

**Eco Social Development Organization (ESDO)
Collegepara (Gobindanagar), Thakurgaon**

**Invitation for Tender (ITB)
(Tender Document/Schedule)**

Description of Goods: Supply of Cap (For Rally) for 7 Districts under the Rangpur and Rajshahi Division.”

DATE: 23.09.2017
REFERENCE: ESDO/Purchase/126/ 524 /2017-2018 Office: Head Office, Thakurgaon

To

Bidder Name:

Address:

Dear Respected Bidder,

The Eco Social Development Organization (ESDO) is hereby requesting you to submit your bid proposal for Supply of Cap (For Rally) for the seven district under a particular Upazilla and Union Parishads Name as per **Annex- I** of this Tender Document.

Tender must be submitted on or before **04.10.2017; 4:30 pm** via **courier/post office** to the address below:

**Eco Social Development Organization (ESDO)
College Para (Gobindanagar), Thakurgaon- 5100
www.esdo.net.bd**

Tender should be submitted in sealed envelopes in the above mentioned “**Tender for Supply of Cap (For Rally) of ESDO AVCB (Phase II) Project**”.

It shall remain your responsibility to ensure that your Tender will reach the address above on or before the deadline. Tenders that are received by Eco Social Development Organization (ESDO) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

Exact Address of Delivery Locations	As per Annex-I
Latest Expected Delivery Date and Time	50% should be delivery within 15 October 2017 and 50% Delivery 30 October 2017
Packing Requirements	Secured and safe packing as necessary to avoid any damage or defect.
Mode of Transport	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Tender	<input checked="" type="checkbox"/> Local Currency: BDT (Taka)
Value Added Tax on Tender Price	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services	<input type="checkbox"/> Replace the sub-standard items within possible short time. All the items would be as per the approved sample from the ESDO. Any defect in manufacture or in printing will not be accepted.
Deadline for the Submission of Tender	04.10.2017



Price Tender, Bill/Invoice from Supplier side, shall be in this language	<input checked="" type="checkbox"/> English (Technical Specification and other correspondence from/to Suppliers may be in Bangla).
Documents to be submitted for Eligibility Criteria	<ol style="list-style-type: none"> 1. Bidders must have legal capacity to enter into Contract. Bidder, in support of its qualification must be submitted certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank; without which the Tender may be considered non-responsive. 2. The Tenderer shall have a minimum of 3 years' experience in supply of similar type of goods (Relevant documents must be attach) 3. The Tenderer shall have successfully completed minimum 2 number of supply contract for similar type of goods and related services within last three years (Relevant documents/work order/contract with value quantity and description of goods must be attached) 4. Tender Security: Pay Order/Bank Draft (as applicable) for an amount of tk.120,000/=(One lac twenty thousand) to be enclosed along with Bid proposal to substantiate the proposal. The Tender Security deposit shall be returned to the Supplier within thirty (30) days after awarding the PO. 5. At least one sample copy of the cap to be provided along with the Bid submission (Logo is not compulsory for sample cap) but awarded vendor must be submitted a complete cap with logo/print for approval before supplying/Production in full swing. <p>N.B: All Prospective bidders must submit above documentation and tender security to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.</p>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, Eco Social Development Organization (ESDO) may request the Vendor to extend the validity of the Tender beyond what has been initially indicated in this Tender Document. The Proposal shall then confirm the extension in writing, without any modification what so ever on the Tender document.
Partial Bid	<input checked="" type="checkbox"/> Not Permitted.
Payment Terms	<input checked="" type="checkbox"/> 40% Payment would be made upon 50% satisfactory delivery and 60% payment will be made after satisfactory delivery of remaining 50% and successful completion of the contract as per Terms and Conditions under Annex-IV.
Performance Security	<input checked="" type="checkbox"/> Required (the awarding vendor must submit 10% of total award/contract amount as performance security through Bank Guarantee to ESDO as per Annex-VI before receiving the Purchase Order/Contract. This Bank Guarantee will be released/endorsed within 30 days after successfully and complete delivery of goods.
Liquidated Damages	0.5% per week on the total value of delayed delivery. In case the delay is more than 1 (One) week without having any approval the Work Order/PO might be cancelled.



Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance to eligibility requirements, Technical responsiveness, lowest price and goodwill. <input checked="" type="checkbox"/> Full acceptance of the Purchase Order (PO)/ Terms and Conditions of the Contract. <input checked="" type="checkbox"/> Others: Bid Validity, Delivery Period etc.
Procuring Entity will award to:	<input checked="" type="checkbox"/> One Supplier.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO) <input checked="" type="checkbox"/> Other Type/s of Contract (as per Annex-VI)
Special conditions of Contract	<input checked="" type="checkbox"/> Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by procuring entity will result in cancellation of the PO.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance of goods based on full compliance with PO/ Contract requirements after agreed delivery and successful installation at delivery point.
Annexes to this Tender Document	<input checked="" type="checkbox"/> Annex I: List and Address of Delivery Locations <input checked="" type="checkbox"/> Annex II: Price Schedule for Goods and Related Services <input checked="" type="checkbox"/> Annex-III: Description / Specifications of Goods <input checked="" type="checkbox"/> Annex-IV: Terms and Conditions for Supply of Goods and Payment <input checked="" type="checkbox"/> Annex-V: Tender Submission Letter <input checked="" type="checkbox"/> Annex-VI: Bank Guarantee for Performance Security <input checked="" type="checkbox"/> Annex-VII: Contract Agreement
Contact Person for Inquiries (Written inquiries only)	Syed Mahabubul Alam Member Secretary, Central Purchase Committee, ESDO, College Para (Gobindanagar), Thakurgaon. esdo.procurement@gmail.com

Instructions to Tenderers:

1. Tender shall be prepared and submitted using this 'Tender Schedule'.
2. Tender Schedule shall be completed properly, duly signed-dated on each page by the authorized signatory and submitted by the date to the office as stated above.
3. Goods offered shall be reviewed based on completeness and compliance of the Bid with the minimum specifications described above and any other annexes providing details of Eco Social Development Organization (ESDO)'s requirements.
4. The Tender that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
5. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by ESDO. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on ESDO's re-computation and correction of errors, its Tender will be rejected.

Thank you and we look forward to receiving your Tender.

Sincerely yours,



Convener,

Central Purchase Committee, ESDO,
Collegepara (Gobindanagar), Thakurgaon



Annex I:

List and Address of Delivery Locations

Sl#	Name of District	Delivery Address	Total Quantity of Cap for each District	Remarks
1	Panchagarh	Panchagarh office: Kayetpara, Stadium Road, Sadar, Panchagarh.	12900	
2	Rangpur	Rangpur office : ESDO Silver Jubilee Bhaban, Kellaband Mor, CO Bazar, Rangpur.	12300	
3	Kurigram	Kurigram office : RK Road, Kaliganj.Kurigram.	14100	
4	Gaibandha	Gaibandh office : House # 745, VAID Road. Mominpara, Sadar,Gaibandha.	15600	
5	Naogaon	Naogaon office : Mandal Bari, Banga Baria. Naogaon Municipality, Sadar, Naogaon.	14700	
6	Sirajganj	Sirajganj office : Rahmatganj, Kajipur Road. Sadar,Sirajganj.	13500	
7	Pabna	Pabna office : House Name-Surjaday(Beside the Nurpoor By pass, Nurpoor, Sadar	11100	
		Total	94,200 Pcs	



Annex II:

Price Schedule for Goods and Related Services

Sl.	Items to be Supplied	Description/ Specificatio ns of Goods	Quantity	Unit Price (BDT)	Total Price (BDT)
1	2	3	4	5	6
1.	Cap (for Rally)	Annex-III	94200 pcs		
	Total Prices of Goods				
	Add: Cost of Transportation (if any)				
	Add: Other Charges (please specify, if any)				
	Grant Total				

(In word: only.)

