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**Supply & Installation**

of

Laboratory Grade Equipment and Lab Supplies

**Invitation to Bid**

USAID’s Alliance for

Combating TB in Bangladesh Activity

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| Section 1. Instructions to Tenderers | | | |
| A. General | | | |
| 1. Scope of Tender | 1. The Purchaser named in the Tender Data Sheet **(**[**TDS**](#bds1_1)**) (**hereinafter referred to as icddr,b) wishes to issue these Tender Documents for the supply and installation of Two Laboratory Equipment thereto, as specified in the **TDS**. | | |
| 1. The name of the Tender and the number and identification are stated in the **TDS.** | | |
| 1. Unless otherwise stated, throughout this Tender Document definitions and interpretations shall be as prescribed in the Section 3: General Conditions of Contract. | | |
| 2. Interpretation | 1. Throughout this Tender Document    1. the term “in writing” means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail;    2. if the context so requires, singular means plural and vice versa; and    3. “day” means calendar days unless otherwise specified as working days;    4. "Tender Document ", means the Document provided by a Purchaser to a Tenderer as a basis for preparation of its Tender;    5. "Tender ", depending on the context, means a Tender submitted by a Tenderer for delivery of Goods and Related Services to a Purchaser in response to an Invitation for Tender ; | | |
| 3. Source of Funds | 1. The Purchaser has been allocated funds for providing Laboratory Service under LSSD Media Lab – Unrestricted fund of icddr,b to eligible payments under the contract for which this Tender Document is issued. | | |
| 4. Corrupt, Fraudulent, Collusive, Coercive (or Obstructive in case of Icddr,b) Practices | | 1. icddr,b as well as the Tenderers and Contracts (including , sub-contractors, agents, personnel, consultants, and service providers)shall observe the highest standard of ethics during implementation of procurement proceedings and the execution of Contracts under this funds. 2. For the purposes of ITT Sub Clause 4.3, the terms set forth below as follows:    1. “corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of icddr,b or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by icddr,b in connection with a Procurement proceeding or Contract execution;    2. “fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;    3. “collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Procuring Entity, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying icddr,b the benefits of competitive price arising from genuine and open competition;    4. “coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.    5. “Obstructive practice” (applicable in case of Icddr,b) means deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and /or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation. 3. Should any corrupt, fraudulent, collusive, coercive (or obstructive in case of Icddr,b) practice of any kind is determined by icddr,b or the Icddr,b, if applicable, this will be dealt in accordance with the provisions of the Public Procurement Act and Rules and Guidelines of the icddr,b as stated in the ITT sub-clause 3.3. | |
|  | | 1. If corrupt, fraudulent, collusive, coercive (or obstructive in case of icddr,b) practices of any kind is determined by icddr,b against any Tenderer or Contracts (including sub-contractors, agents, personnel, consultants, and service providers) in competing for, or in executing, a contract under public fund:    * 1. icddr,b shall exclude the concerned Tenderer from further participation in the concerned procurement proceedings;      2. icddr,b shall reject any recommendation for award that had been proposed for that concerned Tenderer;      3. icddr,b shall declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time;      4. icddr,b shall sanction the concerned Tenderer or individual, at any time, in accordance with prevailing Icddr,b’ sanctions procedures, including by publicly declaring such Tenderer or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Icddr,b-financed contract; and (ii) to be a nominated sub-contractor, consultant, manufacturer or Contractor, or service provider of an otherwise eligible firm being awarded a Icddr,b-financed contract; and      5. icddr,b shall cancel the portion of the loan allocated to a contract if it determines at any time that representatives of icddr,b or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the execution of that Icddr,b financed contract, without icddr,b having taken timely and appropriate action satisfactory to the Icddr,b to remedy the situation. 2. Tenderer shall be aware of the provisions on corruption, fraudulence, collusion, coercion as stated in GCC Clause 38. 3. In further pursuance of this policy, Tenderers, Contractors and their sub-contractors, agents, personnel, consultants, service providers shall permit icddr,b to inspect any accounts and records and other documents relating to the Tender submission and contract performance, and to have them audited by auditors appointed by icddr,b during the procurement or the execution of that icddr,b financed contract. | |
| 5. Eligible Tenderers | | 1. This Invitation for Tenders is limited to selective potential Tenderers from specific countries**.** 2. Tenderers shall have the legal capacity to enter into the Contract under the Applicable law of Bangladesh. 3. Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh. 4. Tenderers shall have fulfilled its obligations to pay taxes and social security contributions under the provisions of laws and regulations of the country of its origin. 5. Tenderers should not be associated, or have been associated in the past, directly or indirectly, with a consultant or any of its affiliates which have been engaged by icddr,b to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the works to be performed under this Invitation for Tenders. 6. Tenderers 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 Sub Clause 4.4 (or obstructive practice, in case of icddr,b) in relation to the icddr,b Code of Conduct Guidelines in projects financed by Icddr,b. 7. Tenderers shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing. 8. Tenderers shall provide such evidence of their continued eligibility satisfactory to icddr,b, as icddr,b will reasonably request. 9. These above requirements for eligibility will extend, as applicable, to each JV partner and Subcontractor proposed by the Tenderers. 10. Tenderers shall have the up-to-date valid license(s), issued by the corresponding competent authority, as specified in the **TDS.** | |
| 6. Eligible Equipment and Services | | 1. The equipment to be supplied under the contract are eligible, unless their origin is from a country specified in the **TDS** and all expenditures under the contract will be limited to such plant, and services. | |
| 1. For purposes of this clause, “origin” means the place where the equipment, or component parts thereof are produced or manufactured. | |
| 1. The origin of equipment is distinct from the nationality of the Tenderer. The nationality of the firm that produces, assembles, distributes, or sells the goods shall not determine their origin. | |
| 7. Site Visit | | 1. The Tenderer is advised to visit and examine the site where the equipment is to be installed and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the tender and entering into a contract for the provision of Plant and Installation Services. | |
| 1. The costs of visiting the Site shall be at the Tenderer’s own expense. | |
| B. Tender Document | | | |
| 8. Tender Document: General | | 1. The Sections comprising the Tender Document are listed below, and should be read in conjunction with any Addendum issued under ITT Clause 11.    * Section 1 Instructions to Tenderers (ITT)    * Section 2 Tender Data Sheet (**TDS**)    * Section 3 General Conditions of Contract (GCC)    * Section 4 Particular Conditions of Contract (**PCC**)    * Section 5 Tender and Contract Forms | |
| 1. The Purchaser may reject any tender submission if the Tender Document was not collected/received directly from the Purchaser**.** | |
| 1. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document as well as addendum to Tender Documents. | |
