

# The International Centre for Study of Bengal Art

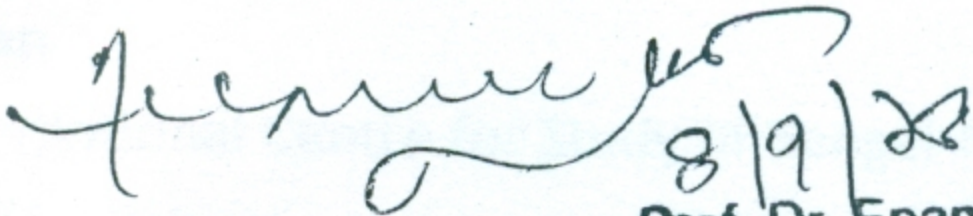
## বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র

House 24E, Road 13C, Banani, Dhaka 1213 Bangladesh. Phone: 9880532, 0171-3002917  
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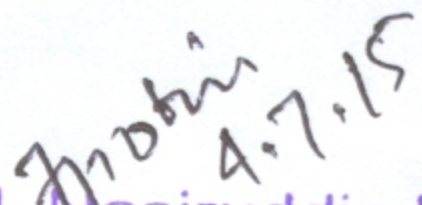
০৪ জুলাই ২০১৫

পি. পি. আর-২০০৮ ও সংশ্লিষ্ট বিধানাবলী ২০১১ অনুযায়ী বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্রের মাইক্রোবাস ক্রয়ের জন্য শুধুমাত্র গাড়ী বিক্রয় ও সরবরাহকারী প্রতিষ্ঠানের নিকট হতে গালামোহর করা কোটেশন আহ্বান করা যাচ্ছে।

১	প্রতিষ্ঠানের নাম	বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র
২	অর্থের উৎস	বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্রের নিজস্ব তহবিল।
৩	কাজের সংক্ষিপ্ত বিবরণ	বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্রের ৭ আসন বিশিষ্ট একটি মাইক্রোবাস ক্রয়।
৪	কাজ সমাপ্তির সময়সীমা	কার্যাদেশ প্রদানের তারিখ হইতে ১ সপ্তাহ (২২জুলাই ২০১৫ ইং)।
৫	দরপত্রে অংশগ্রহণের যোগ্যতা	দরপত্র দাখিলের সময় হাল নাগাদ ট্রেড লাইসেন্স, আয়কর রিটার্ন দাখিলের সনদপত্র, ভ্যাট রেজিস্ট্রেশন সার্টিফিকেট ইত্যাদি সনদপত্রের ফটোকপি প্রথম শ্রেণীর গেজেটেড কর্মকর্তা কর্তৃক সত্যায়িত করে দরপত্রের সাথে দাখিল করতে হবে। অন্যথায় দরপত্র বাতিল বলে গণ্য হবে।
৬	যে দপ্তর হতে দরপত্র বিতরণ এবং দরপত্র খোলা হবে তাহার নাম ও ঠিকানা	বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র, বাড়ী নং-২৪ই, সড়ক নং-১৩সি, বনানী, ঢাকা-১২১৩।
৭	দরপত্র শিডিউল বিতরণের শেষ তারিখ	০৯/০৭/২০১৫ তারিখ-এর অফিস চলাকালীন ৩.০০ ঘটিকা পর্যন্ত। দরপত্র দাখিলের দিন কোন শিডিউল বিতরণ করা হবে না।
৮	দরপত্র দাখিলের ও খোলার শেষ তারিখ ও সময়	দরপত্র দাখিলের শেষ তারিখ ১৪/০৭/২০১৫ সময় বেলা ১২ ঘটিকা এবং দরপত্র খোলার তারিখ ১৪/০৭/২০১৫ বিকেল ২ ঘটিকা।
৯	অন্যান্য তথ্য	ক. দরপত্রের শিডিউলের মূল্য ৫০০/- (পাঁচশত) টাকা খ. দরপত্রের জামানত ১০,০০০/- (দশ হাজার) টাকা (পে-অর্ডার)।
১০	কর্তৃপক্ষ কোন কারণ দর্শানো ব্যতিরেকে যে কোন/সকল দরপত্র গ্রহণ বা বাতিল করার ক্ষমতা সংরক্ষণ করেন।	
১১	দরপত্র আহ্বানকারী কর্মকর্তার নাম, পদবী ও ঠিকানা	প্রফেসর ড. এনামুল হক, চেয়ারম্যান, বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র, বাড়ী নং-২৪ই, সড়ক নং-১৩সি, বনানী, ঢাকা-১২১৩।
১২	বিঃদ্র: অনিবার্য কারণবশত: দরপত্র গ্রহণের দিন কোন সরকারী ছুটি ঘোষিত হলে/ব্যাপ্তিকিং কার্যক্রম বন্ধ থাকলে পরবর্তী কার্য দিবসে দরপত্র গৃহীত হবে।	

