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# INVITATION TO TENDER

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Supply, Installation, Testing and Commissioning of VFD for Chiller pump  
RFQ Ref.: icddr/SCM/OTM/34/2018, September 25, 2018



SEPTEMBER 25, 2018

icddr,b

68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212

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RFQ ref: icddr/SCM/OTM/34/2018, September 25, 2018

Dear Sirs,

Subject: Invitation to Tender (ITT) for Supply, Installation, Testing and Commissioning of VFD for Chiller pump

icddr,b hereby invites Sealed bids for Supply, Installation, Testing and Commissioning of VFD (Frequency Drive) for Chiller pump for its Dhaka office from reputed Firms/Companies in Bangladesh for the above-referenced subject.

You are requested to go through the attached "Invitation to Tender" document, which includes:

1. Annexure-I: Price and Delivery Schedule with Specifications
2. Annexure-II: Specific Terms and Conditions
3. Annexure-III: Instructions to Bidder (ITB)
4. Annexure-IV: Tender Data Sheet
5. Annexure-V: General Conditions of the Contract
6. Annexure-VI: Bid Application Letter

Please submit your sealed bids/quotations as per the template provided in Annexure-I with all Annexure, duly completed and signed in the Tender Box kept in the security reception of Chiller Building office, icddr,b, Dhaka on or **before 08 October 2018**.

The bid along with all signed attachments must be addressed to Director, Supply Chain and Facilities Management, icddr,b and marked with "Quotation for Supply, Installation, Testing and Commissioning of VFD for Chiller pump ", otherwise the bid will be rejected.

**Submission Method:**

Hardcopy document with one stage two envelop system. Technical and financial proposal must be separate. Mixing of technical-financial proposal would lead to non-qualification.

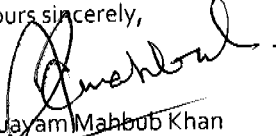
**Pre-bid Meeting:**

At 12.00am on 01 October, 2018 at icddr,b IPH Building, Mohakhali, Dhaka-1212

icddr,b reserves all rights to accept any bid or to reject any or all bids without assigning any reason whatsoever and award the contracts on low by item, low by group of items. This letter including annexes is not to be construed in any way as an offer to contract with your company.

Thank you.

Yours sincerely,

  
Quayam Mahbub Khan  
Sr. Manager, Procurement

Encl.: as stated above



**Price Schedule for Goods Offered (Supply, Installation, Testing & Commissioning)**

Name of the Bidder \_\_\_\_\_  
 Date: September 25, 2018  
 ITT No : icddrb/SCM/OTM/34/2018  
 Description: Supply & Installation of VFD (Variable Frequency Drive) for Chiller pump  
 Price Bid Schedule/Specifications

Sl. No.	Item Name with Specifications	Bidders Specifications	Qty	Unit price including Installation	Total Price	icddr, b delivery time	Bidders Delivery Time
1	Supply & Installation of VFD(Variable Frequency Drive) for Chiller pump including following items-						
i	VFD- 18.5kw		4 Each			Base delivery time 45 days Maximum 60 days	
ii	VFD - 30kw		4 Each				
iii	VFD - 45kw		4 Each				
iv	VFD - 22kw		3 Each				
	Country of Origin: EU or Equivalent						
	Brand:						
	Model:						
	Warranty: Standard warranty with service and parts from date of installation						
	Total price in BDT						

Total BDT in word.....

Signature of the bidder with date and Rubber stamp




Name of the Bidder .....

ITT No : icddrb/SCM/OTM/34/2018

Date: September 25, 2018

Description: Supply & Installation of VFD (Variable Frequency Drive) for Chiller pump

Technical Compliances Sheet:


VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
product or component type	Variable speed drive		
product specific application	Complex, high-power machines		
motor power kW	22 kW or above at 380...480 V 3 phases		
motor power hp	30 hp or above at 380...480 V 3 phases		
motor cable length	<= 328.08 ft (100 m) Shielded cable		
	<= 656.17 ft (200 m) Unshielded cable		
[Us] rated supply voltage	380...480 V (-15...+10%)		
Phase	3 phases		
line current	42 A for 480 V 3 phases 22 kW / 30 hp		
	50 A for 380 V 3 phases 22 kW / 30 hp		
EMC filter	Integrated		
Assembly type	With heat sink		
apparent power	32.9 kVA at 380 V 3 phases 22 kW / 30 hp		
prospective line Isc	<= 22 kA, 3 phases		
nominal output current	40 A at 4 kHz 460 V 3 phases 22 kW / 30 hp		
	48 A at 4 kHz 380 V 3 phases 22 kW / 30 hp		
maximum transient current	72 A for 60 s 3 phases 22 kW / 30 hp		
	79.2 A for 2 s 3 phases 22 kW / 30 hp		
output frequency	0.1...599 Hz		
nominal switching frequency	4 kHz		

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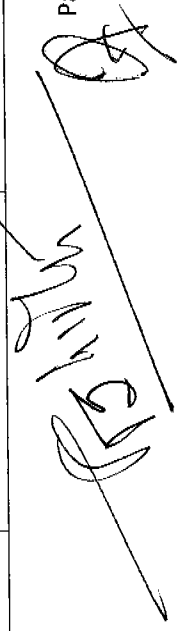
VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
switching frequency	1...16 kHz adjustable		
	4...16 kHz with derating factor		
asynchronous motor control profile	ENA (Energy adaptation) system for unbalanced loads		
	Flux vector control (FVC) with sensor (current vector)		
	Sensor less flux vector control (SFVC) (voltage or current vector)		
	Voltage/frequency ratio (2 or 5 points)		
type of polarization	No impedance Modbus		
	Complementary		
product destination	Asynchronous motors		
	Synchronous motors		
supply voltage limits	323...528 V		
	50...60 Hz (-5...5%)		
	47.5...63 Hz		
speed range	1...100 asynchronous motor in open-loop mode, without speed feedback		
	1...50 synchronous motor in open-loop mode, without speed feedback		
	1...1000 asynchronous motor in closed-loop mode with encoder feedback		
speed accuracy	+/- 0.01% of nominal speed 0.2 Tn to Tn torque variation in closed-loop mode with encoder feedback		
	+/- 10% of nominal slip 0.2 Tn to Tn torque variation without speed feedback		

