



Memo No- HSTU/ENGG-362/Serviceing & Maintenance Lift/01/2023-2024

Date: 05/09/2023

To

Sub: Request for Quotation of Monthly Charge Offer for Servicing & Maintenance of 3 Nos. Passenger Lift/Elevator at HSTU,Dinajpur.

01. The Vice Chancellor, Hajee Mohammad Danesh Science & Technology University, Dinajpur 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.
02. 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.
03. Quotation shall be prepared and submitted using the 'Quotation Document'
04. 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.
05. 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.
06. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned on or before **14/09/2023 at 11.00 AM**

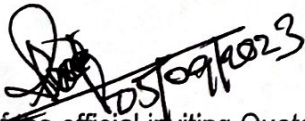
The envelope containing the Quotation must be clearly marked "Quotation for Monthly Charge Offer for Servicing & Maintenance of 3 Nos. Passenger Lift/Elevator at HSTU,Dinajpur."

and DO NOT OPEN before **14/09/2023 at 11.00 AM**

Quotations received later than the time specified herein shall not be accepted.

07. 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.
08. 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.

09. All Quotations must be valid for a period of at least **30 (Thirty) 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 supply of Goods 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 07 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: Prof. Dr. A.T.M. Shafiqul Islam
Designation: Director (Additional charge)

Date: 05/09/2023

Address: Office of the Planning, Development and Works Section

Distribution:

1. Notice board.
2. HSTU web side.
3. Office File.



হাজী মোহাম্মদ দানেশ বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়
দিনাজপুর - ৫২০০

**Schedule for Monthly Charge Offer for Servicing & Maintenance of 3 Nos.
Passenger Lift/Elevator at HSTU, Dinajpur.**

Description of Service	Unit	Quantity	Monthly Charge/ Lift (TK.)	Total Amount (TK.)
Servicing & Maintenance 1250kg, 5 stop Passenger Lift at Dr. M A Wazed Building in HSTU, Dinajpur.	Nos.	2.00		
Servicing & Maintenance 1000kg, 3 stop Passenger Lift at Administrative Buildings in HSTU, Dinajpur.	Nos.	1.00		
Total Amount =				

In word Taka.....

Terms and Conditions

1. REGULAR SERVICES:

- Monthly (At least 4 days in a month) inspection of the above Passenger Lifts by their (Quotationer) own Technician/Engineers on a fixed date & time basis for Routine Maintenance & Mechanical Adjustment. Engineer in Charge will provide fixed date & time schedule.
- Greasing of all lubricant Points. Checking of door locks, wire cables, Ropes, contact safety device, control panels and essential Turbolshooting etc.
- Quotationer will work closely with the personnel assigned for daily maintenance of as per Engineer in Charge.

2. EMERGENCY SERVICES:

In case of any trouble in any of the above Passenger Lifts, Engineer in Charge will immediately inform in writing/over telephone call and Quotationer will send their Engineers/Technician to put the Elevator (s) back to operation.

3. SPARE PARTS:

In case of requirement of any spare parts of Lift for Maintenance and/ or repair, these will be supplied by Quotationer on payment of 100% of the cost of spare parts by Engineer in charge.

4. PAYMENT TERMS:

Engineer in Charge will make payment on submission of bill by the Quotationer. Engineer in Charge will make payment as soon as possible as of submission of bill by cheque in favour of Quotationer.

5. GUARANTEE:

Quotationer shall guarantee efficient and high-quality performance of the required work by qualified manpower. If, however, any damage is caused due to some other reason, Quotationer will not be liable for the above consequential damage.

6.AGREEMENT: An agreement will be done between Procuring Entity with the Quotationer for a period of one year.

7.TERMINATION:

a) The Agreement will be renewed after expiry of the certain period of both mutually agreed on satisfactory services to Procuring Entity. The terms of & conditions of this Agreement might as per prevailing situation on mutual understanding.

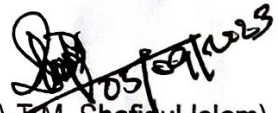
b) If the Procuring Entity does not agree to take the services of Quotationer at any stage of the Agreement. the Quotationer will not be liable/responsible to supply spare parts for the Items.

I/We have visited the site and fully aware of the nature of the works.

Signature with official seal

Quotationer Name:

Address:


(Prof. Dr. A.F.M. Shafiqul Islam)
Director (Additional charge)
Planning, Development and Works
Section
HSTU, Dinajpur