



REQUEST FOR PROPOSAL

Supply Chain Management

RFP TITLE:	YEARLY CONTRACT FOR YEARLY CONTRACT FOR REPAIRING AND MAINTENANCE OF SPLIT & WINDOW TYPE AIR-CONDITIONERS
RFP NUMBER:	icddr,b/SCM/OTM/2020/20, Dated: MARCH 12, 2020
PREBID MEETING:	March 22,2020 at 11:30AM SCM Conferences Room, Chiller Building Ground Floor
CLOSING:	2:45 pm on March 25, 2020 (Late Tenders Submission Will NOT Be Accepted)

LODGMET OF TENDERS:

By Hand:

Director, Supply Chain & Facilities Management
icddr,b
Chiller Building (Ground Floor)
68 Shaheed Tajuddin Ahmed Sarani,
Mohakhali, Dhaka 1212

A handwritten signature in black ink, appearing to be the initials 'GX'.



CONTRACTING ENTITY:

icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
supplychain@icddr.org

To Prospective Bidders	Date: 12 March 2020 RFP Reference: icddr,b/SCM/OTM/2020/20 for Yearly Contract for supply of spare parts, Repairing and Maintenance Service of Split & Window type AC
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Dear Sir / Madam

We kindly request you to submit your quotation for Yearly Contract for supply of spare parts, Repairing and Maintenance Service of Split & Window type AC. While preparing your quotation, please be guided by the terms and conditions of this RFP and quotation shall be submitted in accordance with the enclosed annexure.

The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Bidders are requested to carefully read the following sections of RFP document where detailed instructions of the submission process are provided.

Sealed bid must be submitted on or before 25 March, 2020 COB (Close of Business). Bid shall be addressed to:

Director, Supply Chain Management
icddr,b
68 Shaheed Tajuddin Ahmed Sarani,
Mohakhali, Dhaka-1212, Bangladesh.

It is the Bidder's responsibility to assure compliance with the submission process. If the documentations are not marked and submitted as per the instructions, icddr,b will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in bid being declared invalid.

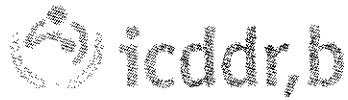
Pre-bid meeting will be held on March 22, 2020 at 11:00 am in SCM Conference Room, Chiller Ground Floor, icddr, b, Dhaka. The tender is to be dropped in the Tender Box, located in the tender box kept in SCM Office (Chiller Building Ground floor) at icddr,b, Mohakhali, Dhaka up to by COB on March 25, 2020. icddr,b will not accept bids after the closing deadline and as such no late bids will be accepted or recorded. Combined technical and financial bid will be rejected.

Bid document will be available in the icddr,b website. Interested participants are requested to drop an email to supplychain@icddr.org to show their interest in the bid by March 24, 2020.

icddr,b looks forward to receiving your Bid and thank you in advance for your interest in icddr,b procurement opportunities. This letter is not to be construed in any way as an offer to contract with your company/institution.

Thanking you.

Qayyum Khan Mahbub
Sr. Manager, Procurement



TENDER DOCUMENT

YEARLY CONTRACT FOR REPAIRING AND MAINTENANCE OF SPLIT & WINDOW TYPE AIR-CONDITIONERS

Tenders are invited by icddr,b, Mohakhali, Dhaka 1212 for **Yearly Contract for supply of spare parts, Repairing and Maintenance Service of Split & Window type Air Conditioner** on yearly contract basis from reputed and genuine service provider of Repairing and Maintenance Service of Split & Window type Air Conditioner, having valid trade license, minimum 3 (five) years' experience in the relevant field, established infrastructures and resources to ensure warranty and after sales services of the supplied product. **Pre-bid** meeting will be held on **March 22, 2020 at 11:00 am** in SCM Conference Room, IPH Ground Floor, icddr, b, Dhaka. The tender is to be dropped in the Tender Box, located in the tender box kept in SCM Office (Chiller Building Ground floor) at icddr,b, Mohakhali, Dhaka up to by **COB on March 25, 2020**.

icddr,b is not bound to accept the lowest tender response and reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever. The tender notice is also a part of the contract and binding upon the Bidders.

