



বাংলাদেশ মেডিক্যাল বিশ্ববিদ্যালয়

Bangladesh Medical University

শাহবাগ, ঢাকা, বাংলাদেশ।

REQUEST FOR QUOTATION

for

Prepare and Supply of Architectural, Plumbing and Electrical drawings (2D & 3D) of Vertical Extension of Existing Academic cum Hostel Building of Bangladesh Medical University at Paribagh, Shahbag, Dhaka.

RFQ No: BMU/2026/10937

Date: 14/10/2026

To

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1. The Bangladesh Medical University Authority 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 Service Specifications and, if applicable, drawings for the intended Physical Services would be 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 and Performance Security shall be required for submission of the Quotation and performance of the Physical Services (if awarded) respectively.

Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned on or before 25/10/2026. The envelope containing the Quotation must be clearly marked "Quotation for " Prepare and Supply of Architectural, Plumbing and Electrical drawings (2D & 3D) of Vertical Extension of Existing Academic cum Hostel Building of Bangladesh Medical University at Paribagh, Shahbag, Dhaka. and DO NOT OPEN before Date: 25/10/2026, Time: 12:00. Quotations received later than the time specified herein shall not be accepted.

6. Quotations received 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.
7. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
8. Quotation shall be submitted as per Activity Schedule of Physical Services.

9. All Quotations must be valid for a period of at least 20 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. 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.
12. 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.
13. 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 Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year 2025-2026, VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate showing liquid asset of at least BDT 5 (five) Lakh from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. 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.
15. 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.
16. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
17. Performance of the Physical Services shall be completed within 60 days from the date of commencement.
18. Letter inviting the successful Quotationer to sign the Contract shall be issued within three (3) days of receipt of approval from the Approving Authority. The Contract shall have to be signed within five (5) working 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: Engr. Md. Zahid Hassan

Designation: Executive Engineer (Civil)

Date: 14/10/2026

Address: Room No-242, Block-B, Bangladesh Medical University, Dhaka.

Phone No: 0255165709 (off), e-mail: xen_civil2@bsmmu.edu.bd / zahid9504122@gmail.com



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