  
৪/৭/১৫  
Prof. Dr. Enamul Haque  
Chairman. ICSBA  
প্রফেসর ড. এনামুল হক  
চেয়ারম্যান  
বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র



  
4.7.15  
Md. Masiruddin Mobin  
Deputy Director  
The Int. Centre for Study of Bengal Art



# International Centre for Study of Bengal Art

বঙ্গীয় শিল্পকলা চর্চার আন্তর্জাতিক কেন্দ্র

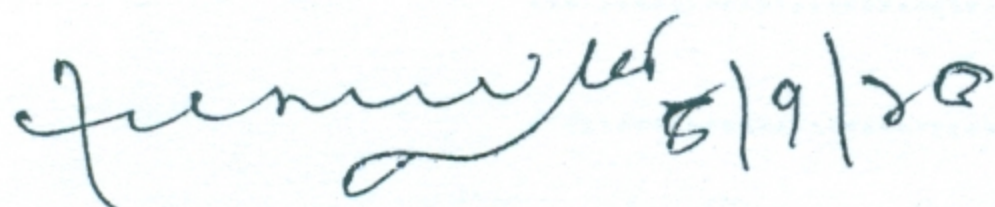
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04 July 2015

## Description of Work *Microbus Purchase for ICSBA*

Sl. No.	Description of Works	Quantity	Total Price
01.	<p><i>Brand</i> : Toyota <i>Grand Model</i> : Town Ace GL <i>Model</i> : 2010 <i>Color</i> : White <i>Fuel</i> : Octane Run <i>CC</i> : 1500 Auto Gear Auto Door lock</p> <p><i>Accessories :</i> Spare Wheel, Brand New Alloy Rim, Built-In Air-Condition, Power Steering, Auto transmission, Central Lock, Full fabric Seat, ABS Break, Air Bag, CD, TV, Back Camera, Standard tools and Bumper.</p>	1	
02.	Registration Cost		
03.	After sale duration of free service warranty		
<b>Total Value (including VAT &amp; Tax)</b>			

In Word: \_\_\_\_\_



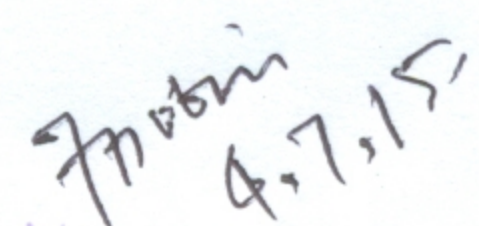
Professor Dr. Enamul Haque  
Chairman

The International Centre for Study of Bengal Art

Seal & Signature of Tenderer:  
Prof. Dr. Enamul Haque  
Chairman, ICSBA

Address: The International Centre for Study of Bengal Art, House: 24E, Road: 13C,  
Banani, Dhaka-1213.



  
Md. Nasiruddin Mobin  
Deputy Director  
The Int. Centre for Study of Bengal Art



**TENDER DOCUMENTS OF  
Microbus Purchase for ICSBA**

**Issued to:**

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Deputy Director  
The Int. Centre for Study of Bengal Art



1. All bids are to be completed and returned to the authority in accordance with the conditions included in this Schedule.
2. This invitation for bids is open to all bonafide Car saler who have recently saled not less than Tk. 12.00 lacs to any government/ autonomous bodies.
3. The bidders must submit Photostat copies (must be attested by a 1<sup>st</sup> class Gazetted Officer) of the followings:
  - i) Valid up-to-date Trade License,
  - ii) Automobile Sale Certificate,
  - iii) Bank Solvency Certificate,
  - iv) Purchased Receipt to Tender Documents (Original)Failing of submission of the above the bids may be liable to rejection.
4. The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the Microbus within the time limit set forth herein.
5. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents, failure to furnish all information required by the bidding documents will be at the bidders risk and may result in the rejection of his bid.
6. The bidders shall indicate on the appropriate price schedule attached to this documents, the unit price and total bid prices of the Microbus both in figure and in words.
7. Price quoted by the bidder must remain fixed and valid until completion of the performance of contract and not subject to variation on any account. A bid submitted on adjustable price quotation will be treated as non-responsive and will be rejected.
8. The bidder shall furnish, as part of bid, bid security/earnest money of Tk. 10,000 (Taka ten thousand only) in the form of A/C Payee Bank Draft/Pay Order from any schedule bank of Bangladesh in favour of the "International Centre for Study of Bengal Art"
9. The bid security may be forfeited:
  - a. If a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form: or
  - b. In case of a successful bidder, if the bidder fails to sign the contract in specified time.
  - c. If any document found forged submitted by the bidders along with the tenders.
10. The original bid form and accompanying documents must be received by the authority at the time, date and place specified in the tender notice.