GENERAL TERMS AND CONDITIONS

1. Terms and Conditions contained herein shall be binding upon both the icddr,b and the Supplier for the purpose of administration and management of this tender and Contract.
2. Quotation shall be prepared and submitted using the 'Tender Document'. Tender shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office.
3. Fraud and corruption: The purchaser requires that the bidders, suppliers and suppliers observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

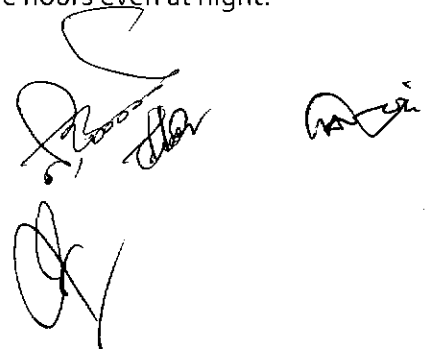
"Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

"Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non competitive levels; and

“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

icddr,b will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. **Security Deposit** : Successful Bidder will be required to deposit security money, amounting to **Tk.50,000 (Fifty thousand)** only in the form of pay order/demand draft/bank guarantee obtainable from any scheduled bank of Bangladesh. The security money shall be claimed by the supplier in writing within 30 days after expiry of warranty period/contract period and will be returned to the supplier without interest.
5. **Adherence to icddr,b’s Code of Conduct** : The Bidder shall ensure that his personnel adhere to the icddr,b code of conduct. Misbehavior with the officers and staff of icddr,b will not be tolerated. icddr,b reserves the right to ask the supplier to *withdraw his staff for any reason whatsoever* by oral or written notice. The supplier shall replace that staff / worker immediately after getting information/notice from icddr,b management.
6. **Compensation for Accidents and Damages**: From the start date of the contract, icddr,b will not be responsible for any kind of injury/accident or death of any staff of supplier while installation of AC and other related works.
7. **Offer Validity**: All Tenders must be valid for a period of at least 60 (sixty) days from the closing date of the Tender.
8. **Schedule of Rate** : Bidder shall quote rate for the items listed in **Annexure-A**. Bidder’s prices shall be inclusive of supply, installation, VAT, taxes and other charges. In case of anomalies between unit prices and the total amount quoted, the unit prices shall prevail. In case of discrepancy between words and figures the former will govern. Bidder shall remain bound to accept the arithmetic corrections made by icddr,b, if any.
9. **Contract Period**: The contract will be effective from the date of awarding the contract for period of 24 (twenty four) months. The option exists to extend the contract by additional year (s) on subject to the performance of the successful supplier and at the sole discretion of icddr,b. The additional year (s) will be upon mutual contract between the supplier and icddr,b.
10. The price offered by the Bidder, if accepted, shall remain fixed for the duration of the Contract i.e. 24 months. Order will be placed as and when required basis.
11. **Working Area**: The successful tenderer will be required to work as per work order at the different offices of icddr,b, (In Dhaka and Outside of Dhaka) within the stipulated time fixed (Time frame mentioned in work list) by the icddr,b. The contractor is allowed to make temporary labour shed/office by own cost and authority selected places at the icddr,b premises. The tenderer will quote the rates considering the works are in a running Hospital, labs and other office relevant office in icddr,b premises and some of the work should be done in the Holiday, weekend days, beyond office hours and after office hours even at night.



12. Dual Supervision:

Materials, and completed works/Service shall be examined/tested, weighed, counted and measured as the case may be by the persons authorized by the icddr,b and the contractor.

13. Payment terms: Payment for the contract will be made to the service provider within 30 (thirty) days after completion/ Installation work certified by competent authority/ User of icddr,b through BEFTN.

14. Penalty : If successful supplier does not carry out the supply within the time stipulated in the purchase orders or within the approved extended time or supplies proven poor quality materials or attempt to supply poor quality materials or repeating attempt of supply of poor quality materials (wherever applicable). Then liquidity damage shall be imposed 0.1% per day of the value of undelivered products but not more than 10% of the Purchase order value.

If successful supplier does not carry out proper repair/ troubleshooting and servicing within the time mentioned service clause or within the approved extended time or to fixed /repair poor quality materials then liquidity damage shall be imposed also of the value/2000/=(which higher) from deposited money.

15. The Supplier shall keep the icddr,b harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the icddr,b or any third party while delivering the Goods and related services. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

16. No modification to Scope of Supply shall be permissible under any circumstances. However, any changes/ modification is required must be notified by written to icddr,b and icddr,b's decision is final in this regard.

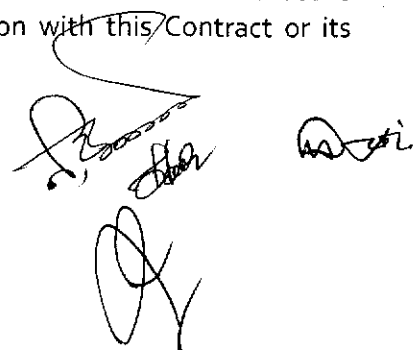
17. icddr,b may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:

- a. Fails to deliver Goods and related services as per Delivery Schedule and Specifications.
- b. in the judgement of the icddr,b, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
- c. Fails to perform any other obligation(s) under the Contract.
- d. To any misconduct with staff of icddr,b(Code of conduct)

18. Termination of Contract Agreement: Either party reserves the right to terminate the contract by giving 2 (Two) months' notice in writing after settlement of all outstanding issues related to the contract. Supplies of inferior quality materials or extreme delay in supply/service within the scheduled period or approved extension time, will lead to write "letter of complaint". Repetitions of similar activities will cause issuance of warning letter which may lead to termination of the contract, if require.

