of main contractor.
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** 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 sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before 19 August 2021 at 12.00 noon. The envelope containing the Quotation must be clearly marked "Quotation for Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works as Nominated Sub-contractor for SEIP and NHRDF Office and DO NOT OPEN before 19 August 2021 at 12.30 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. Quotation shall be submitted as per Bill of Quantities of Works and physical services.
10. All Quotations must be valid for a period of at60 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 the main Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the main 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 subcontract as nominated subcontractor
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 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.
17. The execution of Works and physical services shall be completed within60days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the sub-Contract as nominated subcontractor shall be issued within 7days of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.



**Md. Kamrul Alam**

Assistant Executive Project Director  
Probashi Kallyan Bhaban (Level 16),

71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000.

Telephone No.:880255138753-5 (PABX)

e-mail address: nfo@seip-fd.gov.bd

**Distribution:**

1.

Quotation Submission Letter  
[Use Letter-head Pad]

RFQ No: FD/SEIP/WD-103/NSC-1/572/2021/872

Date: dd/mm/yy

To:

Mr. Md. Zahidul Haque  
Executive Project Director  
Probashi Kallyan Bhaban (Level 16),  
71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000.

I/We, the undersigned, offer to execute in conformity with the Conditions of sub-Contract for execution of the Works and physical services named **Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works as Nominated Sub-contractor for SEIP and NHRDF Office** The total Price of our Quotation is [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 Para28(e) of the Conditions of sub-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 sub-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 11 August 2021.

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

**Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works**

Item No.	Description of Item	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Amount (BDT)
				In figures	In words	
1.0	<b>Dismantling</b> of Existing 125mm & 250 mm Brick Work, Plaster, R.C.C Lintel, False Slab etc. by Suitable Hammer & Chisel & Cut With 6 inch Dia Electric Disc Cutter Including Taking Out Electric Cable Line and other piping manually. Dismantled Materials Move a safe Distance by the Contractor as per instruction of Engineer. Contractor has to visit site to assess the volume of Dismantling work.	Job	1.00			
2.0	<b>Dismantled Materials Market Salvage Value</b> Deposite to Client by the Contactor.	Job	1.00			
3.0	<b>125 mm brick works with first class bricks</b> with cement sand (F.M. 1.2) mortar (1:4) and making bond with connected walls including necessary scaffolding, raking out joints, cleaning and soaking the bricks for at least 24 hours before use and washing of sand, curing at least for 7 days in all Levels including cost of water, electricity and other charges etc. all complete and accepted by the Authority (Cement: CEM-II/A-M).					
3.1	Level 18	sqm	90.00			
4.0	Minimum <b>12 mm thick cement sand (F.M. 1.2) plaster (1:4)</b> with fresh cement to both inner-and outer surface of wall, finishing the corner and edges including washing of sand, cleaning the surface, curing at least for 7 days, cost of water, electricity, scaffolding and other charges etc. all complete in all respect as per drawing and accepted by the					

**Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works**

Item No.	Description of Item	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Amount (BDT)
				In figures	In words	
	Authority (Cement: CEM-II/A-M).					
4.1	Level 18	sqm	180.00			
5.0	Interior standard <b>Acrylic emulsion paint (plastic or matt finish)</b> of approved best quality and colour delivered from authorized local agent of the manufacturer (Berger robbialac plastic emulsion/Asian apcolite plastic emulsion or equivalent brand) in a sealed container; applying to interior wall and ceiling with surface preparation including cleaning drying, making free from dirt, grease, wax, removing all chalked and scaled materials, fungus, mending good the surface defects using sand paper and necessary scaffolding; applying 1 coat of interior sealer of specified brand on prepared surface; then applying 1 coat of interior putty of specified brand for levelling, spot filling, crack filling and cutting by sand paper/zero water paper; finally applying 2 coats of interior emulsion paint spreading by brush/roller/spray & necessary scaffolding etc. upto desired finishing, elapsing specified time for drying or recoating; all complete in all Levels and accepted by the Authority .	sqm	687.00			
	<b>Floor Finishing Work</b>					
6/24	38 mm thick <b>Artificial Patent Stone</b> (1:1.5:3) flooring with cement, best quality coarse sand (50% quantity of Sylhet sand or coarse sand of equivalent F.M. 2.2 and 50% best quality local sand of FM 1.2) and 12 mm down well graded stone chips, laying the concrete in alternate panels, compacting and finishing the top with neat cement and curing at least for 7 days in all floors					

**Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works**

Item No.	Description of Item	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Amount (BDT)
				In figures	In words	
	including cost of water, electricity and other charges etc. all complete and accepted by the Authority.(Cement: CEM-II/A-M)					
		sqm	170.00			
7/38	Supplying, fitting and fixing <b>window Grills</b> of any design made with 20 mm x 5 mm F.I. bar as inner and outer section; including fabricating, welding, cost of electricity and tools and plants etc. complete for all floors accepted by the Engineer-in-charge. (Total weight per sqm should be min 12 kg. and add or deduct. @ Tk. 143.00 for each kg/sqm excess or less respectively)	Sqm	90.00			
<b>Total Amount Excluding Tax and Vat (in figure and words)</b>						
<b>Tax</b>						
<b>Vat</b>						
<b>Total Amount Including Tax and Vat (in figure and words)</b>						

[ 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



[name and address of the Procuring Entity]

**Invitation for signing Contract**

[ Rule 72 (5) of PPR,2008]

**RFQ No. FD/SEIP/WD-103/NSC-1/572/2021/872**

Ref:

Date: dd/mm/yy

To:

[name of Contractor \_\_\_\_\_]

[address \_\_\_\_\_]

This is to notify you that your Quotation dated [dd/mm/yy] for the execution of the Works and physical services **Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works as Nominated Sub-contractor for SEIP and NHRDF Office** for the sub-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 sub-Contract to discharge the responsibilities as nominated subcontractor within *[insert days]* of issuing this Letter of Invitation; but in no case later than *[specify dd/mm/yy]*.

You shall work as a nominated sub-contractor and may proceed with the execution of the Works upon signing the sub-Contract and instruction from the client to start 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 sub-contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name and designation

Date: dd/mm/yy



## Sub-Contract Agreement

THIS AGREEMENT made on this [insert day]day of [insert month and year] between[name and address of Procuring Entity] (hereinafter called "the Procuring Entity") of the one part and [name and address of Contractor](hereinafter called "the Nominated Sub-Contractor") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Works and physical services named Dismantling, Removal of dismantled materials, Supply of bricks and lifting thereof on 18th floor, Brick works, Plastering, Painting and Floor finishing works as Nominated Sub-contractor for SEIP and NHRDF Office 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 Sub-Contract Price").

NOW THIS AGREEMENT WITNESSED 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 sub- Contract Agreement
  - (b) the Letter of Invitation
  - (c) the Conditions of sub-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 Nominated Sub-Contractor via the Main Contractor who would be engaged forInterior works (Civil, Electrical & Plumbing) for SEIP and NHRDF Officeas hereinafter mentioned, the Nominated Sub-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 **Nominated Sub- Contractor via the Main 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 sub-Contract at the times and in the manner prescribed by the sub-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 **Nominated Sub- Contractor**

Signature

Name

Designation

National ID No.

In the presence

of

Name





## Conditions of sub-Contract

1. Conditions of Sub-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 Sub-Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Nominated Sub-Contractor shall have to commence the Works within **7 days** from instruction of the client to start the work and complete in conformity in all respects with the provisions of the Sub-Contract within **60 days**.
4. The Nominated Sub-Contractor shall immediately submit to the Procuring Entity and Main Contractor a Programme of Works showing the timing for all the activities and components of Works.
5. The Nominated Sub-Contractor shall maintain Pro Rata progress of the Works. Progress shall be determined in terms of the value of the works executed.
6. The Nominated Sub-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 Sub-Contractor and notify the Sub-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 Sub-Contract,
  - b. remove and re-execute any other work or part thereof which is not in accordance with the Sub-Contract, and
  - c. execute any work which is urgently required for the safety of the Works.
9. The main Contractor shall submit to the Procuring Entity the progressive invoices on behalf of the Nominated Sub-Contractor for estimated value of works executed less the cumulative amount certified previously.
- ~~10. The Nominated Sub-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 nominated Sub-Contractor in Taka currency via main contractor, while the Final payment shall be made upon fulfilment of all contractual obligations by the Sub-Contractor.
12. The Sub-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 Sub-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 Nominated Sub-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.
17. The Procuring Entity shall, within seven (7) working days after receiving the Nominated Contractor's application:
  - a. issue the Completion Certificate to the Nominated Sub-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 Nominated Sub-Contractor to enable issuance of the Completion Certificate.
18. The Procuring Entity shall Take-Over the Site and the Works not later than seven (7) working days of issuing the Completion Certificate to the Main Contractor.
19. 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.
20. The Defects Liability Period of the Works shall be **12 months** starting from the date of issuing the Completion Certificate by the Procuring Entity.
21. 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 Nominated Sub-Contractor before the end of this period have been corrected.
22. The Defects Liability Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.
23. If the Nominated Sub-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.
24. The Nominated Sub-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.
25. 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 Nominated Sub-Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.
26. The Procuring Entity may, by written Notice sent to the Nominated Sub-Contractor, terminate the Contract in whole or in part at any time, if the Nominated Sub-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 notice from the Procuring Entity does not remedy its failure within the time period specified written 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.
27. The Procuring Entity and the Nominated Sub-Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