| 9. Clarification of Tender Document | | 1. A prospective Tenderer requiring any clarification of the Tender Document shall contact the Purchaser in writing at the Purchasers address indicated in the **TDS.** | |
| 10. Pre-Tender Meeting | | * + - 1. Online Pre-bid Meeting – Through Microsoft Teams.       2. Interested bidders should notify icddr,b about their interest of participating in the pre-bid session through email [supplychain@icddrb.org] within 01st July 2021.       3. Please mention ‘Bid reference’ and ‘Interested in Pre-bid Participation’ in the email subject. | |
| 11. Addendum to Tender Document | | * + 1. At any time prior to the deadline for submission of Tenders, the Purchaser on its own initiative or in response to a clarification request in writing from a Tenderer, having purchased the Tender Document or as a result of a Pre-Tender meeting, may revise the Tender Document by issuing an addendum. | |
| C. Qualification Criteria | | | |
| 12. General Criteria | | 1. The Tenderer shall possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, specific experience, reputation, and the personnel, to perform the contract. | |
| * 1. In addition to meeting the eligibility criteria, as stated in ITT Clause 5, the Tenderer must satisfy the other criteria stated in this document. | |
| * 1. To qualify for multiple number of contracts/lots in a package made up of this and other individual contracts/lots for which tenders are invited in the Invitation for Tenders, the Tenderer shall demonstrate having resources and experience sufficient to meet the aggregate of the qualifying criteria for the individual contracts. | |
| 13. Litigation History | | * 1. N/A. | |
| 14. Experience Criteria | | 14.1 Not Mandatory, any installation history will give preference. | |
| 15. Financial Criteria | | 1. Tenderers shall have the following minimum level of financial capacity of qualify for the supply, execution and performance of plant and services under the contract. 2. Satisfactory resolution of all claims, arbitrations or other litigation cases and shall not have serious negative impact on the financial capacity of the Tenderer. | |
| 16. Personnel Capacity | | 1. The Tenderer shall have the following minimum level of personnel capacity to qualify for the performance of equipment and installation service under the Contract.   A. Project Contact Manager, Certified Engineers, and other key staff. | |
| 17. Technical Capacity | | 1. The Tenderer must submit necessary document in support of their technical capability. | |
| 18. Joint Venture, Consortium or Association | | 1. Not preferred for this tender. | |
| 19. Subcontractor(s) | | 1. The successful Tenderer shall under no circumstances assign the goods/works/services or any part of it to a Subcontractor. | |
| D. Tender Preparation | | | |
| 20. Only one Tender | | | 1. The Tenderer who submits or participates in more than one (1) Tender in any single LOT, will be rejected. |
| 21. Cost of Tendering | | | * 1. Tenderers shall bear all costs associated with the preparation and submission of its Tender, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process. |
| 22. Issuance and Sale of Tender Document | | | * 1. Tenderer need not to purchase the tender document. |
| 23. Language of Tender | | | 1. Tenders shall be written in the English language. |
| 24. Contents of Tender (Document establishing the tender’s qualification) | | | 1. The Tender prepared by the Tenderers shall comprise **Two pdf document** submitted simultaneously, one called Selection **Technical Offer** containing the documents listed in ITT 24.2 and other called the **Financial Offer** containing the documents listed in 24.3. 2. Selection **Technical Offer** prepared by the Tenderers will comprise the following: 3. Technical Submission 4. Tenderer Information Sheet 5. Technical Proposal 6. The completed eligibility declarations. 7. A certificate issued by the competent authority stating that the Tenderer is a Tax payer having valid Tax Identification Number (TIN) and VAT registration number; 8. Proof of successfully installation history (if any); 9. Response Template duly signed and sealed 10. Any other document as specified in the **TDS.** 11. The Financial Offer prepared by the Tenderers shall comprise the following: 12. The Financial offer Submission Letter 13. Financial Proposal (Equipment Cost, Shipping Cost, Yearly Maintenance cost, Per hour running Cost) 14. any other document as specified in the **TDS**. |
| 25. Alternatives | | | 25.1 Unless otherwise stated in the **TDS**, alternatives shall not be considered. |
| 26.  Tender Prices, Discounts & Price adjustment | | | * 1. Unless otherwise **specified in the TDS,** tenderers shall quote for the entire Plant and Installation Services on a “single responsibility” basis such that the total tender price covers all the Contractor’s obligations.   2. Tenderers shall give a breakdown of the prices.   3. Depending on the scope of the Contract, the Price Schedules may comprise as following: * Equipment Supplied from Abroad * Equipment Supplied locally * Installation & Validation Service * Grand Summary * First moving Spare Parts price for three years   1. In the Schedules, tenderers shall give the required details and a breakdown of their prices as follows:   a) Equipment Price in foreign currency   1. Shipment Cost in foreign currency 2. Installation Cost shall be quoted separately in BDT (if applicable) 3. Recommended first moving spare parts and consumables shall be quoted separately    1. The current edition of INCOTERMS, published by the International Chamber of Commerce shall govern.    2. Tenderers wishing to offer any unconditional discount shall specify in their Letter of Tender the offered discounts and the manner in which price discounts will apply. |
| 27. Tender Currency | | | 1. Equipment and Freight price will be in any major foreign currency. |
| 1. Suppliers offering Goods manufactured or assembled in abroad, are permitted to submit their Tender in a combination of local and foreign currencies. 2. If quoted separately for Installation cost, will quote in local currency. |
| 28.  Documents Establishing the Conformity of Equipment and Installation Services | | | * 1. To establish the conformity of equipment and installation service to the Tender Documents, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods and Related services conform to Selection Technical specifications and standards in Section 6, Employer’s Requirement.   2. a detailed description of the essential technical and performance characteristics of equipment and installation service, including the functional guarantees of the proposed plant and services, in response to the Specification   3. a list giving full particulars, including available sources, of all spare parts and special tools necessary for the proper and continuing functioning of the plant for the period named in the **TDS**, following completion of plant and services in accordance with provisions of contract. |
| 29. Documents Establishing Eligibility of the Tenderer | | | 1. Tenderers, if applying as a sole Tenderer, shall submit documentary evidence to establish its eligibility as stated under ITT Clause 5 and, in particular, it shall: 2. complete the eligibility declarations in the Tender Submission Letter 3. complete the Tenderer Information. |
| 30. Validity Period of Tender | | | * 1. 180 days from the date of tender submission. |
| 31. Extension of Tender Validity | | | * 1. In justified exceptional circumstances, prior to the expiration of the Tender validity period, the Purchaser may request to extend the validity for another 90 days. |
| 32. Tender Security | | | Not Applicable for this tender. |
| 33. Form of Tender security | | | N/A |
| 34. Authenticity of Tender Security | | | N/A |
| 35. Return of Tender Security | | | N/A |
| 36. Forfeiture of Tender Security. | | | N/A |
| 37. Format and Signing of Tender | | | 1. There will be no physical submission. Tenderers shall prepare one **Technical Offer** (in PDF) and clearly name it “**TECHNICAL OFFER**”. 2. Tenderers shall prepare one Financial Offer (in PDF) and clearly mark it “**FINANCIAL OFFER**”. 3. Bidder will submit their both Technical and Financial proposal in the following email: [supplychain@icddrb.org](mailto:supplychain@icddrb.org) within the bid submission deadline. 4. Financial Offer must be password protected and the password only to share with the following email: [a.mahfuz@icddrb.org](mailto:a.mahfuz@icddrb.org); 5. Bidder must share their password after tender submission period but within the tender submission date. 6. Failing to meet the conditions mentioned above, might lead the bidder to disqualification. |
