



SUPPLY CHAIN MANAGEMENT

TENDER DOCUMENTS

FOR

PROCUREMENT AND DISTRIBUTION OF MEDICAL KIT BOX

AND SUPPLIES

OPEN TENDER METHOD

Project Name: ASCEND MMDP Project

RFQ No. icddr,b/SCM/OTM/ASCEND/07/2021 Dated: February 18, 2021

Prebid Meeting: February 24, 2021, at 11.00 AM Level 2
Chiller Building, Mohakhali, Dhaka

Tender Closing: 2:45PM on March 04, 2021
(Late Tenders Will Not Be Accepted)

LODGEMENT OF TENDERS TO:

By Hand in Tender Box:

Director, Supply Chain and Facilities Management
icddr,b,
Ground Floor Chiller Building
68 Shaheed Tajuddin Ahmed Sarani,
Mohakhali, Dhaka 1212

TENDER DOCUMENT

Procurement and Distribution of Medical Kit Box and Supplies

Sealed Tenders are invited by the Director Supply Chain Management, icddr,b Mohakhali, Dhaka 1212 for Procurement and Distribution of Medical Kit Boxes and Supplies for the “**ASCEND MMDP Project**” from the potential bidders as per the attached schedule of requirement and delivered up to the project site. The contract is subject to the general terms and conditions set out below. A pre-bid meeting will be held on **February 24, 2021** at 2nd floor, Chiller Building, Supply Chain Management Conference room of icddr,b at 11.00 AM. The tender is to be dropped in the Tender Box which is located at Ground Floor, Chiller Building in icddr,b Mohakhali, Dhaka **by 2.45 pm on March 04, 2021**. The tender opening will be at **3.00 pm** on the same day in presence of the tenderers, if any.

icddr,b is not bound to accept the lowest tender and reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever.

GENERAL TERMS AND CONDITIONS

1. Instructions for the Submission of Proposal:

The Bid process will be conducted through a TWO-envelope system. Separate technical and cost proposals (containing price information) must be submitted through separate envelopes no later than the time and date specified above. Interested Bidders are requested to submit their bid in two separately sealed envelopes super-scribed “Technical Bid for Procurement and Distribution of Medical Kit Box and Supplies” and “Financial Bid for Procurement and Distribution of Medical Kit Box and Supplies”. Both sealed envelopes should be put in a third sealed envelope super-scribed “REQUEST FOR PROPOSAL for Procurement and Distribution of Medical Kit Box and Supplies”.

The Financial bids of only those bidders who qualify in technical bid evaluation by the committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.

The Supplier will be selected based on LCS (Least Cost Selection) as recommended by the Sourcing Evaluation Committee. The evaluation will be done based on the responsive bidder qualified in the technical bid evaluation and the lowest quoted in the financial bid.

2. Tender Submission:

Tender shall be submitted with the completed work schedule, copy of trade license, TIN and VAT registration certificate, otherwise, bid may not be considered. Tender shall be submitted with the following documents without which offered may not be considered:

3. Tender Evaluation: Tender will be evaluated based on the following mandatory requirement without which offer will not be considered for tender assessment.

Eligibility of Bidder: As per Annex-A

Lot- 1, 2, 4, 5
Eligible Bidder: Manufacturer

Lot-3
Eligible Bidder: Manufacturer/ National Distributor

Lot-6
Eligible Bidder: Experience of Warehouse Management & Country wide distribution

Mandatory Documents:

- i. Signed Tender Schedule with submission letter
- ii. Signed Supplier self-Declaration form (Attached)
- iii. Updated Trade License/Certificate of Incorporation
- iv. VAT registration certificate
- v. Updated Income Tax certificate
- vi. Major Contract with UN Org/INGO (at least one contract during last 3 years)
- vii. Price List duly signed and stamped by the authorized signatory of the company with company seal (Annex-A).

Technical Evaluation:

For Medicine (as per Annex-A):

1. Updated Good Manufacturing Practice (GMP) Certificate
2. For Medicine Evidence of export approval in Regulatory Market (preferable, FDA, USA/ MHRA, UK/ TGA, Australia/ Health Canada)

Sample Approval: Samples of all items will be available in the procurement office. Bidders are advised to see the sample during Prebid meeting, bidders shall be submitted sample along with the bid. icddr,b will not accept any letter or appeal or will not allow any request raised by the successful bidder during contractual period due to non-inspection of the sample before bid submission. Tender may ask to submit offered sample before final selection and bidder is liable and bound to provide sample as requested by the icddr,b.

4. Financial Evaluation:

Evaluation of the bids will be based on lot wise least price method among the technically qualified bidders. icddr,b may select single vendor or multiple vendors for the goods/services supplies according to its discretionary power. If any discrepancy found in the rate in figure and word, then rate in the word will prevail.

5. No commitments to accept lowest or any tender:

icddr,b shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. Icddr,b reserve all the rights to reject any price list wholly or partially without assigning any reason.

6. Quote of Rates:

The price offer shall be submitted in the attached price schedule with general terms and conditions. All prices shall be stated in Bangladesh Taka. The rates quoted shall include delivery cost up to project site as listed in the Tender Document. Tendered rates shall be inclusive of

VAT and Taxes and all other incidental costs as applicable. The rate must be quoted both in figures and words and over writing should be avoided however all cutting/corrections must be dully authenticated.

7. Quantity of the Listed Items:

The quantity mentioned in the schedule is for full period of the project. icddr,b reserves the right to increase/decrease the quantity to any extent during the stipulated period and to be supplied as per purchase order.

8. Shelf-life of Goods/services:

All goods/services listed Annexure-A to be supplied must have maximum shelf-life (if applicable). Products shall have minimum 70% remaining life. Any delivered item expires or not consumed within the expiry date, the manufacturer on contract will take back the short-dated items for replacement if it so happens.

9. Availability of Goods/Services:

The Bidder will always ensure availability of all goods/services as listed herein during the contract period. The whole supply as per order shall have to be completed within the time mentioned in purchase order. In case the firm fails to supply the ordered goods/services, icddr,b shall have the right to accept or reject quantity of goods ordered and a penalty will be imposed which has to be decided on the merit of the complaint by the Competent Authority.

10. Delivery Schedule:

Order will be placed at a time and the delivery will be made in as per project requirement in three installments i.e. 1st installment by March 20, 2nd installment by June 30, and 3rd installment by September 30, 2021. Delivery of the packages to be made to the all upozilla health complex in 19 different districts (As in Annex B) of Bangladesh as per the schedule of requirement as well as any amendment made time to time within the stipulated date of the purchase order along with 3 copies of delivery challan and bill. The additional periods will be with the mutually agreed rates and terms & conditions.

11. Quality Test and Replacement:

icddr,b will check and verify the materials supplied by the successful bidder and notify if any inferior quality materials found. Notwithstanding any testing and examination, icddr,b by visual inspection or field tests may instruct the successful bidder to:

- a. Removes and replace any materials thereof which is not in accordance with the Contract,
- b. Any expenses caused due to replace shall be borne by the successful bidder.

icddr,b reserves the right to test any sample of supplied materials if require, from any external institution and the successful bidder will have to bear the expenses for that.

12. VAT & TAX: All Prices are inclusive of Tax and any applicable VAT. Supplier shall submit Original Mushak-6.3 (Challan) with invoice and provide the copy of Treasury Challan subsequently (if VAT claim 15%). icddr,b will deduct VAT at source (except 15% rated VAT) during payment, if vendor put 15% rate at MUSHAK-6.3, vendor will be liable to provide Treasury Challan mentioning the name of icddr,b. icddr,b will deduct TAX at source from invoice. Any changes in the VAT rate by the National Board of Revenue (NBR) payable by the

supplier shall be adjusted by icddr,b.

13. Mode of Payment:

The successful bidder will be required to submit invoices in triplicate along with a copy of Purchase Order for the goods delivered. Payment will be made using BEFTN but only after thorough examination of the invoice and signatures from the icddr,b management. The invoice will be as per the purchase order of the items and as required by icddr,b. Under no circumstances will icddr,b entertain any request for cash payment or partial payment for the invoice. Wherever applicable, VAT and Tax as prescribed by Taxation Authority, will be deducted from the invoice.

14. Penalty Clause:

If the manufacturer on contract fails to supply any or all items within the stipulated date mentioned on the purchase order, the Centre at its own discretion reserves the right to deduct at the rate of 0.5% (point five percent) of the total ordered value for each day of delay up to a maximum of 10% of the total ordered value from the bill. icddr,b will purchase such similar item(s) from other vendors and shall recover the excess/differential amount needed for the purchase from the security deposit/outstanding bills of the supplier.

15. Adherence to icddr,b's Code of Conduct:

The tenderer shall ensure that his personnel adhere to the icddr,b code of conduct and must abide by icddr,b core values as stated in its website <http://www.icddr.org/about-us/strategy>. Misbehavior with the officers and staff of icddr,b will not be accepted. icddr,b reserves the right to ask the supplier to withdraw his materials for any reason whatsoever by oral or written notice. The supplier shall replace that materials after getting information/notice from icddr,b management.

16. Liability, Insurance and indemnity:

Each Party shall be acting as independent in the performance of their work relating to this Agreement and shall be responsible for maintaining at its sole expense adequate insurance or self-insurance coverage to cover its activities under this Contract.

Therefore, icddr,b will not be responsible for any kind of injury, accident or death of any staff or designated personnel of the Supplier while executing the works and services under this Contract.

17. Force Majeure:

This Contract is subject to Force Majeure, which shall mean any unforeseeable circumstance or circumstances beyond the reasonable contemplation of the Parties at the time of entering into this Contract, such as acts of God, natural disasters, and armed conflicts, restrictions imposed by a government or government agency. If performance is delayed by any such cause of Force Majeure, the Supplier shall not be penalized or be held responsible for the penalty a penalty which will be decided on the merit of the complaint by the Competent Authority. However, if any such causes of Force Majeure persists for more than a month hampering the ability of the Supplier to discharge its obligations under this Contract in a timely manner, it shall be within the right of icddr,b to terminate this Contract.

18. Partnership or Agency:

Nothing in this Agreement shall create any partnership, joint venture, or relationship of principal and agent between the Parties.

19. Assignment:

The Supplier shall not, without the prior written agreement of icddr,b, assign or transfer, or cause to be assigned or transferred, its obligations set forth herein to any third party.

We do hereby accept the above terms and conditions of the contract/agreement.

Signature of Tenderer:

Full name of Tenderer:

Name of Firm:

Address:

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Phone: E-mail:

Price Schedule for Procurement and Distribution of Medical Kit Box and Supplies

RFQ No. icddr, b/SCM/OTM/ASCEND/07/2021 dated: February 18, 2021

SL.	Item Description	UoM	Quantity	Rate	Total Amount
Lot: 1 (Plastic Items)					
1	Transparent Plastic Container with lock and screen print approved by icddr,b Size- H-12 cm X L-27 cm X W-21 cm	Each	29,000		
Lot: 2 (Hospital Supplies)					
1	Duster Cloth soft Size: 15-inch X 22 inch	Each	178,000		
2	Towel (small)	Each	89,000		
3	Compress, gauze	Roll	178,000		
4	Absorbent Cotton	Roll	178,000		
5	Bandage, gauze	Roll	178,000		
Total (Lot-2)					
Lot: 3 (Soap & Detergent)					
1	Antibacterial Soap, 90/100 gm	Each	178,000		
2	Powder Detergent, 500 gm	Pkt.	89,000		
Total (Lot-3)					
Lot: 4 (Medicine)					
1	Clotrimazole 1% ointment 30 gm	Tube	178,000		
2	Acetylsalicylic acid Cream 30 gm	Tube	178,000		
Total (Lot-4)					
Lot: 5 (Shoe/Sandal)					
1	Sandal/Shoe (As per Approved Sample) Specification: Out sole: 10 mm (Hard), Color: Black Insole: 10 mm (Soft), Color: Green/As required. Upper Elastic: 1.5 mm, Width: 44-45 mm, Color: Black Back Elastic: 1.5 mm, Width: 25 mm, Color: Black Leather: 1.2-1.3 mm, Color: Brown Packing: Polythene/Paper Bag	Pair	29,000		
Total (Lot-5)					
Lot: 6 (Packing & Distribution)					
1	Logistic Support (packing and Distribution of packages to the delivery Point all Upozilla health complex in 19 Districts)				
Total (Lot-6)					
Grand Total=					

Signature of Tenderer:

Full name of Tenderer:

Name of Firm:

List of Distribution Sites for Procurement and Distribution of Medical Kit Box and Supplies

RFQ No. icddr,b/SCM/OTM/ASCEND/07/2021, dated: 18 Feb 2021

Distribution Areas:

SL	District	To any Upozilla Health Complex level
1	Dinajpur	
2	Kurigram	
3	Lalmonirhat	
4	Nilphamari	
5	Panchagarh	
6	Rangpur	
7	Thakurgaon	
8	Chapainowabganj	
9	Barguna	