

# CARITAS DEVELOPMENT INSTITUTE

Centre for Training and Research

A Trust of Caritas Bangladesh

CDI/10.2/679/2024-2025

April 17, 2025

## REQUEST FOR QUOTATION (Re-Tender)

Quotations are hereby invited from the bonafide Importer/Supplier/Authorized dealer for supply and installation of **Air Conditioners** for Caritas Development Institute under the following **terms & conditions**:

### A. Technical Specification

SI #	Product Brand	Type/Capacity	Qty	Unit price (Tk.)	Total price (Tk.)	Total price (including vat & tax)	Warranty
1	Walton	Split type 2 Ton Inverter A/C	5				
		Delivery charge					
		Installation charge					
		Other charge (if any)					
		<b>Total</b>	<b>5</b>				
<b>Total amount in Tk. (Words)</b>							

### B. Terms and Conditions

#### 1. Eligibility/Essential Criteria

- Legal establishment for a minimum of Five (05) years.
- Updated legal documents (Trade License, TIN Certificate, BIN Certificate).
- Minimum Two (02) years of overall experience for supply and installation of “**Air Conditioner**”.
- Suppliers are not any prohibited parties or on Government debar/Blacklist.

#### 2. Required Documents with offer

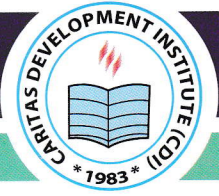
- Copy of **updated and starting** Trade License.
- Copy of BIN/VAT Registration Certificate.
- Copy of updated Tax Certificate.
- Copy of Tax Registration.
- Copy of Certificate of Incorporation including Memorandum of Associations and Article of Association (Applicable in case of Companies).
- Updated Bank Account and Solvency Certificate.
- Copy of Work Experience Certificate/Purchase Order to meet the client list and previous experience and length of service.
- National ID of Proprietor/Managing Director/Key Personnel.
- Client list with contact details.
- Declaration for no prohibited parties/Govt. blacklisting.

3. Offer should contain detailed technical specifications of all the required items.

4. **Offer Validity:** Period for validity of the offer is to be mentioned in the quotation.

*[Signature]* 17/4/2025






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5. The bidder is to deposit 2.5% Earnest Money on quoted amount by pay order/bank draft in favor of Caritas Development Institute within the time of submitting quotation. For successful bidder(s) the deposited Earnest Money will be turn into the Security Deposit and shall remain with Caritas Development Institute until twelve (12) months of performance having fulfillment of all the terms and conditions.
6. In case of failure to comply with the terms and condition, the Earnest Money or Security Deposit will be forfeited/adjusted.
7. The Earnest Money will be refunded to all the unsuccessful bidders after issuing Work Order to the successful bidder.
8. The above mentioned Air Conditioners is to be delivered and installed at **Caritas Development Institute Office, 2 Outer Circular Road, Shantibagh, Dhaka - 1217.**
9. **Delivery and Installation:** The bidder should mention the shortest possible time for supply and installation of the Air Conditioners.
10. After supply and installation of the Air Conditioners, the supplier is to demonstrate the operation of the same and upon satisfaction of our concerned persons, delivery will be accepted.
11. **Warranty/Guarantee**
  - a. The warranty/guarantee for the Air Conditioners including all items should be mentioned in the quotation.
  - b. The bidder should also mention the period of free after sales service.
  - c. The supplier warrants that the supplied items under the contract shall have no defect arising from materials or workmanship or from any act of omission of the supplier.
  - d. Caritas Development Institute shall promptly notify the supplier in writing or Fax or E-mail of any case arising under this warranty.
  - e. Upon receipt of such notice, the supplier shall, within 48 hours replace or repair the defective part without any additional costs to Caritas Development Institute (CDI).
  - f. If the supplier fails to repair/replace or in case of non-response, Caritas Development Institute (CDI) may replace/repair the defective part charging the supplier account.
12. **Payment:** No advance payment will be made. Payment will be made from Caritas Development Institute Office, Dhaka after deducting VAT & IT as per the GOB Rules of the country on the total bill upon receipt of certificate from our concern persons on supply and installation of Air Condition System and fulfillment of all the terms and conditions.
13. The bidders must submit their bill in Musuk 6.3.
14. Caritas Development Institute (CDI) reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.
15. Caritas Development Institute (CDI) reserves the right at time of issuance of supply order to the successful bidder to increase or decrease the quantity of items and/or omit item(s) originally specified in the schedule without any change in unit price or other terms and conditions.

 17/8/2025



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16. Contact for any query: Senior Accounts Officer, Caritas Development Institute (CDI) Office, 2, Outer Circular Road, Shantibagh, Dhaka-1217, Cell: +8801730055271.
17. The quotation and the Earnest Money (pay order/bank draft) should reach Caritas Development Institute (CDI), Room No 207 (Administration), 2, Outer Circular Road, Shantibagh, Dhaka - 1217 **by hand from April 27, 2025 to May 08, 2025 up to 04:00 pm (Except Friday, Saturday and Other Gov. holiday). Please mention "Quotation for Air Conditioner" in subject box of the envelope.**
18. The bidders must follow the Vendor/Supplier Code of Conduct (attached with Request for Quotation) of Caritas Development Institute and submit a signed copy with tender document.

With best wishes,

 17/4/2025  
**Theophil Nokrek**  
**Director**  
**Caritas Development Institute**

CC:

- Convener - Purchase Committee
- Secretary - Purchase Committee
- Sr. Accounts Officer