19. Settlement of Disputes:

- i) Amicable settlement: icddr,b and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.



20. Quality of Works:

The successful tenderer will provide the best quality materials/works as per the requirements/approval of icddr, b. Any materials/works/Service found below the standard, fixed by the contractor shall be rejected and the rejected work should be done by the contractor without delay at his own cost. Repetition of attempts to do sub-standard work will make the contract liable to termination.

21. Quantity of Works:

The total quantity mentioned in the Annex - A may vary during the execution of working period. In that case the contractor will be bound to do the works in his quoted approved rates within the contract period.

22. Qualified & Quantity of Staff:

The Contractor shall maintain a workforce of suitably experienced and qualified staff enabling the completion of works and minimum 02 team (Each team by 02 skill person) must be provide at the time work and team may increase according to work allocation with stipulated time)for this contract to a consistently high standard.

23. icddr, b Responsibilities:

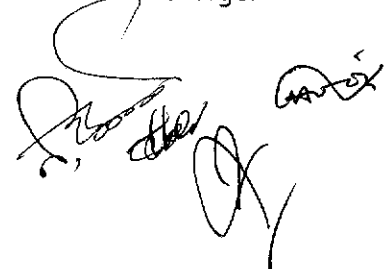
- a. Access to the specified areas within the specified time following icddr, b security rules and regulations, and
- b. Access to water and electricity without charging the successful tenderer.

24. Tenderer's Responsibility:

- a. The tenderer should possess relevant office, email and telephone number etc. The firm may be physically inspected before final selection. The tenderer who does not possess own land line telephone, e-mail and mobile phone, need not submit the offer.
- b. The tenderer should arrange relevant safety equipment's, Hand/machine or other necessary tools for specific work.

25. Special Instruction to the Tenderers:

- a. Tools: Tools list for the installation, repair and maintenance should be provided with this tender document.
- b. List of technical personnel should be provided with this tender document
- c. Staff of the successful tenderer will maintain their ID card and necessary Safety Uniform etc.
- d. Successful tenderer will maintain PPE including telescopic ladder, necessary tools/equipments at work time.
- e. Successful tenderer should attend phone calls as and when required.
- f. Successful tenderer should not charge any money as a form of Service Charge.



- g. Any parts broken or damaged during the work shall be replaced by the vendor at his own cost or the cost will be deducted from his invoice or security deposit.
- h. CV of all technicians have to submit for prior approval and before changes prior approval is required from icddr,b engineer in charge.
- i. Vendor and his team have to follow all safety rules during execution of work.
- j. Successful tenderer should provide 06 month's warranty for supplying of any spare parts (if required for any maintenance jobs).
- k. Insurance of Technicians

26. Warranty:

All supplied spare parts (Electrical/Mechanical) including compressor must have 06 month warranty from date of supply.

27. Loss or damage to the works or materials:

Loss or damage to the Works or Materials to be incorporated in the Works between the contract periods shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions.

28. Tender Submission:

Tender shall be submitted with the completed work schedule, copy of trade license, TIN and VAT registration certificate, otherwise, bid may not be considered. Work experiences of the company (certificate/testimonials from the companies contracted with the tenderer) along with the bid. The tenderer must put his signature on each page of the tender and work schedule, and complete the signature block at end of the tender document and work schedule.

29. Tenderer's Responsibility:

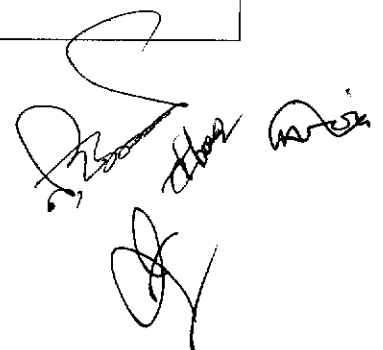
The bidder should possess physical existent and facility to execute the works and having minimum 3 years' experience in the relevant field. Documents listed in the table below as Mandatory and General Requirements must be lodged with original copy of RFO putting inside the closed envelop to be marked on the top of envelope for "Technical Proposal"

30. Bidders Eligibility Criteria:

Mandatory Requirement:

SL. No.	Required Mandatory Documents	Submitted Yes/No	Remarks
1	Updated Valid Trade License		
2	Updated Tax Clearance Certificate		
3	VAT Reg. Certificate		
5.	List of necessary tools		

Technical Requirement:



Sl #	Assessment Criteria	Submitted Yes/No	Remarks
1	At least 3 (three) years' experience in the relevant field. Copies of the work-order, performance certificate of the last three years shall be enclosed.		
2	List of necessary tools and Client list		
3	List of technical staff with CV		
4	Location, workforce, Infrastructure facilities and connectivity of e-mail and telephone for the smooth execution of the contract		
5	Financial capacity: Bank certificate of working capital/ credit Facility any schedule bank in Bangladesh.		

