

TENDER FOR
CIVIL and MAINTENANCE WORKS

AT

UCEP Cheyne Tower

25, Segun Bagicha, Dhaka – 1000, Bangladesh

SUMMARY OF CIVIL AND MAINTENANCE WORK

SL No	Item Description	Remarks
1	PART-1 (CIVIL WORK)	Maintenance work
2	PART-2 (PLUMBING WORK)	Maintenance work
3	PART-3 (SOLAR SYSTEM MAINTENANCE WORK)	Maintenance work
4	PART-4 (CANOPY WORK OVER THE MAIN GATE)	Maintenance work
5	PART-5 (FIRE SAFETY AND SECURITY SYSTEM INCLUDING FIRE SAFETY, SECURITY, EVALUATION PLAN AND APPROVAL)	Maintenance work
6	PART-6 (Construction of two additional wash room at 4th floor or any other floor), AS REQUIRED OF GAZI GROUP	New construction item of work

NOTICE OF TENDER INVITATION

1. Name and place of work : Civil and Maintenance Work, UCEP Cheyne Tower, 25, Segubagicha, Dhaka – 1000 Dhaka
2. Place of Issue of Tenders : UCEP Bangladesh, Mirpur-2, Dhaka-1216
3. Date of Issue of Tenders : 21 June 2022
4. Collection BOQ : 21 June 2022
5. Submission of Company Document : 21 June 2022
6. Solution for any inquiry about Tender : up to 30 June 2022
7. Discussion/ Prebid meeting/Site Visit : 01st to 05th July 2022
8. Last Date of Submitting Tenders : 06th July 2022 within 3:00 pm
9. Cost of Tender : 2500 BDT
10. Earnest Money Deposit (EMD) : 2.5% of the quoted price/offered price
11. Date of commencement of work : After receiving WO and Final confirmation from Project Engineer
12. Period of Completion of the works : 04 months

Instructions to Tenderers (ITT)

A. General

1. Scope of Tender

1.1 The Procuring Entity, as indicated in the Tender Data Sheet (**TDS**) issues this Tender Document for the procurement of Works and associated Services incidental there to as specified in the **TDS** and as detailed in **Bill of Quantities (BOQ)**. The name of the Tender and the number and identification of its constituent lot(s) are stated in the **TDS**.

2. Eligible Tenderers

2.1 Any Tenderers are eligible to participate in the Tender under **Open Tendering Method**.

2.2 Tender Method will be QCBS .

2.3 partial payments as per GCC Clause 25 is allowed.

2.4 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest pursuant to Rule 55 of the Public Procurement Rules, 2008.

2.5 The Tenderer in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 2.

2.6 The Tenderer is solvent, e.g. the Tenderer is financially capable to perform the contract for the proposed Procurement.

2.7 The Tenderer shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.

B. Tender Document

3. Clarification of Tender Document

3.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **TDS** at the time of submission of Tender.

4. Addendum to Tender Document

4.1 at any time prior to the deadline for submission of Tenders, the Procuring Entity on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an addendum pursuant to Rule 95 of the Public Procurement Rules, 2008.

C. Qualification Criteria

5. General

5.1 Tenderer to be qualified by meeting predefined, precise minimum requirements, which entails setting pass/fail criteria, which if not met by the Tenderer, will be considered as non-responsive

5.2 To qualify all parts of this package for which Tenders are invited in the invitation for Tenders, the Tenderers shall demonstrate having resource and experience sufficient to meet the aggregate of the qualifying criteria for individual lots.

