



Ref :

Date:

**Professor Md. Lutfur Rahaman**

Chairperson

Tender Evaluation Committee (TEC)

**Asiatic Society of Bangladesh (ASB)**

5, Old Secretariat Road, Nimtali, Ramna, Dhaka-1000

E-mail: [asiaticsociety.bd@gmail.com](mailto:asiaticsociety.bd@gmail.com), Cell: +8801726468087

## REQUEST FOR QUOTATION

for

### Supply Fitting & Fixing Floor Tiles and ancillary works at the Auditorium of the Asiatic Society of Bangladesh

RFQ No: Renovation/2024-2025/ASB-Auditorium/Q-1

Date: 04.03.2025

To

1. The **Asiatic Society of Bangladesh** 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 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 [insert date and time]**. The envelope containing the Quotation must be clearly marked "Quotation for **Supply Fitting & Fixing Floor Tiles and ancillary works at Auditorium, Asiatic Society of Bangladesh**] and **DO NOT OPEN** before **06.03.2025, 3:00 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.

CPTU-PW1 (SRFQ) 1



# Asiatic Society of Bangladesh

5, Old Secretariat Road, Nimtali, Ramna, Dhaka-1000, Bangladesh

Chief Patron : Hon'ble President  
The People's Republic of Bangladesh

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10. All Quotations must be valid for a period of at least [60 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 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.
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 Contract.
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 within [15] days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within [07] days of receipt of approval from the Approving Authority. The Contract shall have to be signed within [07] days of issuing such Letter of Invitation.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official requesting Quotation

Name: **Professor Md. Lutfor Rahaman**

Designation: Chairperson, Tender Evaluation Committee (TEC)

Date: 04/03/2025

Address: **Asiatic Society of Bangladesh**

5, Old Secretariat Road, Nimtali, Ramna, Dhaka-1000

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CPTU-PW1 (SRFQ) 2

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: \_\_\_\_\_

Date:

To:  
Professor Md. Lutfor Rahman  
Chairperson  
Tender Evaluation Committee (TEC)  
Asiatic Society of Bangladesh  
5, Old Secretariat Road, Ramna, Dhaka-1000

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named [insert name of work]

The total Price of our Quotation is

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 28(e) of the Conditions of 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 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 [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:

**Unit Rate Basis\*****Bill of Quantities**

Item No.	Description of Items of Works (specifications preferably built-in)	Unit	Quantity	Unit rates or prices quoted by the Quotationer		Amount
				In figures	In words	
1	2	3	4	5	6	7 = 4x5
1	Taking out old carpet etc. all complete as per direction of the Engineer in charge.	LS	1			
2	Reinforced cement concrete works with minimum cement content relates to mix ratio 1:2:4 having maximum water cement ratio = 0.45 and minimum f <sub>cr</sub> = 26 MPa, satisfying a specified compressive strength f <sub>c</sub> = 19 MPa at 28 days on standard cylinders as per standard practice of Code ACI / BNBC, cement conforming to BDS EN-197-1-CEM-I, 52.5N, best quality sand [50% quantity of best local sand (F.M. 1.2) and 50% quantity of Sylhet sand or coarse sand of equivalent F.M. 2.2] and 20 mm down well graded picked jhama brick chips conforming to ASTM C-33 including conducting necessary tests, breaking chips and screening, making and placing shutter in position maintaining true to plumb, making shutter water-tight properly, placing reinforcement in position; mixing in standard mixer machine with hopper fed by standard measuring boxes, casting in forms, compacting by vibrator machine and curing at least for 28 days, removing centering-shuttering after specified time approved; including cost of water, electricity, other charges etc. all complete, approved and accepted by the Engineer-in-charge. (Rate is excluding laboratory test fees, the cost of reinforcement and its fabrication, placing, binding etc.)	CUM	3.87			
3	Grade 400 (B400DWR /B420DWR: complying BDS ISO 6935-2:2016) ribbed or deformed bar produced and marked according to Bangladesh standard, with minimum yield strength, f <sub>y</sub> (ReH)= 400 MPa but f <sub>y</sub> not exceeding	kg	350.21			

	480 MPa and whatever is the yield strength within allowable limit as per BNBC/ ACI 318, the ratio of ultimate tensile strength $f_u$ to yield strength $f_y$ , shall be at least 1.25 and minimum elongation after fracture and minimum total elongation at maximum force is 17% and 8% respectively : up to ground floor.					
<b>4</b>	Supplying, fitting and fixing <b>country made rustic or matt finished tiles having non-skidding offsets complying BDS ISO 13006: 2015, water absorbtion <math>\leq 0.5\%</math>, modulus of rupture (MOR) <math>\geq 27</math> N/mm<sup>2</sup>, irrespective of color &amp;/or design</b> , with 20 mm thick cement sand (F.M. 1.2) mortar (1:4) base and raking out the joints with white cement including cutting, laying and hire charge of machine and finishing with care etc. including water, electricity and other charges complete in all respect and accepted by the Engineer-in-charge. (Cement: CEM-II/B-M). In ground floor					
(a)	Matt 300 mm x 600 mm floor tiles	Sqm	100.00			
					<b>Total Amount</b> (in figure and words)	

\* Reference is drawn to Rule 69 (5) of the Public Procurement Rules, 2008 and to the Para 4 of the Guidance Notes before opting for this Format.

[ ] 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 :

Note (use only when this method deemed appropriate):

1. Low value and simple and all the components of the Works can be estimated but not accurately determined.
2. Works executed are re-measured for payments.
3. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5, 6 & 7 by the Quotationer.