31. Selection Criteria:

Evaluation Criteria	Remarks	Score
Preliminary Technical examination will be done based on Mandatory Required documents	Responsive bidder(s) will be considered for further Financial evaluation	Yes/No
Technical Evaluation	<p>Preliminary Technical proposal evaluation:</p> <ul style="list-style-type: none"> - The SEC shall firstly examine the Tenders to confirm that all Required Mandatory Documents and General Documents have been provided in order to ensure compliance issue, adequacy and authenticity of the documentary evidence as per the RFQ - The Tenderer conforms the Required Mandatory Documents (must be provided in Envelope – 1) for Technical Proposal as per RFQ shall be considered for Technical Evaluation & responsiveness. Technically qualified bidder shall be considered for financial evaluation 	
Financial Evaluation	- Only those Tenders will be qualified	



	<p>for the Preliminary Technical Evaluation need to be examined in this phase for Financial Evaluation and Price compression</p> <ul style="list-style-type: none"> - Technically responsive lowest bidder will be awarded for the supply of spare parts, Repair & Maintenance Services of split and window type AC 	
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32. Evaluation Criterion:

Evaluation of the bids will be made based on quoted amount, technical qualification, overall capability supported by the document mentioned in the RFQ. The Evaluation committee will compare all responsive Tenders to determine the Lowest evaluated Tender

33. Negotiation:

The procuring entity reserves the right to negotiate price with lowest responsive bidder to obtain best value for money. Negotiations may be held with the selected Tenderer prior to the award of the contract and negotiation process shall be documented properly

34. Security and Safety Rules:

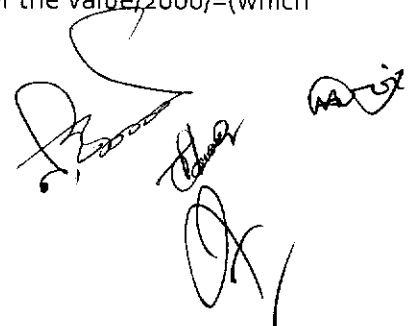
The contractor is liable to maintain the attached icddr,b Security and Safety Rules in the Annex - B at his own cost.

35. Security and safety signage

Contractor must have to use adequate safety and security measure at the site. Contractor must have to put security and safety signage at the site to maintain safe workplace practice with approval from icddr,b. Site will not be handed over without security and safety signage and measures. Violation of this will result in application of penalty clause in first case.

36. Penalty : If successful supplier does not carry out the supply within the time stipulated in the purchase orders or within the approved extended time or supplies proven poor quality materials or attempt to supply poor quality materials or repeating attempt of supply of poor quality materials (wherever applicable). Then liquidity damage shall be imposed 0.1% per day of the value of undelivered products but not more than 10% of the Purchase order value.

If successful supplier does not carry out proper repair/ troubleshooting and servicing with in the time mentioned service clause or within the approved extended time or to fixed /repair poor quality materials then liquidity damage shall be imposed also of the value/2000/=(which higher) from deposited money.



37. The Supplier shall keep the icddr,b harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the icddr,b or any third party while delivering the Goods and related services. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
38. No modification to Scope of Supply shall be permissible under any circumstances. However, any changes/ modification is required must be notified by written to icddr,b and icddr,b's decision is final in this regard.
39. icddr,b may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
- Fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - in the judgement of the icddr,b, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - Fails to perform any other obligation(s) under the Contract.
 - To any misconduct with staff of icddr,b(Code of conduct)
40. Termination of Contract Agreement: Either party reserves the right to terminate the contract by giving 2 (Two) months' notice in writing after settlement of all outstanding issues related to the contract. Supplies of inferior quality materials or extreme delay in supply/service within the scheduled period or approved extension time, will lead to write "letter of complaint". Repetitions of similar activities will cause issuance of warning letter which may lead to termination of the contract, if require.
41. Settlement of Disputes:
- Amicable settlement: icddr,b and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
42. Environmental management
- This section specifies the requirements for environmental management of this contract.
- Responsibility**
The Contractor is responsible for ensuring that the provisions of this section and any other environmental protection provisions required by law, are complied with.
- Definitions**
- Environment;** means the natural and built environment and all aspects of surroundings of human beings, including physical, biological and aesthetic aspects.
- Pollution Incident;** means an incident or set of circumstances during or as a consequence of which there is, or is likely to be a leak, spill or other escape of a substance as a result of which pollution has occurred, is occurring or is likely to occur.