| 1. NO Alternative proposal is accepted. |
| E. Tender Submission | | | |
| 38. Sealing, Marking and Submission of Tender | | | * 1. Submission will be done through E-Mail. |
| * 1. **Financial Offer** must be password protected. |
| 1. Mixing of Technical & Financial proposal might lead the bid submission to disqualification. 2. Submission of un-protected document might lead the bid submission to disqualification. |
| 39. Deadline for Submission of tenders | | | Deadline of the tender submission is **01st August, 2021, at 3:00PM** BST. |
| 40. Late tender | | | Late Submission is not accepted. |
| 41. Modification, Substitution or Withdrawal of Tenders | | | * 1. Not Accepted. |
| 42. Tender Modification | | | * 1. Not Accepted. |
| 43. Tender Substitution | | | * 1. Not Accepted. |
| 44. Withdrawal of Tender | | | * 1. Not Accepted. |
| F. Tender Opening and Evaluation | | | |
| 45. Tender Opening | | | 1. Only Selection **Technical Offer** shall be opened immediately after the deadline for submission of Tenders. 2. Tender Opening will not be conducted as “Public Opening”. |
| 46. Evaluation of Tenders | | | 1. Technical Offers shall be examined and evaluated only on the basis of the criteria specified in the Tender Document. 2. Under LCS (Least Cost Selection) Method, Tender submission will be evaluated. |
| 47. Evaluation Process | | | * 1. Selection committee may consider a Tender Offer 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 Technical Offer opening following Two steps:  1. Preliminary examination (screening) 2. Technical examination and responsiveness |
| 48. Preliminary Examination | | | * 1. The following will be considered as screening criteria: * Eligibility and legal documentation * OEM authentication for this biding. * Country of Origin of the original Equipment as per Tender requirement. |
| 49. Technical Evaluation and Responsiveness | | | **Technical Evaluation (Least Cost Selection Method):**   1. The Technical Proposal must be complied with the SoW/Technical requirement. 2. Lowest Responsive bidder will be invited for further negotiation. |
| 50. Clarification on Technical Offer | | | 1. icddr,b may ask Tenderers for clarification of their Technical Offers in order to facilitate the examination and evaluation of Technical Offers. |
| 51. Restrictions on Disclosure of Information | | | 1. Following the opening of Technical Offers until issuance of Notification of Award no Tenderer shall, unless requested to provide clarification to its Tender or unless necessary for submission of a complaint, communicate with the concerned Procuring Entity. |
| 52. Approval of Technical Offer | | | 1. Selection committee will authorise to recommend technically qualified proposals who are eligible for Financial Evaluation. |
| 53. Financial Offer Opening | | | 53.1 Those who are technical qualified, will be eligible for financial evaluation. |
| 54. Clarification on Financial Offer | | | 54.1 Selection Committee may ask Tenderers for clarification of their Financial Offers, about the breakdowns of unit rates, in order to facilitate the examination and evaluation of Financial Offers. The request for clarification by Selection Committee and the response from the Tenderer shall be in writing. |
| 55. Correction of Arithmetical Errors | | | 55.1 Selection Committee is authorized to shall correct any arithmetic errors that are discovered during the examination of Tenders. |
| 56. Conversion to Single Currency | | | 56.1 For evaluation and comparison purpose, All cost will be converted under single currency. icddr,b will use its own conversion rate for currency conversion. |
| 57. Financial Evaluation | | | 57.1 Lowest responsive Bid. |
| 58. Price Comparison | | | 1. Selection Committee shall compare all responsive Tenders to determine the solution. |
| 59. Post-qualification | | | * 1. Selection Committee may visit tenderer’s past installation site to verify the information and certification submitted by the tenderer. |
| * 1. Selection Committee shall contact the references given by Tenderers about their previous Supply experiences to verify, if necessary, statements made by them in their Tender and to obtain the most up-to-date information concerning the Tenderers. |
| 60. Negotiation | | | Most competitive bidder will be negotiated for Price, Service, Support and Training. |
| 61. Rejection of All Tenders | | | * 1. icddr,b hold the right to reject all tender without explaining any reason or clarification. |
| 62. Informing Reasons for Rejection | | | 62.1 Tender Cancellation notice will circulated among tender participants. |
| G. Contract Award | | | |
| 63. Award Criteria | | | 1. Recommended bidder will get notification from icddr,b through NOI (Notification of Intent). 2. A Tenderer shall not be required, as a condition for award of contract, to undertake obligations not stipulated in the Tender Document, to change its price, or otherwise to modify its Tender. |
| 64. Notification of Award | | | * 1. NOI will be issued within Tender Validity date. |
| * 1. The Notification of Intent, attaching the contract to be signed, shall state:   2. the acceptance of the Tender by the Purchaser;   3. the price at which the contract is awarded;   4. the amount of the Performance Security;   5. the date and time within which the Performance Security shall be submitted; and   6. the date and time within which the contract shall be signed. |
| * 1. The Notification of Award shall be accepted in writing by the successful Tenderer within **seven (7)** working days from the date of issuance of **NOI.** |
| * 1. Until a formal contract is signed, the Notification of Intent constitute a Contract, which shall become binding upon the furnishing of a Performance Security and the signing of the Contract by both parties. |
| 65. Performance Security | | | The Performance Security shall be determined sufficient to protect the performance of the Contract. |
| Performance Security shall be furnished by the successful Tenderer in the amount specified in the Tender. |
| 66. Form and Time Limit for furnishing of Performance security | | | 66.1 The Performance Security shall be in the form of irrevocable Bank Guarantee or in the form of Pay order. |
| 66.2 Within seven (07) days from issue of the Notification of Intent, the successful Tenderer shall furnish the Performance Security. |
| 67. Validity of Performance Security | | | The Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the date of standard warranty completion under the Contract, including any other warranty obligations. |
| If under any circumstances date of completion of the Supplier’s performance obligations under the Contract, including any warranty obligations is to be extended, the Performance Security shall correspondingly be extended for the extended period. |
| 68. Authenticity of performance Security | | | * 1. The Purchaser shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the bank issuing irrevocable Bank Guarantee in specified format. |
| 69. Contract Signing | | | * 1. At the same time as the Purchaser issues the Notification of Intent, the Purchaser shall send the draft Contract Agreement and all documents forming the Contract.   2. Within fifteen (15) days of the issuance of Notification of Intent, the successful Tenderer and the Purchaser shall sign the contract provided that the Performance Security submitted by the Tenderer is found to be genuine.   3. If the successful Tenderer fails to provide the required Performance Security, Purchaser shall proceed to award the Contract to the next evaluated Tenderer, and so on. |
| 70. Publication of Notification of Award of Contract | | | * 1. N/A |
| * 1. N/A |
| 71. Debriefing of Tenderers | | | * 1. N/A |
| 72. Right to Complains | | | Any Tenderer has the right to complain if it has suffered or likely to suffer loss or damage due to a failure of a duty imposed on the Purchaser to fulfil its obligations in accordance. |