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11. The bidder shall seal the bid documents in one envelope. The envelope shall be addressed to the Chairman, ICSBA.
12. No bid can be modified and withdrawn in the interval between submission of bids and expiration of the period of bid validity.
13. The authority will examine the bids to determine whether they are complete whether any computational error have been made, whether required security have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
14. Arithmetical errors may be rectified on the following basis, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly.
15.
  - a. The authority reserves the right to accept or reject any bid and to annual bidding process and reject all bids at any period prior to award of contract.
  - b. The authority is not bound to accept the lowest priced bid.
  - c. The authority also reserves the right to give award as a whole or Item wise.
16.
  - a. The authority shall determine to its satisfaction whether the bidder selected is qualified to satisfactorily perform the contract.
  - b. An affirmative determination will be a prerequisite for award of the contract to bidder.
  - c. The authority will notify the successful bidder in writing that his bid has been accepted.
  - d. Within 3 (three) days of receipt of specimen contract form, the successful Bidder shall prepare the contract agreement on a non-judicial stamp of Tk. 150.00 (one hundred and fifty) and shall sign and stamp the contract agreements in form of the authority in his office, incorporating all agreements between the parties.
  - e. Within 5 days of signing contract the successful bidder shall ensure the supply of the Microbus .

#### GENERAL CONDITIONS OF CONTRACT

1. In the contract, the following terms and conditions shall be incorporated:
  - a. The "Contract Price" means the agreement entered between the authority and the bidder, as recorded in the contract form, including all attachments and appendices thereto and all documents incorporated by reference therein signed



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by the parties on all pages.

b. The "Contract Price" means price payable to the similar under the contract for full and proper performance of its contractual obligation.

c. Service means services ancillary to the supply of the Microbus/ insurance and other such obligation of the bidder covered under the contract.

17. These general conditions shall apply to the extent they are not superseded by provisions in other parts of the contract.

18. The bidder shall not, without the authority's prior written consent, disclose the contract, or any provision therefore, any specification, drawing, pattern, sample or information furnished by or on behalf of the authority in connection therewith, to any person other than a person employed by the bidder in the performance of the contract.

19. Any documents other than the contract itself shall remain the property of the authority and shall be returned (all copies) to the authority on completion of the bidder's performance under the contract, if so required by the authority.

20. The authority may at any time, by written notice to the bidder, make changes within the general scope of the contract.

21. No bid will be accepted unless it is accompanied by earnest money as prescribed. The failure of the successful tenderer to execute the formal agreement within three days from the date of issuance of letter of intent/work order may cause annulment of the award and forfeiture of the earnest money.

22. Payment for the supply and delivery of the Microbus will be made on submission of bill with relevant documents to the Chairman, ICSBA, Dhaka. Payment will be made as early as possible preferably within ten (10) days after delivery and final acceptance

23. Delivery of the Microbus shall be made by the bidder in accordance with the work schedule, pursuant to the special conditions of contract.

24. The authority may without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder terminate the contract in whole or in part on the following grounds.

25. The authority may at any time terminate the contract by giving written notice to the bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent. Notwithstanding the above, such termination will not prejudice or affect any right of action of remedy which has accrued or will accrue thereafter to the authority.

26. The authority may, by written notice to the bidder, terminate the contract in whole or in part, at any time for his convenience. The notice of termination shall specify that termination is for the authority convenience, the extent to which performance of work under the contract is



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terminated and the date upon which such termination becomes effective. The bidder shall be entirely responsible for payment of all taxes. VAT,s stamp duties and other such levies imposed by Government.

#### DECLARATION

I/We hereby declare that I/We will be bound to follow the terms and conditions of the contract and strictly follow time schedule. I/We also declare that I/We have gone through the terms and conditions of the tender very minutely, specially the penalty clause(s).

Under any circumstances I/We will not claim any enhancement of rates during the period of the contract.

Signature & Seal of the Bidder:

	Witnesses-1	Witnesses-1
Name:		
Address:		
Signature:		
Date & Seal:		



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