Contamination of land is the presence of a substance in, on or under the land at a concentration above that which is normally found in that locality, such that there presents a risk of harm to human health or to the environment.

Solid, Liquid and Gaseous Contaminants

Take responsibility for the proper disposal of all solid, liquid and gaseous contaminants in accordance with the statutory and contractual requirements, including the provisions of this section.

All hazardous waste must be disposed of properly, oils or other hazardous liquids must not be disposed of by flushing down any sewer, storm water system or natural waterway.

Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;

Service Provider is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;

Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer

Specifications" means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer

Services means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Bid.

Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;

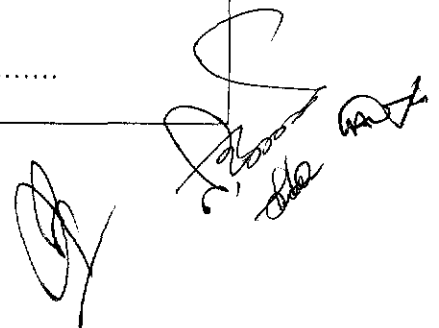
Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer

I/we have read and understood the terms and conditions of this tender schedule. I/we do hereby accept the above terms and conditions of the contract/agreement.

Declaration :

1. We do hereby accept the above terms and conditions of the tender document.
2. We have read and understood the technical specifications of the goods and scope of work for repairing and maintenance service of AC's.
3. We also declare that we are liable to bear any cost regarding supply of inferior quality goods/Service and its impact, if any.

Signature of Tenderer :





Full name of Tenderer :

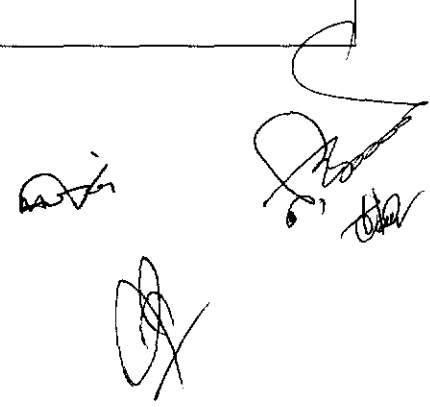
Name of organization:

Address :

Phone : Fax : E-mail:

Annexure:

A. Bill of Quantities(Boq)	 BoQ_for_yearly_contr act_of_AC_Repair_anc
B. Safety and Security Rules	 Safety & Security.docx



icddr,b, 68 SHAHEED TAUJUDIN AHMED SARANI, MOHAKHALI, DHAKA – 1212, BANGLADESH
 Tender Ref. No. icddr,b/SCM/OTM/2020/20, Dated: March 12, 2020

BoQ for Yearly Contract for supply of Spare parts, AC Repair & Maintenance Service, for the period for 24 months

Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Chage (BDT)	Cost of Spare Part including Fixing/installation (BDT)	Origin/Brand of Sapre Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
Part -A. Supply & Installation									
Annex-A									
For fixing work including remove & all necessary work.									
1	Compressor. (Installation work including nitrogen flash , welding , Gas charging & Other necessary work)								
a.	1.0 ton or 12000 B.T.U capacity (Rotary)	Each	1						
b.	1.5 ton or 18000 B.T.U capacity (Rotary)	Each	1						
c.	1.5 ton or 18000 B.T.U capacity (Bristol USA)	Each	1						
d.	2.0 ton or 24000 B.T.U capacity (Rotary)	Each	1						
e.	2.0 ton or 24000 B.T.U capacity (Copland)	Each	1						
f.	2.0 ton or 24000 B.T.U capacity (Bristol USA)	Each	1						
g.	3.0 ton or 36000 B.T.U capacity (Copland)	Each	1						
h.	3.0 ton or 36000 B.T.U capacity (Bristol USA)	Each	1						
i.	4.0 ton or 48000 B.T.U capacity (Copland)	Each	1						
j.	4.0 ton or 48000 B.T.U capacity (Bristol USA)	Each	1						
k.	5.0 ton or 60000 B.T.U capacity (Copland)	Each	1						
l.	5.0 ton or 60000 B.T.U capacity (Bristol USA)	Each	1						
2	Fan capacitor: Country of origin - Singapore / Malaysia / Thailand (all capacitor must be checked and signed by Supervisor of ICDDR,B before fixing it)	Each	1						
a.	Fan capacitor (1.5 mfd)	Each	1						
b.	Fan capacitor (2.5 mfd)	Each	1						
c.	Fan capacitor (3.0 mfd)	Each	1						
d.	Fan capacitor (4.5 mfd)	Each	1						
e.	Fan capacitor (5.0 mfd)	Each	1						
f.	Fan Capacitor (10 mfd)	Each	1						
3	Running Capacitor:Country of origin-Singapore / Malaysia / Thailand (Fixing work include checking, removing & all capacitor must be checked and signed by Supervisor of ICDDR,B before fixing)								
a.	Running capacitor (25 mfd)	Each	1						
b.	Running capacitor (35/40 mfd)	Each	1						
c.	Running capacitor (45/50 mfd)	Each	1						
d.	Running capacitor (60 mfd)	Each	1						
4	Starting capacitor:Country of origin-Singapore / Malaysia / Thailand (all capacitor must be checked and signed by Supervisor of ICDDR,B before fixing it)								
a.	Starting capacitor (100 mfd)	Each	1						