Note 1: Price shall include all duties, VAT and other taxes as applicable if Contract is awarded and shall be the delivered price in final destination or at point of delivery.

Note 2: The Tenderer will complete these columns (Col#5 and 6) as appropriate.



Description / Specifications of Goods

Annex-III:

SI #	Items Name	Description	Qty
	<p>Cap (for rally)</p> 	<p>Size : Standard for Adult Color: White Cloth : 100% Cotton Gabardine & Adjustable Tape Back Closure for large or small, Visor: both side same fabric Logo (Four Colour): Bangladesh Government, UNDP, European Union and ESDO (As per attached Photo)</p>	94200 Pcs
			



Terms and Conditions for Supply of Goods and Payment

1. The Purchase Order will constitute the Contract and Terms and Conditions contained herein as well as in this schedule shall be binding upon both Procuring Entities and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Eco Social Development Organization (ESDO)'s Procurement Rules and procedures.
3. The Supplier shall have to complete the delivery in all respects within the stipulated timeline of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Price Schedule and Specifications. The full contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Challan along with Invoice.
10. All kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law by supplier.
11. The performance guarantee shall be returned to the Supplier within thirty (30) days after successful delivery.
12. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
13. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
14. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.



15. No modification to Scope of Supply shall be permissible under any circumstances, but the Variations (increase or decrease) to the quantities ordered may be changed up to 20% to accommodate the unforeseen situation or decrease as per need to address the availability/already exists.
16. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with applicable Rules, where necessary.
17. The Procuring Entity 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 Procuring Entity, 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.
18. The Procuring Entity 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.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>



Tender Submission Letter

*[This letter shall be completed and signed by the Authorized Signatory
Preferably on the Letter-Head pad of the Tenderer].*

To: Convener Central Purchase Committee Eco Social Development Organization (ESDO) College Para (Gobindanagar), Thakurgaon-5100.	Date:
Invitation for Tender No: -----	

The following prices apply to our Tender:

The Tender Price is:	<i>Taka [state amount in figures] ----- and Taka [in words] -----</i>
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In signing this letter, and in submitting our Tender, we also confirm that:

- a) our Tender shall be valid for the period stated in the Tender Document and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) a Tender Security is attached in the form of a [pay order/bank draft] in the amount stated in the Tender Document and valid for a period of 15 days after finalization/selection the awarded person or Bidder;
- c) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document;
- d) furthermore, we are aware of the Terms and Conditions of Tender Document and accepting all the conditions in executing the Contract;
- e) We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed.

Signature of authorized representative of the Tenderer:	
Full Name with National ID:	
In the capacity of (<i>designation of signatory</i>):	
Duly authorized to sign the Tender for and on behalf of the Tenderer	



Note: Written confirmation authorizing the above signatory (ies) to commit the Tenderer (if applicable) is required to attach by the bidder.

Bank Guarantee for Performance Security

[this is the format for the Performance Security to be issued by a scheduled bank of Bangladesh]

Contract No:

Date:

To:

Eco Social Development Organization (ESDO)
Collegepara (Gobindanagar), Thakurgaon- 5100

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature

Seal



Contract Agreement

THIS AGREEMENT made the **day/month/year** between *Eco Social Development Organization (ESDO)* of the one part and **[name and address of Supplier]** (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring Entity invited Tenders for certain goods and related services, viz, Cap (for rally) and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Taka **[Contract Price in figures and in words]** (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Contract hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely:
 - (a) The signed Form of Contract Agreement.
 - (b) The Purchase Order.
 - (c) The Tender and the annexes to the Tender.
 - (d) Terms and Conditions of Contract.
 - (e) Technical Specifications.
 - (f) Price Schedules and Description / Specifications of Goods and,
 - (g) Other relevant documents, as applicable.
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

Particulars	For the Procuring Entity:	For the Supplier:
Signature with date and stamp		
Name		
Title/Designation		
In the presence of /Witness	Name: Signature:	Name: Signature:
Address		