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| Section 2. Tender Data Sheet | |
| *Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant clauses.* | |
| A. General | |
| **ITT 1.1** | The Purchaser is :  icddr,b  68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212 |
| **ITT3.1** | The source of funds is USAID |
| **ITT5.1** | Origin of Equipment from the following countries are eligible:  USA as per USAID Guideline |
| B. Tender Document | |
| ITT9.1 | For **clarification of Tender Document purposes** only, icddr,b’s address is:  Attention: Sr. Manager, Procurement  e-mail address: [supplychain@icddrb.org](mailto:supplychain@icddrb.org) |
| **ITT10.1** | **Pre-Bid Meeting**: 26th July 2021; 3:00PM BST  Online Pre-bid Meeting – Through Microsoft Teams.  Interested bidders should notify icddr,b about their interest of participating in the pre-bid session through email [supplychain@icddrb.org] within 25st July 2021. Please mention ‘Bid reference’ and ‘Interested in Pre-bid Participation’ in the email subject.  Interested participants will get pre-bid meeting link through email. |
| C. Qualification Criteria | |
| **ITT 13.1** | **Mandatory Requirement:**   * Legal and Compliance assessment * OEM authentication for this biding. * Country of Origin of the original Equipment as per Tender requirement * Technical and Financial proposal submission as per bid instruction |
| **ITT14.1** | **Experience of supply similar equipment:**   * Three similar equipment installation history in last five years. Bidder must submit, PO/Contract document as evidence. |
| **ITT 25.1** | Alternatives *“shall not be “*permitted. |
| **ITT 26.1** | Tenderers shall quote for the entire equipment and Installation Services on a single responsibility basis. |
| **26.5(a)** | Incoterms : local delivery basis |
| **ITT 26.7** | The prices quoted by the Tenderer shall be fixed for the duration of the Contract. |
| **ITT 27.4** | Name of the currency: BDT |
| **ITT 28.1(b)** | Manufacturer’s authorization is:  *“required”.* |
| **ITT 30.2** | The Tender validity period shall be 180 days. |
| **Pre-Bid Session :**  Online Pre-bid Meeting – Through Microsoft Teams.  Interested bidders should notify icddr,b about their interest of participating in the pre-bid session through email [supplychain@icddrb.org] within 25th July 2021. Please mention ‘Bid reference’ and ‘Interested in Pre-bid Participation’ in the email subject.  Interested participants will get pre-bid meeting link through email. |
| E. Submission of Tender | |
| **ITT 39.1** | For **Tender submission purposes** ,the Purchaser’s address is:  Attention: Director, SCFM  Address: icddr,b; 68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212.  The deadline for submission of Tenders is ***[1st August at 3.00pm (BST)].*** |
| **ITT 39.3** | Submission Method:  Email to [supplychain@icddrb.org](mailto:supplychain@icddrb.org) |
| F. Opening and Evaluation of Tenders | |
| **ITT 45.1** | Proposal Opening will not be conducted as Public Opening. |
| G. Award of Contract | |
| **ITT 65.2** | The amount of Performance Security shall be :  *Ten percent (10%) of the Contract price for Goods and related Services* |
| **ITT 72.5** | The name and address of the office where complaints to the Purchaser are to be submitted is:  Attention: Sr. Manager, Procurement  Email Address: [*supplychain@icddrb.org*](mailto:supplychain@icddrb.org) |