- 6. Experience Criteria** 6.1 The Tenderer shall have the construction and fire safety security System installment experience of satisfactory completion of similar works as specified in the **TDS**.
- 7. Financial Criteria** 7.1 the Tenderer shall have the following minimum level of financial capacity to qualify for the performance of the Works under the Contract.
(a) The average annual construction turnover as specified on the **TDS** during the period specified on the **TDS**
(b) Availability of minimum liquid assets or working capital or credit facilities from a Bank, as specified in the **TDS**.
- 8. Subcontractor (s)** 8.1 the successful Tenderer shall under no circumstances assign the Works or any part of it to the Subcontractor(s).
- D. Tender Preparation***
- 9. Only one Tender** 9.1 The Tenderer who submits or participates in more than one (1) Tender in one (1) lot will cause all the Tenders of that particular Tenderer to be rejected.
- 10. Language of Tender** 10.1 The Tender shall be written in the English language. Correspondences and documents relating to the Tender may be written in English.
- 11. Contents of Tender** 11.1 The Tender prepared by the Tenderer shall comprise the following:
- Tender Submission Letter
 - Copy of Tread License
 - Copy of VAT Registration/BIN Registration Certificate
 - Copy of TAX Certificate
 - Company Profile
 - Bank Solvency
 - Authorization certificate (if any)
 - Quotation in vendor's letter head pad (In UCEP format)
 - Financial and Technical proposal will be in separate/individual envelop
 - Relevant working experience certificates.
- 12. Tender Quantity & Prices** 12.1 the Tenderer shall fill in unit rates or prices for all items of the Works both in figures and in words as described in the **BOQ**. The price to be quoted in the Tender Submission Letter shall be the total price of the Tender.
- 12.2 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates, prices and the total Tender price submitted by the Tenderer.
- 12.3 The items quantified in the **BOQ** for which no unit rates or prices have been quoted by the Tenderer will not be paid for, by the Procuring Entity when executed and shall be deemed covered by the amounts of other rates or prices in the BOQ and, it shall not be a reason to change the Tender price.
- 12.4 The price of a Contract shall be fixed in which case the quantity and unit rates or prices may not be modified in response to changes in economic or commercial conditions.
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13. Tender Currency	13.1 The Tenderer shall quote all prices in the Tender Submission Letter and in the Bill of Quantities in Bangladesh Taka (BDT).
14. Validity Period of Tender	14.1 Tenders shall remain valid for the period One year after the date of Tender submission deadline prescribed by the Procuring Entity. 14.2 A Tender valid for a period shorter than that specified shall be considered as non-responsive.
15. Form of Tender Security	16.1 Bank Guarenty
16. Tender Opening	17.1 Tenders shall be opened pursuant to Rule 97 following steps in Part D of Schedule IV of the Public Procurement Rules, 2008. 17.2 The Procuring Entity shall prepare minutes of the tender opening, including the information disclosed to those present in accordance with the sub-clause 26.4. 17.3 Tenders not opened and details not read out at the tender opening shall not be considered further for evaluation, irrespective of the circumstances. 26.7 Information relating to the examination, clarification, evaluation and comparison of tenders, and the recommendations for the award of a contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
17. Evaluation of Tenders	27.1 The Tender Evaluation Committee (TEC) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after tender opening following four broad steps: (a) Preliminary examination/envaluatio (b) Technical examination and responsiveness (c) Financial evaluation and price comparison
18. Negotiations	Negotiations may be hold during the tender evaluation with the lowest or any other Tendered pursuant.
19. Contract Signing	within seven (7) working days of issuance of the PO/WO, the successful Tenderer and the Procuring Entity shall sign the contract provided by the Tenderer.
20. Taxes and Duties	34.1 The Contractor shall be entirely responsible for all taxes, duties, fees, and other such levies imposed inside and outside Bangladesh. UCEP Bangladesh will deduct vat & AIT from every bill as per Govt. Rules.
21. Identifying Defects	35.1 the Project Engineer of UCEP shall check the works executed by the Contractor and notify the Contractor of any Defects found.

22. Testing

36.1 The Contractor shall carry out routine Tests of materials and works based on the progress of works to ensure the quality of completed works in accordance with standard methods determined by the Project Engineer.

36.2 If the Project Engineer instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples.

23. Payment Modality

37.1 There is no provision for Advance payment.

37.2 Running billing is accepted for completion of 50% work of any items, vendor may be submitted running bill for completion of 70% bill for his completed works

37.3 If it is needed to do any additional work, the bill will be made as per PWD rate schedule -2018

37.4 Actual bill will be made as per measurement book (MB) and it will be measured by the Engineer of UCEP and Vendor representative.

37.6 VAT and Tax will be deducted from the bill as per the govt. rules.

24. Compensation Events

38.1 UCEP Bangladesh will not be liable for the following events and no compensation will be given to the contractor:

(a) Delay due to permission of any authority

(b) Delay due to unavailability of electricity, water or which are on the part of the UCEP Bangladesh

(c) Political strikes or any uncertain situation or National Crisis or Emergency

(d) Any decision related to construction work;

(e) Purchase of materials without direction or approval of the project engineer

(f) Repairing or breaking of faulty workmanship

(g) The workmanship that does not meet the demand of UCEP Bangladesh or not 19s per submitted design & drawing

(h) Enhancement of any materials price

(i) Additional materials or investment required to make running or construct any schedule items as either permanent or temporary work

38.2 as UCEP Bangladesh will not pay any compensation; the contractor should try to minimize their compensation as per their judgment within the terms and condition of the tender schedule.

25. Completion

39.1 The Contractor shall apply by notice to the Project Engineer for issuing a Completion Certificate of the Works, and the Project Engineer shall do so upon deciding that the work is completed.