*(Signature)*

VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
torque accuracy	+/- 15 % in open-loop mode, without speed feedback		
	+/- 5 % in closed-loop mode with encoder feedback		
transient over torque	220 % of nominal motor torque +/- 10 % for 2 s		
	170 % of nominal motor torque +/- 10 % for 60 s every 10 minutes		
braking torque	<= 150 % with braking or hoist resistor		
	30 % without braking resistor		
synchronous motor control profile	Vector control without speed feedback		
	Adjustable PI regulator		
regulation loop	Adjustable		
	Automatic whatever the load		
motor slip compensation	Not available in voltage/frequency ratio (2 or 5 points)		
	Suppressible		
local signaling	1 LED red presence of drive voltage		
	<= power supply voltage		
output voltage	Electrical between power and control		
	With a NEMA Type1 kit: 3-strand UL 508 cableat 104 °F (40 °C), copper 75 °C PVC		
insulation	With an IP21 or an IP31 kit: 3-strand IEC cableat 104 °F (40 °C), copper 70 °C PVC		
	Without mounting kit: 1-strand IEC cableat 113 °F (45 °C), copper 70 °C PVC		
type of cable			

  
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VFD Technical Specification	Bidder Specifications Compliances statement with comments	Comply Yes/No
	Without mounting kit: 1-strand IEC cableat 113 °F (45 °C), copper 90 °C XLPE/EPR	
electrical connection	A11-/A11+, A12, AO1, R1A, R1B, R1C, R2A, R2B, L11...L16, PWR terminal 2.5 mm <sup>2</sup> / AWG 14  L1/R, L2/S, L3/T, U/T1, V/T2, W/T3, PC/F, PO, PA/+, PA, PB terminal 50 mm <sup>2</sup> / AWG 1/0  L1/R, L2/S, L3/T, U/T1, V/T2, W/T3, PC/F, PO, PA/+, PA, PB 106.19 lbf.in (12 N.m) / 102.2 lb.in  A11-/A11+, A12, AO1, R1A, R1B, R1C, R2A, R2B, L11...L16, PWR 5.31 lbf.in (0.6 N.m)	
tightening torque		
Supply	Internal supply for reference potentiometer (1 to 10 kOhm), 10.5 V DC +/- 5 %, <= 10 mA for overload and short-circuit protection  Internal supply, 24 V DC, voltage limits 21...27 V, <= 200 mA for overload and short-circuit protection	
analogue input number	2	
analogue input type	A11-/A11+ bipolar differential voltage +/- 10 V DC, input voltage 24 V max, resolution 11 bits + sign  A12 software-configurable current 0...20 mA, impedance 242 Ohm, resolution 11 bits	

  
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VFD Technical Specification	Bidder Specifications Compliance statement with comments	Comply Yes/No
Al2 software-configurable voltage 0...10 V DC, input voltage 24 V max, impedance 30000 Ohm, resolution 11 bits		
Al1-/Al1+ 2 ms, +/- 0.5 ms analog input(s)		
Al2 2 ms, +/- 0.5 ms analog input(s)		
LI1...LI5 2 ms, +/- 0.5 ms discrete input(s)		
LI6 (if configured as logic input) 2 ms, +/- 0.5 ms discrete input(s)		
<= 100 ms in STO (Safe Torque Off)		
AO1 2 ms, tolerance +/- 0.5 ms analog output(s)		
R1A, R1B, R1C 7 ms, tolerance +/- 0.5 ms discrete output(s)		
R2A, R2B 7 ms, tolerance +/- 0.5 ms discrete output(s)		
Al1-/Al1+ +/- 0.6 % for a temperature variation 60 °C		
Al2 +/- 0.6 % for a temperature variation 60 °C		
AO1 +/- 1 % for a temperature variation 60 °C		
linearity error	Al1-/Al1+, Al2 +/- 0.15 % of maximum value	
analogue output number	AO1 +/- 0.2 %	
	1	






VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
analogue output type	AO1 software-configurable current 0...20 mA, impedance 500 Ohm, resolution 10 bits		
	AO1 software-configurable logic output 10 V <= 20 mA		
	AO1 software-configurable voltage 0...10 V DC, impedance 470 Ohm, resolution 10 bits		
discrete output number	2		
discrete output type	R1A, R1B, R1C configurable relay logic NO/NC, electrical durability 100000 cycles		
	R2A, R2B configurable relay logic NO, electrical durability 100000 cycles		
minimum switching current	Configurable relay logic 3 mA Aat 24 V DC		
maximum switching current	R1, R2 on resistive load, 5 Aat 250 V AC, cos phi = 1,		
	R1, R2 on resistive load, 5 Aat 30 V DC, cos phi = 1,		
	R1, R2 on inductive load, 2 Aat 250 V AC, cos phi = 0.4,		
	R1, R2 on inductive load, 2 Aat 30 V DC, cos phi = 0.4,		
discrete input number	7		
discrete input type	I16: switch-configurable 24 V DC with level 1 PLC, impedance: 3500 Ohm		