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| Section 3. General Conditions of Contract | |
| A. General | |
| 1. Definitions | 1. In the Conditions of Contract, which include Particular Conditions and these General Conditions, the following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined terms: 2. **Approving Authority** means the authority which, in accordance with the Delegation of Financial powers, approves the award of Contract for the Procurement of Goods, Works and Services. 3. **Completion** means that the equipment (or a specific tasks are specified in the Contract) have been completed operationally and structurally. 4. **Completion Certificate** means the Certificate issued by icddr,b as evidence that the Contractor has executed the services in all respects as per specifications and Conditions of Tender. 5. **Completion Date** is the actual date of completion of equipment and installation service certified by icddr,b. 6. **Contract Agreement** means the Agreement entered into between icddr,b and the Contractor, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein to supply and install Plant & Equipment 7. **Contract Price** means the price payable to the supplier. 8. **Day** means calendar day unless otherwise specified as working days. 9. **Defect** is any part of the Works not completed in accordance with the Contract. 10. **Effective Date** means the date of fulfillment of all conditions of the Contract Agreement, from which the Time for Completion shall be counted. 11. **Equipment** means all facilities, equipment, machinery, tools, apparatus, appliances or things of every kind required in or for installation, completion and maintenance of Facilities that are to be provided by the Contractor, but does not include Plant, or other things intended to form or forming part of the Facilities. 12. **Facilities** means the equipment to be supplied and installed, as well as all the Installation Services to be carried out by the Contractor under the Contract. It also includes any ancillary building or infra structure that needs to be constructed/built/erected to support the plant. 13. **Force Majeure** means an event or situation beyond the control of the Contractor that is not foreseeable, is unavoidable, and its origins not due to negligence or lack of care on the part of the Contractor; such events may include, but not be limited to, acts of the Government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes or more as included in GCC Clause 52. 14. **Installation Services** means all those services ancillary to the supply of the Plant for the Facilities, to be provided by the Contractor under the Contract, such as transportation and provision of marine or other similar insurance, inspection, expediting, site preparation works (including the provision and use of Contractor’s Equipment and the supply of all construction materials required), installation, testing, pre-commissioning, commissioning, operations, maintenance, the provision of operations and maintenance manuals, training, etc. as the case may require. 15. **Month** means calendar month. 16. **Original Contract Price** is the Contract Price stated in icddr,b’s Notification of Intent. 17. **Procuring Entity/Employer/Purchaser** means, as the context so applies, an Entity having administrative and financial powers to undertake procurement of equipment and Physical services who employs the Contractor to carry out the contractual obligations. 18. **Site** means the land and other places upon which the Facilities are to be installed, and such other land or places as may be specified in the PC**C** as forming part of the Site 19. **Subcontractor** means a person or corporate body, who has a contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site. 20. **Time for Completion** means the time within which Completion of the Facilities as a whole (or of a part of the Facilities where a separate Time for Completion of such part has been prescribed) is to be attained, in accordance with the relevant provisions of the Contract. 21. **Variation** means any change to equipment and installation service directly procured from the original Contractor to cover increases or decreases in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract. 22. Writing means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail. |
| 2. Interpretation | 2.1 In interpreting the GCC, singular also means plural, male also means female or neuter, and the other way around. Headings in the GCC shall not be deemed part thereof or be taken into consideration in the interpretation or construance of the Contract. Words have their normal meaning under the language of the Contract unless specifically defined. |
| 2.2 Entire Agreement.  The Contract constitutes the entire agreement between the Employer and the Contractor and supersedes all communications, negotiations and agreements (whether written or verbal) of parties with respect thereto made prior to the date of Contract Agreement; except those stated under GCC Sub Clause 6.1(j). |
| * 1. Non waiver.   2. Subject to GCC Sub Clause 2.3(b), no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract. |
| (b) Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived. |
| * 1. Severability   If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract. |
| * 1. Sectional completion   If sectional completion is specified in the **PCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works). |
| 3. Communications & Notices | 1. Communications between Parties such as notice, request or consent required or permitted to be given or made by one party to the other pursuant to the Contract shall be in writing to the addresses specified in the **PCC.** |
| 1. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. |
| 1. A Party may change its address for notice hereunder by giving the other Party notice of such change to the address. |
| 4. Governing Law | 1. The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh. |
| 5. Governing Language | * 1. The Contract shall be written in English. All correspondences and documents relating to the Contract may be written in English. Supporting documents and printed literature that are part of the Contract may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, such translation shall govern. |
| * 1. The Contractor shall bear all costs of translation to the governing language and all risks of the accuracy of such translation. |
| 6. Documents Forming the Contract and Priority of Documents | * + 1. The following documents forming the Contract shall be interpreted in the following order of priority:  1. the signed Contract Agreement 2. the Notification of Intent; 3. the completed Tender and the **Appendix to the Tender**; 4. the Price Schedule 5. Selection Technical Specifications; 6. Technical response template 7. Any other document forming part of the Contract. |
| 7. Contract Agreement | * 1. The parties shall enter into a Contract Agreement within twenty eight (28) days from the date of issuance of the Notification of Intent (NOI). |
| 8. Assignment | 1. Neither the Contractor nor the Employer shall assign, in whole or in part, its obligations under the Contract; except with the Employer’s prior written approval. |
| 9. Eligibility | * 1. The Contractor and its Subcontractor(s) shall have the nationality of a country other than that specified in the PCC. |
| 10. Gratuities / Agency fees | 1. No fees, gratuities, rebates, gifts, commissions or other payments, other than those included in the Contract, shall be given or received in connection with the procurement process or in the Contract execution. |
| 11. Confidential Details | 1. The Employer and the Contractor shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Contractor may furnish to its Subcontractor such documents, data, and other information it receives from the Employer to the extent required for the Subcontractor to perform its work under the Contract, in which event the Contractor shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Contractor under GCC Clause 11. |
| 1. The Employer shall not use such documents, data, and other information received from the Contractor for any purposes unrelated to the Contract. Similarly, the Contractor shall not use such documents, data, and other information received from the Employer for any purpose other than the design, construction, or other work and services required for the performance of the Contract. |
| 12. Joint Venture (JV) | 1. Under this tender, JV is not allowed. |
| 13. Possession of the Site | 1. The Employer shall give possession of the Site or part(s) of the Site, to the Contractor on the date(s) stated in the PCC. If possession of a part of the Site is not given by the date stated in the PCC, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event. |
| 14. Access to the Site | * 1. The Contractor shall allow the Engineer and any person authorised by the Engineer access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out. |
| 15. Safety, Security and Protection of the Environment | * 1. The Contractor shall throughout the execution and completion of the Works and the remedying of any defects therein: |
| 1. take all reasonable steps to safeguard the health and safety of all workers working on the Site and other persons entitled to be on it, and to keep the Site in an orderly state; 2. provide and maintain at the Contractor’s own cost all lights, guards, fencing, warning signs and watching for the protection of the Works or for the safety on-site; and 3. take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of the Contractors methods of operation. |
| 16. Working Hours | 1. The Contractor shall not perform any work on the Site on the weekly holidays, or during the night or outside the normal working hours, or on any religious or public holiday, without the prior written approval of the Project Manager. |
| 17. Welfare of Labourers | * 1. The Contractor shall comply with all the relevant labour Laws applicable to the Contractor’s personnel relating to their employment, health, safety, welfare, immigration and shall allow them all their legal rights. |
| 18. Child Labour | 1. The Contractor shall not employ any child to perform any work that is economically exploitative, or is likely to be hazardous to, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development in compliance with the applicable laws and other relevant treaties ratified by the government. |
| 19. Fossils & antiquities | * 1. All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the Site shall be placed under the care and authority of the Employer. The Contractor shall take reasonable precautions to prevent Contractor’s Personnel or other persons from removing or damaging any of these findings. |
| 20. Corrupt, Fraudulent, Collusive or Coercive Practices | 1. icddr,b requires that the Contractor shall observe the highest standard of ethics during the execution of the Contract. |

