



REQUEST FOR PROPOSAL
FOR
YEARLY CONTRACT FOR SUPPLY OF AIR CONDITIONERS

REF No.: icddr,b/SCM/OTM/2018/48
Issued on : December 08, 2018



To Prospective Bidders	Date: 08 December 2018
	RFP Reference: icddr,b/SCM/OTM/2018/48 for Yearly Contract for Supply of Air Conditioners

Dear Sir / Madam

We kindly request you to submit your quotation for supply of **Yearly Contract for Supply of Air Conditioners** with preloaded operating system and after sales support. While preparing your quotation, please be guided by the terms and conditions of this RFP and quotation shall be submitted in accordance with the enclosed annexure. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Bidders are requested to carefully read the following sections of RFP document where detailed instructions of the submission process are provided.

Sealed bid must be submitted on or before **23rd of December 2018, COB** (Close of Business). Bid shall be addressed to:

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

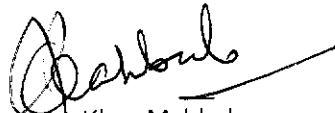
It is the Bidder's responsibility to assure compliance with the submission process. If the documentations are not marked and submitted as per the instructions, icddr,b will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process.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

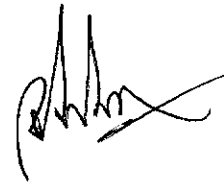
Pre-bid meeting will be held on **December 11, 2018 at 11:00 am** in SCM Conference Room, IPH Ground Floor, icddr, b, Dhaka. The tender is to be dropped in the Tender Box, located in the tender box kept in SCM Office (Chiller Building Ground floor) at icddr,b, Mohakhali, Dhaka up to by COB on December 23, 2018. icddr,b will not accept bids after the closing deadline and as such no late bids will be accepted or recorded. **Combined technical and financial bid will be rejected.** Bid Opening session shall not be a "Public Opening".

Bid document will be available in the icddr,b website. Interested participants are requested to drop an email to supplychain@icddr.org to show their interest in the bid by 10th of December 2018.

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

Thanking you.


Qayyum Khan Mahbub
Sr. Manager, Procurement
SCM





TENDER DOCUMENT

YEARLY CONTRACT FOR SUPPLY OF AIR CONDITIONERS

Tenders are invited by icddr,b, Mohakhali, Dhaka 1212 for **Supply & installation of Air Conditioners** on yearly contract basis from reputed and genuine Manufacturer/ Assembler / Authorized Distributor/ Direct Importer/ Agents of the foreign principal/manufacturer, having valid trade license, minimum 5 (five) years experience in the relevant field, established infrastructures and resources to ensure warranty and after sales services of the supplied product. **Pre-bid** meeting will be held on **December 11, 2018 at 11:00 am** in SCM Conference Room, IPH Ground Floor, icddr, b, Dhaka. The tender is to be dropped in the Tender Box, located in the tender box kept in SCM Office (Chiller Building Ground floor) at icddr,b, Mohakhali, Dhaka up to by **COB on December 23, 2018**.

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

GENERAL TERMS AND CONDITIONS

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

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

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

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

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

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

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4. **Security Deposit** : Successful Bidder will be required to deposit security money, amounting to **Tk.1,00,000 (One lac)** only in the form of pay order/demand draft/bank guarantee obtainable from any scheduled bank of Bangladesh. The security money shall be claimed by the supplier in writing within 30 days after expiry of warranty period/contract period and will be returned to the supplier without interest.
5. **Adherence to icddr,b's Code of Conduct** : The Bidder shall ensure that his personnel adhere to the icddr,b code of conduct. Misbehavior with the officers and staff of icddr,b will not be tolerated. icddr,b reserves the right to ask the supplier to withdraw his staff for any reason whatsoever by oral or written notice. The supplier shall replace that staff / worker immediately after getting information/notice from icddr,b management.
6. **Compensation for Accidents and Damages:** From the start date of the contract, icddr,b will not be responsible for any kind of injury/accident or death of any staff of supplier while installation of AC and other related works.
7. **Offer Validity** : All Tenders must be valid for a period of at least 60 (sixty) days from the closing date of the Tender.
8. **Schedule of Rate** : Bidder shall quote rate for the items listed in **Annexure-A**. Bidder's prices shall be inclusive of supply, installation, VAT, taxes and other charges. In case of anomalies between unit prices and the total amount quoted, the unit prices shall prevail. In case of discrepancy between words and figures the former will govern. Bidder shall remain bound to accept the arithmetic corrections made by icddr,b, if any.
9. **Contract Period** : The contract will be effective from the date of awarding the contract for period of 24 (twenty four) months. The option exists to extend the contract by additional year (s) on subject to the performance of the successful supplier and at the sole discretion of icddr,b. The additional year (s) will be upon mutual contract between the supplier and icddr,b.
10. The price offered by the Bidder, if accepted, shall remain fixed for the duration of the Contract i.e. 24 months. Order will be placed as and when required basis.

11. Documentation requirement:

Mandatory Documents Requirement:

Sl. No.	Required Mandatory Documents
1	Updated Valid Trade License
2	Updated Tax Clearance Certificate
3	VAT Reg. Certificate
4	Authorized distributorship/ resellers certificate from OEM/ National Distributors
5	Bank Account details subject to Award Notification to the specific vendors

Technical Documentation requirement:

SL. No.	Required Technical Documents
1	Experience Certificate with client details (Organization; address, contact person & contact details, product installation site & Address etc.)



2	All supporting documents including product catalogue, Brochure, Energy star ratings, technology used etc.
3	Health Safety awareness related documentation. Description of Support Team & after sales procedure.

12. **Evaluation Criteria:** The submitted offers will be evaluated by icddr,b for comparison and recommendation. A number of criterions can be evaluated. A combination of Evaluation Criteria for the purpose is tabulated as follows as reference. The Bidder must submit proper and relevant documents in support of the mentioned items (with indexing) of the Evaluation Criteria. icddr,b will review all the submitted documents and may ask for clarification or submission of more documents as might be required for evaluation.

SL. No.	Required General Documents :	Marks (100)
1	Supply Experience in bulk quantity of AC in MNC, NGO or similar industry in last 2 years supported with customer list & Contact information	25
2	Environment & Eco Friendliness (Coolant GAS Property, Air purification system)	25
3	Energy Star Rating & Energy Efficiency	20
4	New Technology & Innovation	10
5	Health Safety Awareness & EHS (Environment, Health & Safety) policy during I&Cs	10
6	After Sales Service Policy	10

The above evaluation marks will be calculated based on the submitted relevant documents, compliance, customer feedback etc. Bidders achieving 80% mark will be treated as technically qualified. Only the technically qualified bidders will be eligible for price evaluation.

Offer will be awarded on the basis of total quoted amount of the successful Bidder. During the evaluation period or at any time after opening of the tender, the Bidder may ask to submit cost analysis of all or any items and the said Bidder is bound to submit the same within requested time period.

13. **Bid Prices:** The Bidder shall quote the price based on **Local delivery** basis and Prices shall be quoted in **Bangladesh Taka**.

14. **Delivery :** Delivery of Air Conditioners shall be completed within 05 (five) working days at icddr,b premises or as indicated in the Purchase order from the date of issuing the Purchase Order. Delivery for outside of Dhaka may be quoted separately. However, the supplier may need to handle delivery of Ac's in lesser period (within 24 hour) in case of emergency situation, which shall be given of equal importance by the supplier. The Supplier may be entitled to an extension of the Delivery Schedule for any other reasons acceptable to the icddr,b on justifiable grounds duly recorded.



15. **Warranty:** Minimum 3(Three) years warranty for compressor and spare parts with free service and labor is required. The supplier shall submit the duly filled-in stamped Manufacturer's Warranty cards with service log sheet and hand over the same to the relevant unit after Installation. Warranty period shall be counted from the date of installation and acceptance of the units. The supplier shall warrant that the goods to be supplied shall be new, unused and defect free and QC passed. Any goods found security seal in broken condition, or without QC passed sticker shall not be accepted and returned.

16. **Installation:** The supplied Goods shall be installed, tested and commissioned by the supplier. Installation shall be done with material including standard copper pipe up to 15 feet with insulation & cables, outdoor/indoor unit Iron angle base/SS frame, Making of AC water surface drainage line with upvc pipe and insulation up to 20 feet and others necessary materials shall be provided by the supplier. Standard installation procedure should be maintained by the supplier. In some cases outdoor unit Iron angle base may need necessary modification as per instruction of engineer. The supplier will bare all kinds of installation/testing/Angle Modification/commissioning cost. If any additional copper pipe, insulation, cables and concealed/surface drain line needed to be quoted separately. Installation shall be completed by skilled technicians following safety rules as applicable.

17. **Service:** Periodical servicing should be provided for 24 months from the date of installation of air conditioner. Periodic servicing shall be conducted every 6 month. Successful supplier should maintain a service log sheet after installation of AC. Servicing Include cleaning of Ac filters, Indoor runner, Cooling coil, outdoor unit, condensing coil and others as per instruction of icddr,b engineer.

The suppliers representative shall have to be available at site in within 2 hours after getting information from the icddr,b authorized engineer by phone/SMS/E-mail for any kinds of troubleshooting /service 24/7 days. Skill technician and best quality tools and spares must be use for repair and servicing and there will be no cost charging up to warranty period

18. **Quality and Test:** All supplies under the Contract shall at all times be open to examination, inspection and testing of the icddr,b or his/her authorized representative. icddr,b shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found. If the Goods are found to be defective or otherwise not in accordance with the specifications, the icddr,b may reject the supplies by giving due notice to the Supplier, with reasons. Any goods rejected, shall be replaced by the supplier within 02 days at it's own cost.

19. **Payment terms:** Payment for the contract will be made to the service provider within 30 (thirty) days after submission of bill certified by icddr,b through BEFTN.

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

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

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- 21. The Supplier shall keep the icddr,b harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the icddr,b or any third party while delivering the Goods and related services. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
- 22. No modification to Scope of Supply shall be permissible under any circumstances. However, any changes/ modification is required must be notified by written to icddr,b and icddr,b's decision is final in this regard.
- 23. icddr,b may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. Fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the icddr,b, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. Fails to perform any other obligation(s) under the Contract.

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

29.Settlement of Disputes :

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

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical /Financial and Standards mentioned hereinabove

Signature of Bidder with Seal	Date:
Name of Bidder	

Note:

- 1. Technical Specifications of the Goods and related services shall be in compliance with the requirements specified in this document. Bidder is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed literature / brochures for the listed items.
- 2. In support of energy star rating, if any, Bidder may submit certificate from an internationally recognized organization along with the tender.

YEARLY CONTRACT FOR SUPPLY OF AIR CONDITIONERS

icddr,b/SCM/OTM/2018/48, Issued on : December 07, 2018

Price Schedule for Goods and Related Services

Lot no.	Description of Items	Unit	Unit Price (Tk.)	
			In figure	In words
A.	Split Type Wall Mountable Air Conditioner :			
1	12000 BTU- 1.0 Ton	each		
2	18000 BTU- 1.5 Ton	each		
3	24000 BTU- 2.0 Ton	each		
4	30000 BTU- 2.5 Ton	each		
B.	Split Type Ceiling Mountable AC :			
1	36000 BTU- 3.0 Ton	each		
2	48000 BTU- 4.0 Ton	each		
4	60000 BTU- 5.0 Ton	each		
C.	Cassette Type AC :			
1	24000 BTU- 2 Ton	each		
2	30000 BTU- 2.5 Ton	each		
3	36000 BTU- 3 Ton	each		
4	48000 BTU- 4.0 Ton	each		
5	60000 BTU- 5.0 Ton	each		
D.	Split wall mountable Inverter Type AC:			
1	12000 BTU- 1.0 Ton	each		





Lot no.	Description of Items	Unit	Unit Price (Tk.)	
			In figure	In Words
2	18000 BTU- 1.5 Ton	each		
3	24000 BTU- 2.0 Ton	each		
F	Split wall ceiling mountable Inverter Type AC:			
1	36000 BTU- 3.0 Ton	each		
3	60000 BTU- 5.0 Ton	each		
G.	Installation charge (including delivery) for outside of Dhaka	each		
H.	Additional copper pipe, including insulation & cable for 1.0 TR to 2.5 TR	RFT		
I.	Additional copper pipe, including insulation & cable for 3.0 TR to 5.0 TR	RFT		
J	Additional surface Drain Line works with u-pvc pipe, Rubber insulation, saddle and necessary materials	RFT		
K	Drain Line Concealed works with u-pvc pipe, civil works with necessary materials.	RFT		

Signature of Bidder with Seal	Date: dd/mm/yy
Name of Bidder	

Notes:

1. Delivery Location icddr,b, Mohakhali, Dhaka-1212 or the location specified in the Purchase order.
2. Rates or Prices shall include profit and overhead and, all kinds of VAT, taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.