VFD Technical Specification		Bidder Specifications Compliance statement with comments	Comply Yes/No
	PWR: safety input 24 V DC, impedance: 1500 Ohm conforming to ISO 13849-1 level d		
	LI1...LI5: programmable 24 V DC with level 1 PLC, impedance: 3500 Ohm		
	LI6: switch-configurable PTC probe 0...6, impedance: 1500 Ohm		
discrete input logic	LI1...LI5 positive logic (source), < 5 V (state 0), > 11 V (state 0)		
	LI1...LI5 negative logic (sink), > 16 V (state 0), < 10 V (state 0)		
	LI6 (if configured as logic input) positive logic (source), < 5 V (state 0), > 11 V (state 0)		
acceleration and deceleration ramps	LI6 (if configured as logic input) negative logic (sink), > 16 V (state 0), < 10 V (state 0)		
	Automatic adaptation of ramp if braking capacity exceeded, by using resistor		
braking to standstill	Linear adjustable separately from 0.01 to 9000 s		
	S, U or customized		
protection type	By DC injection		
	Drive against exceeding limit speed		
	Drive against input phase loss		
	Drive break on the control circuit		
	Drive input phase breaks		
	Drive line supply overvoltage		
	Drive line supply undervoltage		

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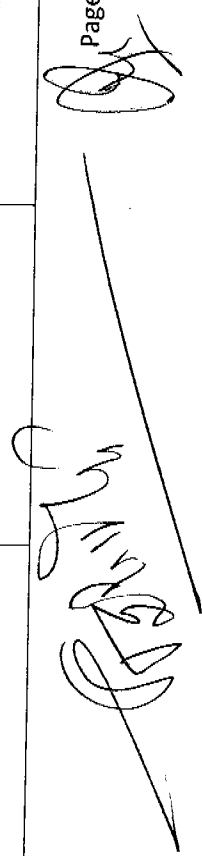
VFD Technical Specification		Bidder Specifications Compliance statement with comments	Comply Yes/No
	Drive overcurrent between output phases and earth		
	Drive overheating protection		
	Drive overvoltages on the DC bus		
	Drive short-circuit between motor phases		
	Drive thermal protection		
	Motor motor phase break		
	Motor power removal		
	Motor thermal protection		
insulation resistance	> 1 mOhm at 500 V DC for 1 minute to earth		
frequency resolution	Analog input 0.024/50 Hz Display unit 0.1 Hz		
communication port protocol	CANopen Modbus		
connector type	1 RJ45 Modbus on front face 1 RJ45 Modbus on terminal		
physical interface	Male SUB-D 9 on RJ45 CANopen		
transmission frame	2-wire RS 485 Modbus RTU Modbus		
transmission rate	20 kbps, 50 kbps, 125 kbps, 250 kbps, 500 kbps, 1 Mbps CANopen 4800 bps, 9600 bps, 19200 bps, 38.4 Kbps Modbus on terminal 9600 bps, 19200 bps Modbus on front face		
data format	8 bits, 1 stop, even parity Modbus on front face 8 bits, odd even or no configurable parity Modbus on terminal		
number of addresses	1...247 Modbus		





VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
method of access	1...127 CANopen		
marking	Slave CANopen CE		
operating position	Vertical +/- 10 degree		
height	16.54 in (420 mm)		
depth	9.29 in (236 mm)		
width	9.06 in (230 mm)		
product weight	46.3 lb(US) (21 kg)		
functionality	Full		
specific application	Other applications		
option card	CC-Link communication card		
	Controller inside programmable card		
	DeviceNet communication card		
	Ethernet/IP communication card		
	Fipio communication card		
	I/O extension card		
	Interbus-S communication card		
	Interface card for encoder		
	Modbus Plus communication card		
	Modbus TCP communication card		
	Modbus/Uni-Telway communication card		
	Overhead crane card		
	Profibus DP communication card		
	Profibus DP V1 communication card		
	Environment		
noise level	59.9 dB conforming to 86/188/EEC		
dielectric strength	3535 V DC between earth and power terminals		



VFD Technical Specification	Bidder Specifications Compliances statement with comments	Comply Yes/No
5092 V DC between control and power terminals		
Conducted radio-frequency immunity test conforming to IEC 61000-4-6 level 3		
Electrical fast transient/burst immunity test conforming to IEC 61000-4-4 level 4		
Electrostatic discharge immunity test conforming to IEC 61000-4-2 level 3		
Radiated radio-frequency electromagnetic field immunity test conforming to IEC 61000-4-3 level 3		
Voltage dips and interruptions immunity test conforming to IEC 61000-4-11		
1.2/50 $\mu$ s - 8/20 $\mu$ s surge immunity test conforming to IEC 61000-4-5 level 3		
EN 55011 class A group 2		
EN 61800-3 environments 1 category C3		
EN 61800-3 environments 2 category C3		
EN/IEC 61800-3		
EN/IEC 61800-5-1		
IEC 60721-3-3 class 3C1		
IEC 60721-3-3 class 3S2		
UL Type 1		
CSA		
C-Tick		
GOST		
NOM 117		
UL		
2 conforming to EN/IEC 61800-5-1		
3 conforming to UL 840		
electromagnetic compatibility		
standards		
product certifications		
pollution degree		

  
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VFD Technical Specification		Bidder Specifications Compliances statement with comments	Comply Yes/No
IP degree of protection	IP20		
vibration resistance	1.5 mm peak to peak (f = 3...13 Hz) conforming to EN/IEC 60068-2-6		
shock resistance	1 gn (f = 13...200 Hz) conforming to EN/IEC 60068-2-6 15 gn 11 ms conforming to EN/IEC 60068-2-27		
relative humidity	5...95 % without condensation conforming to IEC 60068-2-3		
ambient air temperature for operation	5...95 % without dripping water conforming to IEC 60068-2-3		
ambient air temperature for storage	14...122 °F (-10...50 °C) without derating -13...158 °F (-25...70 °C)		
operating altitude	<= 3280.84 ft (1000 m) without derating 3280.84...9842.52 ft (1000...3000 m) with current derating 1 % per 100 m		
Product end of life instructions	Available		
<b>Contractual warranty</b>			
Warranty period	12 months or above		

## Specific Terms and Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

Issue	Specific Terms and Conditions	Provisions
Delivery Schedule	The delivery time shall be the period indicated in the Price bid schedule (Annexure-I) to be counted from the date of receipt of the final proof approval from the concerned Technical Officer of icddr,b as indicated in the PO.	Apply
Specification	All goods quoted under the tender must be original and the brand name, make and country of origin shall be specified, where applicable	Apply
Warranty/Guarantee	Within the period mentioned against each of the goods from the date of delivery or installation (for equipment). If defects are discovered or arise in the normal course of usage, the Supplier shall take appropriate actions to remedy the defect either by replacement or by repair.	Apply
Liquidated damage	<p>- In the event of delay beyond the period indicated on the Purchase Order, the supplier shall:</p> <ol style="list-style-type: none"> <li>a) Seek the purchaser for extension of delivery period in the form of a letter of commitment conforming that they shall complete the delivery in specified days (extended) and shall accept, without any prejudice, any decision of the purchaser</li> </ol> <p>The purchaser shall take any of the following actions:</p> <ol style="list-style-type: none"> <li>a) extend the delivery date based on the commitment</li> <li>b) deduct 1% of the order value for every 30 days of delay beyond the delivery date (as per PO or extended) with maximum 10 percent as liquidate damage</li> <li>c) cancel the purchase order as per clause 10 of general terms and conditions.</li> </ol> <p>- Partial delivery of the order shall not be accepted unless prior approval is obtained from icddrb management</p>	
Inspection and goods	<p>Clause 3. of General Term and Conditions (annexure-V) shall fully apply. If not covered, the following special conditions shall apply:</p> <ol style="list-style-type: none"> <li>i. During the Pre bid qualification process: all inspections and tests of the scheduled goods shall be conducted at the premises of the Purchaser or any agreed place suitable for</li> <li>ii. At pre delivery (production) or delivery stages: all inspections and tests of the scheduled materials/goods shall be conducted by the Purchaser or its representative at the premises of the</li> </ol>	Apply

Issue	Specific Terms and Conditions	Provisions
	purchasers or any agreed places suitable for comprehensive inspection and testing	
Certificate on On country of origin	The supplier shall have to submit the copy of the Country of Origin Certificate with the delivered products at the time of delivery of the Product.	Apply
Performance Guarantee	a) A performance guarantee which shall be maximum 10% of total of quoted amount to be deposited, b) Within 7 days, the performance guarantee shall be received by the Purchaser from the date of Notification of Award/Performance Guarantee Request Letter from the Purchaser	Apply
Acknowledgement of PO	The supplier shall return the signed Acknowledgement copy of the Purchase Order to icddr,b within 07 days from the date of receipt of the Purchase Order.	Apply
Payment	Clause 3 of General Term and Conditions (annexure-V) shall fully apply. If not covered, the following special Conditions shall apply. a) Payment to supplier shall be made through bank transfer (to the bank account of supplier provided to icddr,b under this bidding ) in currency mentioned in the purchase order b) Advance payment shall not be made c. The following documents to be provided to the purchase of for release of payment along with the Purchase Order of purchaser i. Original invoice showing goods' description, quantity, unit price and total amount duly certified for payment by the consignee: Mandatory ii. Original Delivery Challan/packing list identifying the contents of goods and its components, spares/accessories (if any) and manufacturing serial number of its components (if any) iii. Manufacturer's/ supplier's warranty certificate: None iv, Inspection certificate issued by purchaser or its nominated inspection agency: None v. Certificate of origin: none	Apply

Signature of the Bidder with date and official seal: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_





## Instructions to Bidders (ITB)

1. Scope of Work and qualification of the bidder: icddr,b, hereinafter referred to as the Purchaser/ icddr,b as detailed in the Tender Data Sheet-TDS, Specifications with Bill of Quantity/Proposal Guidelines, invites sealed bids for supply of Goods and/or Services or as detailed Price Bid schedule/Proposal Guidelines (Annexure-I)
2. Eligibility of the Supplier: The supplier/service provider/institutes (hereinafter referred to as the bidder /supplier /firm) must be a legal business entity in the country with sufficient experiences in the relevant field of supplies of goods/rendering services. The bidders were, in any capacity, not involved, directly or indirectly, with any project of icddr,b or firm which were under contract with the icddr,b for the preparation of the design, specifications and or other documents to be used for the procurement of goods under this tender or invitation to Bid
3. Bid document will be available in the icddr,b website (<http://www.icddrb.org/work-with-us/tender-notices>) and the responses for the received query will be circulated via email to all pre-bid participants.
4. Format and signing of the Bid: The bids must be submitted with the attached prescribed forwarding letter of icddr,b . The bids shall be typed or written in language stated in the Tender data sheet/proposal guidelines with indelible ink and shall be signed by the Bidder or person(s) duly authorized by the bidder stamped with the name, designation and company name, in the latter case, letter of authorization is to be accompanied the bid. The person or persons signing the bid shall initial all pages of the bid, along with the un-amended printed literature with official seal on. Any interlineations, erasures or overwriting shall be valid only if it is initialed by the signatory.
5. Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid and icddr,b in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. Bid submission: The bidder shall prepare two separate sealed envelope for technical and financial bid clearly marked as "TECHNICAL" and "FINANCIAL". The Purchaser may reject a bid if technical and financial document is not submitted in a separate envelope as detailed in the instructions of the tender notice or RFQ.
7. Price schedule: The bidder must quote price including VAT as per the price bid schedule format. All quoted prices shall be included with the costs of delivery and installation and commissioning unless separately asked in the price bid schedule. Quoted prices, delivery period and specifications cannot be amended or modified after submission of the bid.
8. Error in Bid: In case of error in the extension of prices in the bid, the unit price governs. No bid shall be altered or amended after the specified time for opening of bids.



9. Role of Consignee: Consignee will be treated as the concerned official(s) of icddr,b or any other authority as determined by icddrb in the bid documents (TDS/ proposal guideline) or subsequent Purchase Orders to accept or reject the delivery of goods or works in accordance with the Purchase orders and thus, certifying the challans/bills
10. Technical Specifications and other related documents establishing Goods' Conformity to Bidding Documents: Bidders must clearly write the technical specifications/ information/ data of the goods or services for which the bid is invited; otherwise bids may be rejected. If bidders are to quote substitutes or equivalent goods of the listed items, they must provide detailed information including brand/model name of other important aspects of that substitutes or equivalent. Otherwise, quotes for that particular item will not be accepted.
11. Documentation establishing bidders qualifications: The bidder shall be qualified enough as detailed in the TDS/proposal guideline, to perform the contract if its Bid is accepted. In this effect, the Bidder shall furnish evidence of its status as a qualified Supplier as outlined below:
  - a. Technical capacity: Bidder shall furnish all required documents (refer to relevant section of bid data sheet (Annexure-IV) to the satisfaction of the icddrb, establishing Bidder's qualification in terms of required technical capacity (previous business experience, after sale service) of supplying similar goods or rendering similar services to perform the contract.
  - b. Financial capacity: Bidders shall furnish supporting documents (refer to relevant section of bid data sheet (Annexure-IV) demonstrating the availability of liquid assets to successfully complete the contract.
12. Completeness of Bids: The Bidder is expected to examine all instructions, Forms, terms and specifications in the bidding documents. Unsigned bids/quotation or failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in any respect will be at the Bidder's risk and may result in rejection of his bid.
13. Pre-bid meeting: icddr,b shall request the bidder to participate in the pre-bid meeting for clarifications of the bid schedule, terms and conditions and other related to the bidding, if deem necessary
14. Amendment of Bid documents/tender schedule: Any modification, revision or correction in the tender documents including specifications and drawing/design will be made only by addendum whether at its own initiative or in response to a clarification requested by a prospective bidder and the addendum notice will be floated in the Notice board or to be sent to bidders invited under RFQ at least 3 days prior to the closing date of bids which will be notified over telephone if numbers are available in the Tender collection data sheet. Should it become necessary to issue an addendum within the three-day prior to the bid opening, the tender closing date may be reset giving bidders ample time to comply with the addendum.
15. Clarification of Bids: The purchaser may ask the bidder to provide clarification on design, technical or functional features of the goods, terms and conditions, which doesn't affect the selection criteria, as offered in its bid for evaluation and comparison purposes. The request for clarification and the response shall be in writing. However, no change in price or substance of the Bid shall be sought or received.



16. Communications and Notices: The bidders will correspond in writing for any clarification/further information of the bid in respect of specifications, necessary requirement for addendum, interest of participation in the bid opening, possible award of contract, complain or any other specific purposes.
17. Bid opening: Sourcing Evaluation Committee (SEC) will open the Bid at the earliest possible time after the closing of the Tenders subject to availability of members of the committee. Bidders are not normally invited to participate unless otherwise, prior expression of interest for participation is notified to the signatory of Tender Invitation.
18. Evaluation of Bids: Purchaser's Sourcing Evaluation Committee (SEC) shall examine, evaluate and compare Bids that are responsive to the mandatory requirements of Bid Documents in order to identify the successful Bidder. Bids shall be examined and evaluated only on the basis of the criteria specified in the Bid Document.
19. Evaluation Process: The SEC may consider a Bid as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Bid Document.
20. The evaluation process shall begin immediately after Bid opening following below steps.
  - a. Preliminary examination (Screening Session)
  - b. Technical evaluation.
  - c. Financial evaluation.
  - d. Post Qualification (if required)
  - e. Negotiation.
21. Post bid qualifications: icddr,b reserves the right to inspect the bidders office premises, factory, store/warehouse with or without prior information to the bidders; the bidders shall be obliged to extend full cooperation in demonstrating samples of offered items, machineries and equipment, warehouses/store and other related physical facilities etc. The supplier will also be required to present icddr,b the original business and financial documents such as recent audited reports, yearly account statements, recent profit loss/statements prepared by professional Accountants, Accounts statement of the supplier's Bank, TAX/VAT return certificates and money receipts, cash books etc, whichever required. icddr,b may reserve the right to the professional background of the employees like technicians, experts, supervisors. Failure of to comply any of the above shall result in rejection of the bid.
22. Award of Contract and Selection Criteria: Purchase(s) will be made with the lowest responsible bidder meeting specifications and accepting terms and conditions of the Bid. icddr,b reserves the right to determine the lowest bidder either on the basis of the individual items or on the basis of all items included in the above price bid schedule or as expressly stated in the tender notice. The common selection criteria, which may be not limited to under this bidding are as follows:
  - Compliance with the specifications and other functional requirement
  - Compliance with the Special and General Conditions specified by these Solicitation documents
  - Compliance with the requirements set for bidders qualifications



23. Variance of Quantities in PO: icddr,b reserves the right to increase or decrease quantity of goods originally specified in the Price Bid Schedule at the time of issuing Purchase Orders or award of contracts without changing in unit price or other terms and conditions.
24. General Conditions of the Contract: The General Conditions (Annexure-V) is irrevocable signing on which in addition to the Particular Terms and Conditions of the Bid (Annexure-II), Price Bid Schedule (Annexure-I), bid application form, will constitute qualification of the bidding documents for evaluation, award of contract, issuance of PO and settlement of invoices/bills.
25. Place of Delivery: Delivery place shall be interpreted as the point or location of delivery to be made by the supplier at his own arrangement.
26. Period of Delivery: Delivery Period must be defined as the time required for completing the delivery of the goods agreed by the bidders. The specific number of days is stated in the Bid proposal/Price Bid schedule (Annexure-I). It is expected the supplier shall conform to the delivery period required by icddr,b , beyond which, quantification methods shall be applied in making evaluation of bids as detailed in the TDS//proposal guideline. The delivery period will reflected in the subsequent contracts
27. Offer Validity: The bids shall be valid (from the date of submission) for sufficient period of but not less than the period specified in the Price Bid Schedule (Annexure-I) in order to allow icddr,b to complete the order procedure and delivery of work. In exceptional circumstances, icddr,b request and the response thereto shall be made in writing (or by cable or fax or telex).
28. Performance Guarantee/Security: Selected bidders may be required to submit Performance Guarantee/Security towards its performance obligations under the Contract in BDT within the period as stipulated in the Award Notification/ Performance Guarantee Request Letter in line with the specifies Particular Terms and Conditions. The proceeds of the Performance Security shall be payable to icddr,b unconditionally upon first written demand as compensation Supplier's failure to complete its obligations under the Contract.
29. Late Bids: Late bids shall be subject to rejection unless any unforeseen disruption on public services such as general strike, transport strike or postal strike is affecting the bidders' ability to submit the bid in time or it presents the best interest of the icddrb.
30. Rights of icddr,b: icddr,b reserves all rights to accept any bid or to reject any or all bids assigning any reasons whatsoever.
31. Confidentiality Disclosure: The bidder (whether the bid/quotation is accepted or not) and all other recipients of the specification and documents (whether they submit a tender or not) should treat the details of the specifications and the documents attached hereto as confidential and icddr,b will do so in regards of the bidding documents of the of the bidders, unless otherwise the bidder authorizes to share information of profile/experience, information on patent items and personnel associated with supplier Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. icddr,b shall not be bound to provide debriefing to any of the unsuccessful bidders under this bid.



Signature of the bidders with date:.....

Designation of the signatory with rubber stamp:.....

Annexure-IV

Tender Data Sheet (TDS)  
Amendments of, and Supplements to, Clauses in the Instruction to Bidders



Tender Data Sheet (TDS) Amendments of, and Supplements to, Clauses in the Instruction to Bidders		
ITB Clause	Description	Response (yes/no)
	<b>A. General</b>	
	<p><b>Name of Purchaser:</b></p> <p>Director, SC&amp;FM icddr,b 68, Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka-1212 or his or her authorised representatives or nominees</p>	
ITB 12	<p>For the purpose of providing Bid documents and their clarification, <b>Purchaser's</b> address is:</p> <p>Attention: <b>Director, Supply Chain &amp; Facilities Management</b> Address: <b>icddr,b</b> <b>68, Shaheed Tajuddin Ahmed Sarani,</b> <b>Mohakhali, Dhaka-1212.</b></p> <p>Telephone: (+88 02) 9827001-10; Ext : 4402 Facsimile number: 880-2-8811686 Electronic mail address: <a href="mailto:supplychain@icddrb.org">supplychain@icddrb.org</a> <b>Pre-bid meeting</b> will be held on 01<sup>nd</sup> October 2018 at 11:00 am (GMT+6) SC&amp;FM Conferences Room, IPH Building, Ground Floor; icddr,b, Mohakhali, Dhaka 1212.</p>	
ITB 14	<p>Amendment of Bid documents: A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify icddr,b via email at <a href="mailto:supply@icddrb.org">supply@icddrb.org</a> no later than 3 working days prior to the closing date for the submission of offers.</p>	
	<b>B. Qualification Criteria</b>	
	<b>Mandatory Requirement:</b>	
	i. Updated Valid Trade License	
	ii. Updated Tax Certificate	
	iii. VAT Reg. Certificate	
	<b>Technical Requirement:</b> Evaluation of Bids will be made based on technical qualification, overall capability supported by the document mentioned in the Tender.	
	i. Minimum of three years of total experience in supplying of similar goods and related services to any procurement entity (UN, Donors/diplomatic sessions, renowned organizations of public /private sectors,/Government of Bangladesh/non-profit organization etc.	
	ii) Particular experience of supplying of similar goods and related services of value BDT 500,000.00 under single Purchase Order to at one procurement entity as specified above in last 3 years.	
	iii. Submission of tender document with duly sealed and signed by the bidder.	
	iv. Having a account in the name of the firm/company of the bidder(s) any of	

Tender Data Sheet (TDS)			
Amendments of, and Supplements to, Clauses in the Instruction to Bidders			
	the scheduled bank of the country.		
	v. Details of technical team including CV of designated engineers responsible for installation and commissioning.		
<b>Selection Criteria</b>			
	<b>Evaluation Criteria</b>	<b>Remarks</b>	<b>Score</b>
	Mandatory Requirement examination will be done based on Mandatory Required documents as per Tender	Responsive bidder(s) will be considered for further Technical Evaluation	Pass/Fail
	Technical Evaluation	Technical proposal evaluation: The SEC shall firstly examine the Tenders to confirm that all Required Mandatory Documents and Technical requirement have been provided in order to ensure compliance issue, adequacy and authenticity of the documentary evidence as per Document.	Pass/ Fail
	Financial Evaluation	- Only those Tenders will be qualified for the Technical Evaluation need to be examined in this phase for Financial Evaluation and Price comparison  Financial negotiated lowest bidder will be awarded for the Parking Management & Land Escaping works.	
<b>C. Preparation of Tender</b>			
ITB 3	The Tender, as well as correspondence and documents relating to the Tender shall be in: English language		
	The supplier shall provide the detailed technical specifications with supporting documents, when necessary as follows: Variation with original specifications is to be identical: Mandatory		
1T 9	Samples of materials to approved by icddr,b before commencing the works Manufacturer's Catalogue (not printed by agent/distributor unless authorized by the manufacture ,to do so) in original/certified copy or online catalogue printout must be provided with the bid Copy of quality certification from ISO or other( if any)		

Tender Data Sheet (TDS)		
Amendments of, and Supplements to, Clauses in the Instruction to Bidders		
1TB 6	the Supplier shall quote prices included with the costs of delivery and installation, Testing and commissioning unless separately mentioned in the price bid schedule and special terms and conditions:	
1TB 10	The bidders shall submit with its bid the following documents which shall form documentary evidence of the Bidder's qualifications <ul style="list-style-type: none"> <li>i. Copies of up to date Trade license, VAT registration and TIN certificate.</li> <li>ii. Copies of valid Certificates/Contracts with regard to Distributorship /Agency ship of the manufactures of quoted items</li> <li>iii. Copies of delivery certificate/ contract/ purchase orders in support of their total experience (minimum 3 years) in the related business with any of procurement entities in the country as specified above</li> <li>iv. Copies of delivery certificate/ contract/ purchase orders in support of their particular experience of supplying any or all of the scheduled items of specified value or above under a single order to any procurement entity as specified above during last 3 years</li> <li>v. List of certified/ trained Technical personnel to be dedicated for icddr,b with brief CV</li> <li>vi. Certificate/Contract on authorized dealership/ distributorship from the Manufacturer for sale and service support of the product in favour of named bidder.</li> </ul>	
<b>D. Bid Security</b>		
ITB 13	NA	
<b>E. Evaluation of Financial Bids</b>		
ITB 19	The Evaluation committee will compare all responsive Tenders to determine the Lowest evaluated Tender. The Tenderer shall submit financial strength documentary evidence i.e. liquid assets or credit facilities	
ITB 19	<b>F. Award of Contract and Selection Criteria</b>	
	Award will be made on the basis of the lowest bids in total of all items meeting the selection criteria based on bidders qualification	
<b>G. Variance of Quantity</b>		
	The maximum percentage by which quantities per item may be decreased/increased in the Purchase Order is: 20%	
<b>H. Delivery Period</b>		
	As specified in the delivery period part of the price bid schedule (Annexure-I)	
<b>I. Delivery Place</b>		
	Any location outside/inside the Dhaka city to be specified in purchase order	
<b>J. Role of Consignee</b>		
	Name of Consignee: icddr,b	
<b>L. Bid. Validity</b>		
	The Tender validity period shall be: 90 days from Bid submission date	



Signature of the Bidder with date and official seal: .....

Name of the Bidder: .....

Annexure-V

General Terms and Conditions

1. Acknowledgement copy

Acceptance of a Purchase Order shall form a binding Vendor binding contract with vendor signing and returning the acknowledgement copy or by the timely delivery of the goods specified. The contract between the parties is subject only to the terms and conditions details here below. Any contractual terms and conditions of the contractor, wheller included in the



offer, invoices or any other document, are hereby excluded. In the event this purchase order contains any provisions, which are contrary to the provisions of the contractors offer, the provisions of this purchase order shall take precedence.

2. Delivery date:

Delivery date to be understood as the time the goods have to be available at the location indicated under delivery terms.

3. Payment terms:

- a. icddr,b further referred to as icddr,b shall, on fulfillment of the delivery terms, unless otherwise specified in the purchase order, make payment within 30 days of receipt of the of the goods and satisfactory installation.
- b. Payment against the invoice referred to above will reflect any shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- c. Unless authorized by icddr,b , a separate invoice must submitted in respect of each Purchase Order. Each invoice shall indicate the identification number of the corresponding Purchase Order.
- d. The prices shown in the Purchase Order may not be increased except by express written agreement of icddr,b
- e. Inspection prior to shipment does not relieve the Vendor from his contractual obligations.
- f. icddr,b shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

4. The purchaser (icddr,b) is a VAT and tax exempted organization for International Procurement.

5. Export License

The contract is subject to the obtaining of any export license or other governmental authorization which may be necessary. It will be the responsibility of the firm to obtain such licence.

6. Risk of Loss

Risk of loss, injury or destruction to the goods shall be borne by the vendor until physical delivery of the goods has been completed in accordance with the Purchase order.

7. Fitness of goods/packing;

Vendor warrants that goods, including adequate packaging, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to Vendor by icddr,b and are free from defects in workmanship and materials . the vendor also warrants that the goods are contained or packaged adequately to protect the goods.

8. Warranty Clause:

The Vendor warrants that the use or supply by icddr,b of the goods offered for sale under the Purchase Order do infringe any patent, trade name, or trade mark,. In addition, the vendor shall pursuant to this warranty indemnify, defend and hold harmless icddr,b and the United Nations from any actions or claims brought against icddr,b or the United Nations pertaining to the alleged infringement of a patent, design, trade name or trade mark arising from the purchase order.

9. Neither party to the contract shall be held responsible for delay in the fulfillment thereof due to force majeure, strikes lock out, war, civil unrest, or other factors its control.

10. Right of icddr,b:



In case of failure by the Vendor to perform under the and conditions of the Purchase Order, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part the goods by the agreed delivery date or dates Icddr,b may, after giving the vendor reasonable notice to perform and without prejudice to any other rights or remedies, exercise, one or more of the following rights:

- (a) Procure all or part of the goods from other sources, in which event icddr,b may hold the Vendor responsible for any excess cost occasioned thereby
  - (b) Refuse to accept delivery of all or part of the
  - (c) Terminate the Purchase Order.
11. Indemnification: The Vendor shall and save harmless icddr,b and the Government icddr,b selves the items referred to from and against all damages, losses, expenses out of any injury, sickness or death to or any loss of or damage to property, caused by the fault or negligence of the Vendor. icddr,b shall promptly notice to the Vendor of any claims, damages costs and expenses and shall cooperate in a e manner with the Vendor.
12. Assignment and Insolvency;
- a) The vendor shall not assign, transfer, pledge or make other disposition of this contract or any part thereof, or any of the vendors rights, claims or obligations under this contract except with the prior written consent of the icddr,b.
  - b) Should the vendor be adjudged bankrupt, or should a receiver be appointed on account of the insolvency of the vendor the icddr,b may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this contract forthwith. The vendor shall immediately inform the icddr,b of the occurrence of any of the above events.
13. Use of name, Emblem or Official seal of icddr,b: The Vendor shall not advertise or otherwise make public the fact that it is dor with the icddr,b , nor shall the Vendor, in any manner whatsoever use the name, emblem or official icddr,b in connection with its business or otherwise.
14. Arbitration:  
Any controversy or claim arising out of or in connection with the Purchase Order or any breach hereof, shall unless it is settled by direct negotiation, be settled by the UNCITRAL Arbitration Rules as at present in force. The parties to the Contract shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of such controversy or claim.
15. Privileges and Immunities:  
Nothing in or relating to the to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the icddrb.

Annexure-VI

### Bid Application Form

Date:

To,

Director, Supply Chain and Facilities Management



68, Shaheed Tajuddin Sharani, icddr,b, Mohakhali, Dhaka-1212.

Sir,

Having examined the invitation to quote and its attachments, the receipt of which is hereby duly Acknowledged, we, the undersigned, offer to supply and deliver (Description of goods and services) in conformity with the Tender Notice No..... or Request for Bid/Quotation Ref. .... for the sum of.....(total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Price Bid Schedule attached herewith and made part of this quotation.

In this connection, we hereby declare that:

- a) All the information and statements made in this Bid in conjunction with the attachments/ supporting documents are true and we accept that any misrepresentation contained in it may lead to our disqualification:
- b) We are currently not on the removed or suspended vendor list of the any Organizations or any other procurement entity of the People's Republic of Bangladesh
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person icddr,b who is or was recently employed by the icddr,b .

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We agree to abide by this Bid for 90 days from the last date of submission of bids.

We also agree to obtain a performance security if asked as per Special Terms and Conditions of the Bid.

We understand that you are not bound to accept the lowest or any quotation you may receive and any effort by a Bidder to influence icddr,b in the examination, evaluation and comparison of the Bid or contract award decisions may, at icddr,b's decision, result in the rejection of its Bid.

Signature, date and official seal of authorized dealing person

Name of the signatory:

Designation of the signatory:

Name of the bidder (company/firm to whom the bid should be awarded):

Address of the Company (for all future correspondence):

Telephone number: ..... Fax No:

Mobile Number (of authorized dealing person):

E-mail Address: (of authorized dealing person):

#### Form of Contract Agreement

THIS CONTRACT AGREEMENT is made on the [insert: **number**] day of [insert: **month**], [insert: **year**].

BETWEEN

(1)

\_\_\_\_\_ (hereinafter called "the Purchaser")



- (2) [insert: **name of Supplier** ], a corporation incorporated under the laws of [insert: **country of Supplier** ] and having its principal place of business at [insert: **address of Supplier** ] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., supply and distribution of Variable Frequency Drive(VFD) as stated in the schedule of requirements and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: **contract price in words and figures**] (hereinafter called "the Contract Price") under the following terms and conditions:

- a. Supplier shall ensure the timely supply of the goods to the designated locations as per purchaser's requirement.
- b. Supplier shall ensure the proper documentation in the Goods Receiving Procedures prescribed by the purchaser.
- c. The Supplier will be required to submit invoices in triplicate for the goods delivered along with signed challan. Payment will be made using an account payee cheque but only after thorough examination of the invoices and challans. Bills will not be processed and accepted without all the recipients' signed delivery challans.
- d. icddr,b will review and analyze the Certificate of Analysis (COA) submitted by the Supplier after production. If no response comes within 7 days, it will be considered as accepted. If any dispute arises, The test will be conducted any third country Lab and cost of testing will be borne by purchaser if the test result conforms by manufacturer test and vice versa.
- e. The decision of icddr,b will be final in case of any dispute arises between Supplier, and the icddr,b regarding this Bid and performance of the contract thereof.
- f. Supplier will be fully liable for all the risks for carrying goods from warehouse to warehouse. To cover such risks supplier shall be required to take 100% insurance coverage.
- g. In case of theft/breakdown of the hired truck, the supplier must make timely alternative arrangement for the services at his own cost. In case of failure to make an alternative arrangement, the supplier shall forego transportation charges and penalty will be imposed at a rate double the amount of the transportation charges or as decided by icddr,b. This will be recovered from the security deposit and outstanding bill if any. However, penalty will not be imposed if normal operation of vehicle cannot be made due to civil commotion, and such other situation beyond the control of the owner/contractor.

**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 Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:



- (a) The Signed Contract Agreement
- (b) The Purchaser's Notification of Award
- (c) The Bid and appendices to the Bid
- (d) Specific Terms and Conditions
- (e) General Conditions of Contract
- (f) Technical Specifications
- (g) Schedule of Requirement (including Drop in Centers and Implementation Schedule)
- (h) The Supplier's bid and original Price Schedules
- (i) *[Add here: any other documents stated at ITB]*

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser:

Signed:

in the capacity of [*insert: title or other appropriate designation*] date:

in the presence of \_\_\_\_\_

For and on behalf of the Supplier

Signed:

in the capacity of [*insert: title or other appropriate designation*] date:

in the presence of \_\_\_\_\_