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# Section 4. Particular Conditions of Contract

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| *Instructions for completing the Particular Conditions of Contract are provided in italics in parenthesis for the relevant GCC Clauses.* | |
| **GCC 1.1(j)** | The Contractor is  *[Name, address, and name of authorized representative]* |
| **GCC 1.1(ll)** | The Employer is  *[Name, address, and name of authorized representative]* |
| **GCC 1.1(oo)** | The Site is located at *[location]*and is defined in drawings No:  *[insert numbers]* |
| **GCC 3.1** | icddr,b’s address for the purpose of communications under this contract is :  Contact person:  Address:  Tel:  Fax:  e-mail address: |
| The Contractor’s address for the purpose of communications under this contract is :  Contact person:  Address:  Tel:  Fax:  e-mail address: |
| **GCC 6.1 (k)** | Other documents forming part of the Contract are;  *[list other documents viz. Schedule of other contractors, Schedule of Key Personnel, Site Investigation Reports, relevant correspondences prior to signing of the Contract agreement etc.]* |
| **GCC 9.2** | Materials, Equipment Plants and supplies shall not have their origin in the following countries:  *[state countries, if applicable]* |
| **GCC 13.1** | Possession of the Site or part(s) of the Site, to the Contractor shall be given on the following date(s);  *[state date or dates of possession of site]* |
| **GCC 22.3** | The Contractor agrees to supply spare parts for a period of *[insert years]*  ***Sample Addition to*** *PCC* ***22.3***  *The Contractor shall carry sufficient inventories to ensure an ex-stock supply of consumable spares for the Plant. Other spare parts and components shall be supplied as promptly as possible, but at the most within six (6) months of placing the order and opening the letter of credit. In addition, in the event of termination of the production of spare parts, advance notification will be made to the Employer of the pending termination, with sufficient time to permit the Employer to procure the needed requirement. Following such termination, the Contractor will furnish to the extent possible and at no cost to the Employer the blueprints, drawings and specifications of the spare parts, if requested.* |
| **GCC 23.1** | The Contractor shall commence work on the Facilities within *[insert date]* from the Effective Date for determining Time for Completion as specified in the Contract Agreement. |
| **GCC 24.1** | The time for completion of the whole of the facilities within [insert date] from the effective date as described in the contract agreement. |
| **GCC 32.1** | A Subcontractor that is a national of, or registered in, the following countries are not eligible:  *[state countries, if applicable]* |
| **GCC 33.1** | Nominated Subcontractor(s) named below;  *[insert name(s)]*  shall be entitled to execute the following specific components of the Works  *[state none ,if not applicable]* |
| **GCC 40.2.2** | The Guarantee Test of the Facilities shall be successfully completed within [insert days]from the date of Completion. |
| **GCC 41.3** | Applicable *(amount or rate)* for the bonus for early Completion:  ***[NOT APPLICABLE]*** |
| **GCC 42.3** | The amount to be withheld for late submission of an updated Programme is:  ***[NOT APPLICABLE]*** |
| **GCC 42.10** | The critical components covered under the extended defect liability are*[insert components*, the period shall be *[number of years, which shall not exceed five (5) years*]  *[The Employer should not extend the Defect Liability Period beyond the period prescribed in GCCS Sub-Clause 42.2, except where it is commercial practice for critical components in that type of Facilities, and in which case the relevant period shall be specified in the PCC under GCC Sub-Clause 27.1]*  *[The provision should be used only when an extended defect liability is requested]*  *[the components should either be mentioned herein or a reference should be made to the related paragraph in Section 6 (Employer’s Requirements) ]* |
| **GCC 56.2** | The Contract Price shall be adjusted in accordance with the provisions of the Appendix to the Contract Agreement titled Adjustment Clause. |
| **GCC 59.3.1** | The amount of performance security, as a percentage of the Contract Price for the Facility or for the part of the Facility for which a separate Time for Completion is provided, shall be [insert amount] |
| **GCC 59.3.3** | The performance security shall not be reduced on the date [insert date] of the Operational Acceptance. |
| **GCC 59.3.3** | The performance security shall be reduced to ten percent (10%) of the value of the component covered by the extended defect liability to cover the Contractor’s extended defect liability in accordance with the provision in the PCC, pursuant to GCC Sub-Clause 42.10. |
| **GCC 72.2** | (i) In the case of a dispute between the Employer and the **foreign Contractor,** [insert any of the following options]  Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the **United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976** as at present in force.  OR  All disputes arising in connection with the present Contract shall be finally settled under the **Rules of Conciliation and Arbitration of the International Chamber of Commerce** by one or more arbitrators in accordance with the said rules. |

Appendix to the Tender

## Appendix 1. Specification of the Lab Consumables:

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| **Specification of the Lab Consumables** | | | | | | | |
| **ICDDR, B Requirement** | | | | | | | |
| Sl. No. | Description | Pack size | UOM | Quantity | Catalog No. | |
| 1 | 10 Barrier Tips-0.5–10µl , | 960/pk | PKT | 800 | A1491 | |
| 2 | Universal Filter Tips, 2-20ul | 96/Pack | PACK | 800 | AM12645 | |
| 3 | Universal Filter Tips, 10-100ul | 96/Pack | PACK | 800 | AM12648 | |
| 4 | Universal Filter Tips, 200ul | 96/Pack | PACK | 400 | AM12655 | |
| 5 | Universal Filter Tips 1 ml | 100/Pack | PACK | 400 | AM12665 | |
| 6 | MicroAmp™ Optical 8-Tube Strip, 0.2 mL | 125 strips | BOX | 300 | 4316567 | |
| 7 | Pipette, Single Channel 0.2-02 ul |  | EACH | 50 |  | |
| 8 | Pipette, Single Channel 2.0-20 ul |  | EACH | 50 |  | |
| 9 | Pipette, Single Channel 20 - 200 µl |  | EACH | 50 |  | |
| 10 | Pipette, Single Channel 100-1000 ul |  | EACH | 50 |  | |
| 11 | Micropipette 10-100 µl |  | EACH | 50 |  | |
| 12 | 7500 Fast Real Time PCR -Spectral Calibration Kit I | 1 Kit/Pack | BOX | 2 | 4360788 | |
| 13 | 7500 Fast Real Time PCR-Spectral Calibration Kit II | 1 Kit/Pack | BOX | 2 | 4362201 | |
| 14 | FG-7500 SPECTRAL DYE CAL KIT | 1 Kit/Pack | BOX | 5 | 4349180 | |
| 15 | MicroAmp™ Optical 8-Cap Strip | 300 Strips/Pack | BOX | 100 |  | |
| 16 | MicroAmp® Optical 96-Well Reaction Plate | 10 Plates/Pack | EACH | 50 | N8010560 | |
| 17 | MicroAmp Fast Optical 96-Well Reaction Plate | 10plates/PKT | PKT | 50 | 4346907 | |
| 18 | 1.5 ML RNASE-FREE TUBES | 500 TUBES/Box | BOX | 500 | AM12400 | |
| 19 | MicroAmp™Optical Adhesive Films | 100/box | BOX | 10 |  | |
| **Specification of the Lab Equipment** | | | | | | | |
| **ICDDR, B Requirement** | | | | | | | |
| 1 | **- 20°C Upright Freezer for laboratory use** | | | | | **Quantity** | |
| Brand: | | | | | 02 unit | |
| Model: | | | | |
| Capacity: 250 - 300 Liters | | | | |
| Storing temperature: -20° C | | | | |
| Temperature display: Digital | | | | |
| Adjustable freezer temperature : -10°C to -25°C | | | | |
| Freezer Type: Manual Frost | | | | |
| Door Lock: Door lock facility | | | | |
| Number of Shelves: 3-5 | | | | |
| Refrigerant: CFC free | | | | |
| Warranty: Minimum one year including compressor from the date of commissioning | | | | |
| Installation: Supplier will install the freezer and demonstrate full operation | | | | |
| Power: 220V AC, 50Hz, | | | | |
| Country of origin: USA or Bidder must comply with the guidance of eligible commodities (ADS 312), source and origin (ADS 310), and 22 CFR part 228 Rules on Procurement of Commodities:  (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>) (<https://pdf.usaid.gov/pdf_docs/PDACQ310.pdf>) | | | | |
| 2 | **2-8°C Upright Laboratory Refrigerator** | | | | | 02 unit | |
| Brand | | | | |
| Mode | | | | |
| Capacity: 350±20 Liters | | | | |
| Working temperature: 4° C Temperature set range: 2° C to 8°C | | | | |
| Door: Glass | | | | |
| Temperature: Temperature display facility | | | | |
| Number of shelves: 5-7, adjustable | | | | |
| Warranty: minimum one-year year including compressor from the date of commissioning. | | | | |
| Installation: Supplier will install the refrigerator and demonstrate full operation | | | | |
| Power: 220V AC, 50Hz, | | | | |
| Country of origin: USA or Bidder must comply with the guidance of eligible commodities (ADS 312), source and origin (ADS 310), and 22 CFR part 228 Rules on Procurement of Commodities:  (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>) (<https://pdf.usaid.gov/pdf_docs/PDACQ310.pdf>) | | | | |
| 3 | **CENTRIFUGE** | | | | | 04 unit | |
| Brand: | | | | |
| Model: | | | | |
| Time set range: Up to 99 minute and continuous operation | | | | |
| Drive system: Brushless induction motor | | | | |
| Safety: Lead interlock, imbalance detection and aerosol-tight caps | | | | |
| Display: Digital display of RPM and time. | | | | |
| Rotor: Swing Bucket Rotor, minimum 32 position for 5ml vacutainer tube, all necessary | | | | |
| Accessories, including adapters for 5ML vacutainer tube. Minimum 4000 RPM with 32-vacutainer tube (5ml) and 2600 X g RCF. | | | | |
| Warranty: Minimum one year from the date of commissioning | | | | |
| Installation: Supplier will install the centrifuge and demonstrate | | | | |
| Power: 220V AC, 50Hz | | | | |
| Country of origin: USA or Bidder must comply with the guidance of eligible commodities (ADS 312), source and origin (ADS 310), and 22 CFR part 228 Rules on Procurement of Commodities:  (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>) (<https://pdf.usaid.gov/pdf_docs/PDACQ310.pdf>) | | | | |
| 4 | **Water bath** | | | | | 02 unit | |
| Brand | | | | |
| Model | | | | |
| Capacity: 15- 20 L | | | | |
| Temperature range: Ambient +5°C to 95°C | | | | |
| Temperature Display: Digital | | | | |
| Temperature Uniformity: ±0.2°C | | | | |
| Interior chamber: Seamless stainless-steel | | | | |
| Lid: Lid for the water bath | | | | |
| Safety: Over temperature protection | | | | |
| Accessories: Universal rack | | | | |
| Warranty: Minimum one year from the date of commissioning. | | | | |
| Installation: Supplier will install the Water Bath and demonstrate full operation. | | | | |
| Power: 220V AC, 50Hz | | | | |
| Country of origin: USA or Bidder must comply with the guidance of eligible commodities (ADS 312), source and origin (ADS 310), and 22 CFR part 228 Rules on Procurement of Commodities:  (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>) (<https://pdf.usaid.gov/pdf_docs/PDACQ310.pdf>) | | | | |
| 5 | **BLOCK HEATER** | | | | | 02 unit | |
| Brand | | | | |
| Model | | | | |
| Temperature Range: Ambient + 5°C - 100°C | | | | |
| Temperature Accuracy : ± 0.5°C | | | | |
| Temperature Uniformity - ± 0.5°C | | | | |
| Display: Digital display of temperature | | | | |
| Block : Facility for multiple combination of different size of blocks with Block Lid | | | | |
| Blocks size and capacity Supply of blocks for 28 x 1.5, 28 x 2.0 ml block and 1x 96-well PCR plate (each block tow) | | | | |
| Warranty: Minimum one year from the date of commissioning. | | | | |
| Installation: Supplier will install the Heating Block and demonstrate full operation | | | | |
| Power: 220V AC, 50Hz | | | | |
| Country of origin: USA or Bidder must comply with the guidance of eligible commodities (ADS 312), source and origin (ADS 310), and 22 CFR part 228 Rules on Procurement of Commodities:  (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>) (<https://pdf.usaid.gov/pdf_docs/PDACQ310.pdf>) | | | | |