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icddr, b, 68 SHAHEED TAUDDIN AHMED SARANI, MOHAKHALI, DHAKA – 1212, BANGLADESH
 Tender Ref. No. icddr, b/SCM/OTM/2020/20, Dated: March 12, 2020

BoQ for Yearly Contract for supply of Spare parts, AC Repair & Maintenance Service, for the period for 24 months

Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Chage (BDT)	Cost of Spare Part including Fixing/installation (BDT)	Origin/Brand of Sapre Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
b.	Starting capacitor (150 mfd)	Each	1						
c.	Starting capacitor (200 mfd)	Each	1						
d.	Starting capacitor (270 mfd)	Each	1						
5	Magnetic contractor: Brand-Legrand / LG, Korea (Fixing work include checking, removing & all magnetic contractor must be checked and signed by Supervisor of ICDDR, B before fixing)								
a.	Magnetic contractor (TP, 20 A Coil-24 v)	Each	1						
b.	Magnetic contractor (TP, 25 A Coil-220 v)	Each	1						
c.	Magnetic contractor (TP, 40 A Coil-24 v)	Each	1						
d.	Magnetic contractor (TP, 40 A Coil-220 v)	Each	1						
6	Filter drier (Installation work including removing & welding works)								
a.	Filter drier (1/2" dia)	Each	1						
b.	Filter drier (3/8" dia)	Each	1						
7	Refrigerant Gas: Kalton, Honeywell, Dupont (AC full Gas chaging including leak checking, vaccum, nitrogen flashing & other necessary work must be checked by Engineer of icddr, b before charging)								
a.	R-22, R-12 (Kalton)	Kg	1						
b.	R-404A, R-410A	Kg	1						
c.	R-134a	Kg	1						
8	Bearing, Brand: NSK, SKF (Origin by Japan ,Sweden) Fixing work including Removing & all other necessary work								
a.	Bearing no-6201/6202/6203	Each	1						
9	Compressor over load								
b.	Compressor over load (1/4, 1/5, 1/6 H.P on average)	Each	1						
10	Terminal clip standard size (flat / round)	Each	1						
11	Non-return valve (1/4" dia) Fixing work including removing, welding & all other necessary work	Each	1						
12	Gas lock valve (Fixing work including removing, welding & all other necessary work)								
a.	Gas lock valve (1/4", 3/4" dia on average)	Each	1						
b.	Gas lock valve (1/2", 3/8", 5/8" dia on average)	Each	1						
13	Indoor /Outdoor Fan motor (Fixing work including checking, Fan capacitor, removing & all other necessary work)								
a.	1TR to 2.5TR	Each	1						

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BoQ for Yearly Contract for supply of Spare parts, AC Repair & Maintenance Service, for the period for 24 months

Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Charge (BDT)	Cost of Spare Part including Fixing/Installation (BDT)	Origin/Brand of Spare Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
b.	3Tr to 5Tr	Each	1						
14	Capillary tube.(Fixing work including remove, welding & all other necessary work).								
a.	Capillary tube 0.5mm – on average	Feet	1						
b.	Capillary tube and 1/8"	Feet	1						
15	Compressor oil Brand-Shell 68 (Oil charging including cutting , welding & sealed works)	Litre	1						
16	AC outdoor Fan blade –as per sample (Fixing work including removing & all other necessary work).								
a.	Fan blade 1.0 ton to 2.5 ton of outdoor unit	Each	1						
b.	Fan blade 3.0 ton to 5.0 ton of outdoor unit	Each	1						
17	AC indoor Runner / fan blade-as per sample (Fixing work including removing & all other necessary work).								
a.	New runner / fan blade 1.0 ton to 2.5 ton of indoor unit	Each	1						
b.	New runner / fan blade 3.0 ton to 5.0 ton of indoor unit	Each	1						
18	Strainer:(Fixing work including remove, welding & all other necessary work).	:							
a.	Strainer (1/4" dia)	Each	1						
b.	Strainer (3/8" dia)	Each	1						
19	New remote with pc/circuit board 1.0 to 5 ton of indoor unit, as per approved sample	Each	1						
a.	Universal Remote	Each	1						
20	Electrical/electronic adapter 24v/12v	Each	1						
21	Supply and installation of expansion valve-3.0 ton to 5.0 ton (Fixing work including removing, welding & all other necessary work).	Each	1						
22	Supply & fixing water tray for indoor unit 1Tr to 2.5 Tr	Each	1						
23	Supply & fixing water tray as per sample for indoor unit 3Tr to 5Tr (Fixing work including removing, making cost , insulation , painting & all other necessary work).	Each	1						
24	Supply and installation of flaring nut (Fixing work including remove, welding & all other necessary work).								
a.	Flaring nut (1/4" , 3/8" dia)	Each	1						
b.	Flaring nut (1/2" , 3/4" , 5/8" dia)	Each	1						
25	Copper pipe- supply and installation Brand- Totalline / Muller, (Installation of copper pipe including, bending, dressing with foil tape , welding, connecting & other works. All copper pipe must be checked and signed by Supervisor of ICDDR,B before fixing it)								

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a.	Copper pipe (1/4" dia)	Feet	1						
b.	Copper pipe (1/2" dia)	Feet	1						
c.	Copper pipe (3/8" dia)	Feet	1						
d.	Copper pipe (3/4" dia)	Feet	1						
e.	Copper pipe (5/8" dia)	Feet	1						
26	Supply of iron base for split type A/C (Installation work including drilling, Hardware materials, labour cost & all other necessary works)								
a.	Painted iron base (standard) for split type AC with hanger (1.0 ton to 2.0 ton)	Each	1						
b.	Painted iron base (standard) for split type AC with hanger (3.0 ton to 5.0 ton)	Each	1						
27	Painted iron base (standard) for window type AC	Each	1						
28	Window type A/C chassis wooden (Garjon) box-02 ton AC/as per sample	Each	1						
29	Pipe insulation (Insultex brand)- as per approved sample	Each	1						
a.	Rubber insulation (1/4" dia)	Each	1						
b.	Rubber insulation (1/2" dia)	Each	1						
c.	Rubber insulation (3/8" dia)	Each	1						
d.	Rubber insulation (3/4" dia)	Each	1						
e.	Rubber insulation (5/8" dia)	Each	1						
Part -A Total									
Part-B Repair, servicing & maintenance									
Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Charge (BDT)	Cost of Spare Part including Fixing/Installation (BDT)	Origin/Brand of Spare Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
1	P. C. board repairing (Including removing, checking and spare parts)	Each	1						
2	Remote repairing (Including removing, checking and spare parts)	Each	1						
3	Indoor / outdoor fan motor repairing (rewinding with Gazi or equivalent best wire) including checking, cleaning, removing, leath work re-fixing and all other necessary works)								
a.	Indoor / outdoor fan motor repairing (rewinding) 1.0 ton to 2.5 ton	Each	1						
b.	Indoor / outdoor fan motor repairing (rewinding) 3.0 ton to 5.0 ton	Each	1						

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c.	Indoor / outdoor fan motor repairing (housing / shaft repairing including lath work) 1.0 ton to 5.0 ton	Each	1						
d.	Indoor / outdoor fan motor repairing. (bearing replacement) 1.0 ton to 5.0 ton	Each	1						
e.	Indoor / outdoor fan motor repairing. (bush to bearing-including lath work) 1.0 ton to 5.0 ton	Each	1						
4	Service (including indoor filter , coil, fan runner cleaning, condensing coil cleaning & all other necessary works) of split type AC								
a.	i) 1.0/1.5 Ton (12,000-18000 BTU)	Set	1						
b.	iii) 2.0/2.5 Ton (24,000 -30000BTU)	Set	1						
c.	iv) 3.0 Ton (36,000 BTU)	Set	1						
d.	v) 4.0/5.0 Ton (48,000-60000 BTU)	Set	1						
e.	vii) 6.0 Ton to 10 ton (72,000 BTU)	Set	1						
5	Overhauling & servicing (including servicing AC, AC Gas locking, removing , indoor unit partly cleaning with cleaning materials , refixing, un locking, handover & all necessary works) of single split type AC- as per instruction of engineering unit								
a.	i) 1.0/1.5 Ton (12,000-18000 BTU)	Set	1						
b.	iii) 2.0/2.5 Ton (24,000 -30000BTU)	Set	1						
c.	iv) 3.0 Ton (36,000 BTU)	Set	1						
d.	v) 4.0/5.0 Ton (48,000-60000 BTU)	Set	1						
e.	vii) 6.0 Ton to 10 ton (72,000 BTU)	Set	1						
6	Installation rate of single split wall/Casest/ceiling type AC (with existing iron base, existing copper pipe up, new insulation of drain line & power line wiring up to 15mtr with all other necessary civil/related works)								
a	i) 1.0 ton (12,000 BTU)	Each	1						
b	ii) 1.5 ton (18,000 BTU)	Each	1						
c	iii) 2.0 & 2.5 ton (24,000 BTU)	Each	1						
d	iv) 3.0 ton (48,000 BTU)	Each	1						
e	v) 4.0 ton (48,000 BTU)	Each	1						
f.	vi) 5.0 ton (60,000 BTU)	Each	1						
g	vii) More than 5.0 ton (60,000 BTU)	Each	1						
7	Removing rate of all kinds of split AC set: (including existing iron base, copper pipe, insulation, drain line & power line and all other necessary civil/related works)								
a	i) 1.0/1.5 Ton (12,000-18000 BTU)	Set	1						