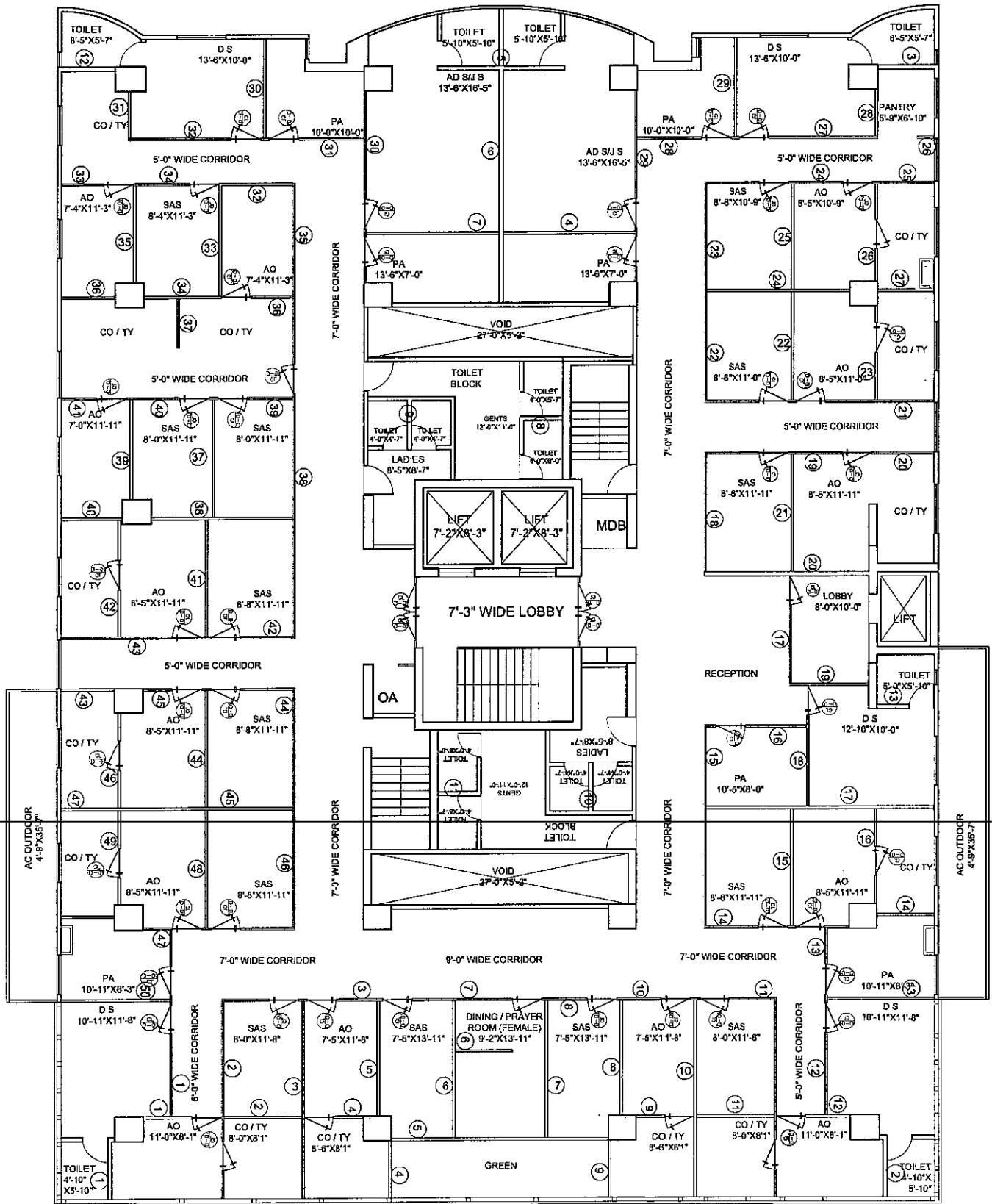
28. The Nominated Sub-Contractor shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.
29. The nominated subcontractor shall discharge their contractual obligations as per instruction by the main contractor and/or by the procuring entity if the subcontracted work requires to be commenced before signing the contract with the main contractor.



## **Design and Drawings (Attachment 1)**

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Level 18

LEGENT	
	Brick wall
	Dry partition
	Glass partition