**Appendix 2: Tenderer Technical Response Template**

**Response Template:**

****

Appendix 3. Terms and Procedures of Payment & PO

**(A) Terms of Payment**

**Schedule No. 1 - Equipment Supplied from Abroad**

100% of the total CFR amount will be carried through LC/CAD upon receive of Pro-forma Invoice and Performance Security.

**Schedule No. 2 - Installation and other Services**

In respect of installation services for both the foreign and local currency portions, the following payments shall be made:

100% of the total installation and other services amount will be paid after successful installation services performed by the Contractor as evidenced.

#### **Manufacturer’s Authorisation Letter**

*[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. Thisletter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Tenderer shall include it in its tender, if so indicated in the* ***TDS as stated under ITT Sub-Clause 29.1(b)****]*

|  |  |
| --- | --- |
| Invitation for Tender No: | Date: |
| Tender Package No: |  |
| Tender Lot No: |  |
| To:  Name and address of Employer] |  |

WHEREAS

We *[insert complete name of Manufacturer],*

who are official manufacturers of*[insert type of goods manufactured],* having factories at *[insert full address of Manufacturer’s factories]*, do hereby

authorize*[insert complete name of Tenderer]* to supply the following Plant and Equipment, manufactured by us *[insert name and or brief description of the Goods]*.

We hereby extend our full guarantee and warranty as stated under GCC Clause 42 of the General Conditions of Contract, with respect to the Goods offered by the above Tenderer.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Address: *[insert full address including Fax and e-mail]*

Title: *[insert title]*

Date: *[insert date of signing]*

#### **Contract Agreement**

THIS AGREEMENT made the *[day]* day of *[month][year]* between *[name and address of Employer]* (hereinafter called “the Employer”) of the one part and *[name and address of* Contractor*]* (hereinafter called “the Contractor”) of the other part:

WHEREAS the Employer invited Tenders for certain plant and services, viz, *[brief description of plant and services]* and has accepted a Tender by the Contractor for the supply of those plant and 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 General Conditions of Contract hereafter referred to.
      2. The following documents forming the Contract shall be in the following order of precedence, namely :

1. the signed Form of Contract Agreement;
2. the Notification of Intent
3. The Tender and the appendices to the Tender
4. Particular Conditions of Contract;
5. General Conditions of Contract;
6. Technical Specifications;
7. Technical Response Template
8. Price Schedules of Equipment and;
9. other document including correspondences listed in the PCC forming part of the Contract
   * + 1. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide the plants and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
       2. The Employer hereby covenants to pay the Contractor in consideration of the provision of equipment and installation service 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.
       3. The Appendices listed in the attached List of Appendices shall be deemed to form an integral part of this Contract Agreement. Reference in the Contract to any Appendix shall mean the Appendices attached hereto, and the Contract shall be read and construed accordingly.

IN WITNESS whereof the Employer and the Contractor have caused this Agreement to be duly executed by their duly authorized representatives in accordance with the laws of Bangladesh on the day, month and year first written above.

Signed by, for and on behalf of the Employer

|  |  |  |
| --- | --- | --- |
|  | **For the Employer:** | **For the Contractor:** |
| Signature |  |  |
| Print Name |  |  |
| Title |  |  |
| In the presence of Name |  |  |
| Address |  |  |

#### **Bank Guarantee for Performance Security**

*[This is the format for the Performance Security to be issued by* ***an internationally reputable bank and it shall have correspondent bank located in Bangladesh, to make it enforceable****in accordance with ITT Sub-Clause 67.1pursuant to Rule 27(4) of the Public Procurement Rules, 2008.]*

|  |  |
| --- | --- |
| Contract No: | Date: |
|  |  |
| To:  [Name and address of Employer] |  |

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

We have been informed that *[name of* Contractor*]* (hereinafter called “the Contractor”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply and installation of *[description of plant and 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 Contractor, we *[name of bank]* hereby irrevocably and unconditionally 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 |