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Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Charge (BDT)	Cost of Spare Part including Fixing/Installation (BDT)	Origin/Brand of Spare Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
b	iii) 2.0/2.5 Ton (24,000-30000BTU)	Set	1						
c	iv) 3.0 Ton (36,000 BTU)	Set	1						
d	v) 4.0/5.0 Ton (48,000-60000 BTU)	Set	1						
e	vii) 6.0 Ton to 10 ton (72,000 BTU)	Set	1						
8	Window type A/C installation: with new painted iron base (standard), wooden box, civil works, drain line & power line including MCB from DB & all other necessary works								
	i) 1.0 ton (12,000 BTU)	Each	1						
	ii) 1.5 ton (18,000 BTU)	Each	1						
	iii) 2.0 ton (24,000 BTU)	Each	1						
9	Window type A/C removing (with existing iron base), including wooden box, civil works, drain line, power line and all other necessary works								
	i) 1.0 ton (12,000 BTU)	Each	1						
	ii) 1.5 ton (18,000 BTU)	Each	1						
	iii) 2.0 ton (24,000 BTU)	Each	1						
10	Re-installation of multi split type AC: (with existing iron base), including new copper pipe up to 15 feet, proper insulation, drain line & power line and all other necessary works.								
a	i) 2.0 ton (12,000 + 12,000) 24,000 BTU	Set	1						
b	ii) 3.0 ton (18,000 + 18,000) 36,000 BTU	Set	1						
c	iii) 4.0 ton (24,000 + 24,000) 48,000 BTU	Set	1						
11	Removing & reinstallation of indoor unit (including new insulation, drain line(surface) & power line all necessary works)								
a.	1.0 ton to 2.0 ton	Unit	1						
b.	3.0 ton to 5.0 ton	Unit	1						
12	Removing & re-installation of outdoor unit (with existing iron base), dismantling & lifting, including new insulation, foil tape, power line and all other necessary works)								
a.	1.0 ton to 2.0 ton	Unit	1						
b.	3.0 ton to 5.0 ton	Unit	1						
13	Leak repairing works with welding & Nitrogen Flashing (including leak checking & other related standard works)	Set	1						
14	Complete nitrogen flashing (1.0 ton to 5.0 ton)	Each	1						

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a.	Surface drain line works with water grade u- PVC pipe, fittings insulation, foil tape and All necessary materials & works	Feet	1						
15	Drain line concealed works with required u-PVC pipe, fittings, insulation, wall cutting, civil work, materials & all necessary work	Feet	1						
16	A/C indoor air filter cleaning charge:								
a.	A/C indoor air filter cleaning charge (1.0 ton to 2.0 ton)	Each	1						
b.	A/C indoor air filter cleaning charge (3.0 ton to 5.0 ton)	Each	1						
17	A/C drain water line cleaning charge	Each	1						
Part-B Total									
Part-C Transportation & other cost									
Sl. No.	Description of items	Unit	Qty	Only Cost of Spare Parts (BDT)	Only Installation/ Fixing Chage (BDT)	Cost of Spare Part including Fixing/Installation (BDT)	Origin/Brand of Sapre Parts (as applicable)	Installation/Work completion time (Hours/Day)	Remarks
1	Additional Cost for repair/installation / reinstallation / maittenance out of Dhaka District	BDT (Installation Cost)							
a	Matlab								
b	Sylhet								
c	Chittagong								
d	Faridpur								
Part-C Total									
Grand Total									

Signature of Tenderer: 
 Full name of Tenderer: 
 Name of Firm/company: 

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 Full name of Tenderer:
 Name of Firm/company:
 Address:
 Phone: E-mail:
 Trade license No: TIN No: VAT Rgn. No: