REQUEST FOR QUOTATION

Supply Chain Management

CONTRACT FOR SUPPLY OF ANIMAL FEED AND BEDDING MATERIALS FOR 36 MONTHS

RFQ Ref. No.: icddr,b/SCM/OTM/2021/18 Dated: April 18, 2021

Prebid Meeting: on Google Meet at 11:00 AM on April 26, 2021
Virtual Platform: https://meet.google.com/zjt-ismu-xtn

Bid Closing: 1:45 PM on May 02, 2021

LODGMENT OF TENDERS:

By Hand:
Director, Supply Chain & Facilities Management
icddr,b
Chiller Building (Ground Floor)
68 Shaheed Tajuddin Ahmed Sarani,
Mohakhali, Dhaka 1212

CONTRACT FOR SUPPLY OF ANIMAL FEED AND BEDDING MATERIALS FOR 36 MONTHS

Sealed Tenders are invited by icddr,b, Mohakhali, Dhaka for **Contract for Supply of Animal Feed and Bedding Materials for 36 Months** from bonafide suppliers who have valid trade license and have at least 3 years work experience in the relevant field. The hiring is subject to the general terms and conditions set out below. The tender is to be dropped in the Tender Box, which is located in the Supply Chain Management Office at icddr,b, Mohakhali, Dhaka up to **by 1:45 pm on May 02, 2021**. The tender will be opened at **2:00 pm** on the same day in presence of the tenderers if any. **The pre-bid meeting will be held on Google Meet Platform at 11:00 am April 26, 2021 Virtual joining Link: https://meet.google.com/zjt-ismu-xtn**. The interested tenderer may present in the meeting for any clarification 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. The tender advertisement published in the newspaper is also a part of the contract and binding upon the tenderers.

GENERAL TERMS AND CONDITIONS

1. **Instructions for the Submission of RFQ:** 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 Contract for Supply of Animal Feed and Bedding Materials for 36 Months" and "Financial Bid for Yearly Contract for Supply of Animal Feed and Bedding Materials for 36 Months". Both sealed envelopes should be put in a third sealed envelope super-scribed "REQUEST FOR QUOTATION FOR CONTRACT FOR SUPPLY OF ANIMAL FEED AND BEDDING MATERIALS FOR 36 MONTHS".

   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.

2. **Quote of Rates:** The tenderer must **quote the rate for all the items** using the information in this document, including the work schedule at **Annexure A**. The rate for all the items should be quoted both in figures and in words. **The unit price** for all the items in the schedule shall include **VAT, Tax, and other incidental charges**. Any overwriting or erasing shall have to be initialed by the tenderer. An incomplete tender may not be considered. The rate should be quoted in **Taka** only. If any firm quotes an unreasonably high or low price, which is not comparable with market price, will not be considered and tender security may be forfeited.

3. **Security Deposit:** The successful bidder shall submit a performance Security of Tk. 50,000 (Fifty thousand) only in favour of icddr,b in the form of pay order/demand draft drawn from any scheduled bank in Bangladesh. Performance Security shall be returned without interest after 30 days from the date of contract expiry.

4. **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 vendor while executing the contract.

5. **Adherence to icddr,b's Code of Conduct:** The Supplier shall ensure that his personnel adheres to the icddr,b code of conduct and must abide by icddr,b core values as stated in its website http://www.icddrb.org/about-us/strategy. Misbehavior with the officers and staff of icddr,b will not be tolerated. icddr,b reserves the right to ask the contractor to withdraw his staff for any reason whatsoever by oral or written notice. The contractor shall replace that staff/worker immediately after getting information/notice from icddr,b management.

6. **Offer Validity:** Tender shall remain valid for **60** (sixty) days from the date of closing of the tender. A Tender valid for a period shorter than that shall be considered as **non-responsive.**

7. **icddr,b Responsibilities:** Access to the specified areas within the specified time following icddr,b security rules, and regulations.

8. **Tenderer's Responsibility:** The tenderer shall submit the offer in line with the requirement of the tender document and shall provide a declaration of any potential conflict of interest if any. The tenderer shall have the necessary infrastructure facilities, technical experts, resources and have the relevant experience to perform the works. The firm may be physically inspected before final selection. The successful Tenderer shall deploy the necessary workforce for doing the scheduled works as per the tender document

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

   a. Mandatory Documents

   - Updated Trade License of the firm /company
   - Updated Income Tax certificate
   - VAT/BIN Registration certificate
   - Bank Solvency certificate issued within last 6 months
   - At least 3 (three) years of experience in the relevant field. Copies of the work order, performance certificate of the last three years shall be enclosed.

   The Bidder who meets the mandatory criteria will be qualified for tender Assessment. The evaluation will be based on capacity assessment, past performance with icddr,b and or with an external organization, sample (if applicable). As a part of the evaluation, Physical verification of new bidders may be conducted. For existing vendors, performance evaluation will be carried out.

   The Bidder that meets the tender assessment criteria will be considered for financial evaluation.

   b. Sample Approval: Bidders are advised to see the sample (if applicable) before submission of price proposal and a declaration of sample inspection shall be submitted along with the bid by the Bidder. icddr,b will not accept any letter or appeal or will not allow any request raised by the successful bidder during the contractual period due to non-inspection of the sample before bid submission. The tender may ask to submit offered sample before final

selection and the bidder is liable and bound to provide the sample as requested by the icddr,b.

c. <u>Financial Evaluation (Price)</u>

Lowest responsive based on approved sample and specification.

10. Quality of Goods/Services: The successful tenderer will supply the best quality materials/service which shall be environment friendly and as per the requirements of icddr,b. Materials shall be examined/tested, weighed, counted, and measured during delivery by the persons authorized by the icddr,b. Any items found below standard and not as per the center's requirement shall be rejected and the rejected materials should be taken back by the Supplier without delay at his own cost. Supplier shall replace the materials which are rejected due to quality ground. In case any supplier fails to deliver the same, the same materials shall be procured from other sources and the differential amount will be adjusted from the failed suppliers.

Repetition of attempts to supply sub-standard materials will make the contract liable to termination. Delivery shall be made at the respective premises which will be received by the concerned supervisor/authorized representative of icddr,b.

11. Bill of Quantities: Materials described in the schedule annexed are to be supplied as per work order. icddr,b is not bound to purchase all the items and quantities of goods/materials mentioned in the schedule annexed and further reserves the right to purchase quantities or number of items to any extent as it requires. The total quantity mentioned in **Annex A** may vary by $\pm$30% during the execution of the contract period. In that case, the supplier will be bound to supply the materials at quoted approved rates within the contract period.

12. Quality Test/quality inspection: icddr,b will check and verify the materials executed by the successful tenderer and notify if any inferior quality materials are found.

Notwithstanding any testing and examination, icddr,b, by visual inspection or field tests may instruct the successful tenderer to :

a. remove and replace any materials thereof which are not following the Contract,
b. Any expenses caused due to replacement shall be borne by the successful tenderer.

icddr,b reserves the right to test any sample of supplied materials if purchased or supplied by a successful tenderer from any external institution. The successful tenderer will have to bear the expenses for that.

13. Price: Price shall remain fixed for the contract period. A price adjustment may be allowed subject to submission of proper evidence by the supplier in support of price enhancement and it is the sole discretion of icddr, b.

14. Insurance Coverage: The successful tenderer shall obtain required insurance coverage to minimize the risk of the loss of icddr,b derived from any direct and or indirect act of successful tendering during the implementation of the service contract failing of which, icddr, b will take the insurance coverage and the cost of policies will be deducted from supplier's bill. The

required policy shall be taken before commencing the services.

15. 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 claims 15%). icddr,b will deduct VAT at source (except 15% rated VAT) during payment, if vendor put 15% rate at MUSHAK-6.3, the 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.

16. Mode of Payment: Payment will be made through Bank Transfer (BEFTN) and within 30 (thirty) days after a thorough examination of the invoice and certification by icddr,b. Under no circumstances will icddr,b entertain any request for cash payment or partial payment for the invoice. The invoice will incorporate any penalties that might need to be enforced, based on the terms and conditions stated in this tender document.

17. Penalty Clause: icddr,b may deduct 5% (five percent) of the outstanding bills or Tk.2,000 (Two thousand) only, whichever is higher from the invoice if the successful tenderer does not carry out the work within the time stipulated in the work orders/contract. icddr,b may purchase the materials and shall recover the differential expenditure for the purchase from the party, if necessary from their receivable bills. As a penalty, icddr,b can blacklist the party by terminating the Contract and also can forfeit the Security Deposit.

18. Key Performance Indicators: The supplier's performance shall be evaluated on annual basis. This KPI report along with others applicable will be the basis for any price adjustment, future extension of the contract, and future business potentials in icddr,b. The decision will be at the discretion of icddr, b.

SL. No.	Criteria	Indicators	Performance Target
1	Quality of supplied materials	Number of non-conformance orders vs. total orders	100%
2	Lead time from formal order to delivery	Max. 2 weeks	90%
3	Emergency response time	Within 48 hours	90%

19. Contract Period: The contract will be for 03 (three) years from the date of awarding the contract. Subject to the performance of the successful bidder(s), the option exists to extend the contract for further periods at the sole discretion of icddr,b. The additional periods will be with the mutually agreed rates and terms & conditions.

20. Contract termination: icddr,b may terminate the Contract in whole or part by giving 90 (ninety) days written notice to the bidder:

a) If the bidder fails to provide any or all of the services within the period(s) specified in the Contract

b) If the bidder fails to perform any obligation(s) under the Contract
c) If the bidder, in the judgment of the icddr,b has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

21. The bidder shall indemnify the icddr,b against all actions, suits, claims, and demands brought or made against it in respect of anything done or committed to be done by the bidder in the execution of or in connection with the work of this contract and against any loss or damage to the icddr,b or its user in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract.

The bidder will abide by the safety measures prevalent in Bangladesh and will free the icddr,b from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's negligence. The bidder will pay all indemnities arising from such incidents without any extra cost to icddr,b and will not hold the icddr,b responsible or obligated. icddr,b may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or single in the case the latter chooses not to defend the case.

22. Resolution of Disputes: All disagreements, disputes, a difference that may arise between the icddr,b and the successful Bidders/Suppliers which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed under the provisions of relevant Bangladesh Law. The venue of the proceedings and arbitration shall be icddr,b, Mohakhali, Dhaka.

23. Security and Safety Rules: The Supplier shall maintain icddr,b Security and Safety Rules during implantation of the contract.

24. Environmental management: This section specifies the requirements for environmental management of this contract.

Responsibility
The Contractor is responsible for ensuring that the provisions of this section and any other environmental protection provisions required by law are complied with.

Definitions
Environment; means the natural and built environment and all aspects of the surroundings of human beings, including physical, biological, and aesthetic aspects.

Pollution Incident; means an incident or set of circumstances during or as a consequence of which there is, or is likely to be a leak, spill, or other escape of a substance as a result of which pollution has occurred, is occurring, or is likely to occur.

Contamination of land; is the presence of a substance in, on, or under the land at a concentration above that which is normally found in that locality, such that there presents a risk of harm to human health or the environment.

Solid, Liquid, and Gaseous Contaminants
Take responsibility for the proper disposal of all solid, liquid, and gaseous contaminants following the statutory and contractual requirements, including the provisions of this section.

All hazardous waste must be disposed of properly, oils or other hazardous liquids must not be disposed of by flushing down any sewer, stormwater system, or natural waterway.

Declaration:

1. **We have read and understood the contents of the tender and do hereby accept the terms and conditions aforesaid in the tender document.**

2. **We have read and understood the technical specifications of the goods and physically inspected the samples (wherever applicable).**

Signature of Tenderer: ……Full name of Tenderer: …….

Name of organization: ……

Address: …….

Phone: ……Email: ……..

Annex -A

CONTRACT FOR SUPPLY OF ANIMAL FEED AND BEDDING MATERIALS FOR 36 MONTHS
BILL OF QUANTITIES

Sl. No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
			In Figure	In Words	
01	Kheshari bran (Bhushi)	2200Kg.			
02.	Green grass	1500Kg.			
03.	Common salt	60 Kg.			
04.	Wood Shavings	5000 Kg.			
05.	Straw	1800Kg.			
06.	Cotton, Karpas	05 Kg.			
07.	Broom stick (Loose)	05 Kg.			
08.	Broom flower	24each			
9.	Test Tube Brush, Large (As per sample)	12each			
10.	Rope, Jute fine	05 Kg.			
11.	Carrot	1000 Kg.			
12.	Diesel	100 Ltr.			
13.	Floor Wiper, rubber, Size: 12"	05 each			
14.	Hose pipe, rubber as per sample	100feet			
15.	Molasses	100 Kg.			
16.	* Rabbit Pellet	3000 Kg			
17.	* Rat Pellet	3000 Kg			
18.	VITAMIX 100 gm. Packet	18pkts.			
19.	Wheat Bran	750 Kg			
20.	MAIZE, Crushed	900 Kg			

Sl. No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
			In Figure	In Words	
21.	SOYA-60	300Kg			
22.	Broken Rice, As per sample	300kg			
23.	Broom stick with wooden handle as per sample	12 each			
24.	Cockerel live (Poultry) of 1.50 kg body weight disease free	04 each			
25.	Moped, Metalic Handle, As per Sample	08 each			
Grand Total					

Specification for Rabbit & Rat pellet

Sl. No.	Item	Pellet Size	Protein %	Fat %	Fiber %	Ash %	Gross Energy Kcal/gm
16.	* Rabbit Pellet	4-6 m.m.	15-16	2.5-3.0	8-10	7-8	4.0
17.	* Rat Pellet	8 - 10 m.m.	20-22	4.5-6.5	3.5-4.5	6-7	4.1

* **Note: The above pellets will be prepared under the direct Technical Supervision of the Animal Resources Branch (ARB)**

*** For details, please contact Dr. Suman Kumer Paul, Head, Animal Resources Branch, (ARB) Mobile: 01712300742

Taka (in word) .....

Signature of Tenderer: .....Full Name of Tenderer: .....

Name of the Firm: .....

Address: .....

Phone: .....E-mail: .....