



REQUEST FOR TENDER

Supply Chain Management

RFT TITLE:	YEARLY CONTRACT FOR SUPPLY OF ELECTRIC MATERIALS FOR icddr,b
RFT NUMBER:	icddr,b/SCM/OTM/2020/32, Dated: September 17, 2020
PREBID MEETING:	September 23, 2020, at 11:00AM <u>https://us04web.zoom.us/j/4788120034?pwd=VC84MVNrZ0FuOUFCQ2pkUGlHQVgrUT09</u> Meeting ID: 478 812 0034 Passcode: 2020 (Zoom App)
CLOSING:	2:45 pm on October 01, 2020 (Late Tenders Submission Will NOT Be Accepted)

LODGMET OF TENDERS:

By Hand:

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

A handwritten signature in black ink, appearing to be "S. M. M. Hossain", is written over a horizontal line.

YEARLY CONTRACT FOR SUPPLY OF ELECTRIC MATERIALS

icddr,b is an international health research institute. Based in Dhaka, Bangladesh, we are committed to solving public health problems through innovative scientific research – including laboratory based, clinical, epidemiological, and health systems research. By developing, testing and assessing the implementation of interventions specifically designed for resource poor settings, we aim to improve the health and wellbeing of people living in the world's poorest nations.

For more than 50 years, we have been carrying out high-quality research and promoting the uptake of evidence-based interventions. Our initial focus was on diarrhoeal disease, but we now study multiple infectious diseases, other threats to public health, and methods of healthcare delivery. Our work has had a profound impact on health policy and practices both locally and globally.

icddr,b invites sealed tender for **Supply of Electric Materials** from bonafide suppliers who have 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 SCM Office at icddr,b Mohakhali, Dhaka up to **by 2.45 pm on October 01, 2020**. The tender will be opened at **3.00 pm** on the same day, in presence Sourcing Evaluation Committee members only.

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 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 Yearly Contract for Supply of Electric Materials for icddr,b" and "Financial Bid for Yearly Contract for Supply of Electric Materials for icddr,b". Both sealed envelopes should be put in a third sealed envelope super-scribed "REQUEST FOR PROPOSAL FOR YEARLY CONTRACT FOR SUPPLY OF ELECTRIC MATERIALS FOR ICDDR,B".

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 on the basis of **QCBS (Quality and Cost Based Selection)** as recommended by the Sourcing Evaluation Committee. The evaluation will be done on the basis of 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.

The tenderer must put his signature on each page of the tender, all relevant documents and work schedule, and complete the signature block at end of the tender document and work schedule.



3. 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 Criteria:

- Updated Trade License of the firm /company
- Updated Income Tax assessment certificate
- VAT Registration certificate (Updated BIN)
- Bank Statement for last 6 months and solvency certificate from concerned bank

Tender Assessment Criteria:

<p>Tender Assessment Criteria and Weights (Only technically qualified bidder will be considered for Financial Assessment. Lowest responsive bidder will be awarded.)</p>	<p>Mandatory Documents: Shall be submitted by the tenderer as prescribed in clause # 3. A above</p> <p>Technical Evaluation: 100 Points (Offeror who does not obtain 60% score on technical evaluation, will not be considered eligible for financial evaluation.)</p> <p>Financial Evaluation: Lowest Responsive Bidder</p>
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Selection of the successful Tenderer will be based on, but not necessary limited to, assessment of Tenders against the following Tender Assessment Criteria.

B. Technical Evaluation – Total Weight 100 (Pass marks in technical bid evaluation will be over all 60 %. The opening of Financial Bid of only those bidders shall be considered who scores 60% i.e. 60 marks or more in their technical bid evaluation as evaluated by the Committee, whose decision in this regard shall be final and binding.)

<u>Assessment Criteria</u>	<u>Weight</u>
A. Experience and Past Performance	<u>35</u>
i) Past performance: at least 3 (three) years experience in relevant field. Copies of the work-order, performance certificate for similar nature of contracts with similar INGO/Multinational organization of the last three years shall be enclosed.	
ii) Contract personnel of 3 clients (Name, Number & Email)– for similar nature of contracts	
B. Capacity Assessment	<u>60</u>
i) Organizational Supply Capacity: Location of office, Delivery Van	
ii) Personnel: List of Key Staff, Organogram, Contact person should be at least 2 with contact details (mobile no. email address)	
iii) Bank Statement for last 6 months for concerned bank accounts and Bank solvency certificate	
iv) Yearly Business Turnover	
C. Occupational Health, Safety and Environment	<u>05</u>
i) Declaration regarding Occupational health, safety and environment management in company's letter head pad	
Technical Part	<u>100</u>

Physical verification shall be conducted among technically qualified bidders on the basis of provisional scoring.

C. Financial Evaluation (Price)

Lowest responsive based on approved sample and specification.

4. Quote of Rates:

The tenderer must quote the rate for items using the information in this document, including the work schedule at Annexure A. The rate shall be quoted both in figures and in words. icddr,b reserves the right to offer all the items or in part/group wise as considered necessary in the circumstances. No claim of rate increase during the contract period will be entertained. Subject to consider special situation, price enhancement is only allowed for limited items subject to submission of written application with proper documents by the suppliers. Authority of icddr,b will verify the reason as well as documents and provide decision accordingly and it is the sole discretion of icddr,b and icddr,b decision is final. Unit price shall include VAT, Tax and all other incidental charges. Any overwriting or erasing shall have to be initialed by the tenderer. Rate should be quoted in Taka only. If any firm quotes unreasonably high or low price, which is not comparable with market price, will not be considered for further evaluation.

5. Security Deposit:

Successful tenderer will be required to deposit security money 05% of contract/awarded value (not less than BDT 20,000 and not more than BDT 50,000) in the form of pay order/ Bank Guarantee obtainable from any scheduled bank in Bangladesh. The security money shall be claimed by the supplier in writing within 30 days from the date of contract expiry and will be returned to the supplier without interest.

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 vendor while executing the contract.

7. 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.

8. icddr,b Responsibilities:

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

9. Tenderer's Responsibility:

The tenderer should possess relevant business shop/showroom, E-mail, sole contact person and telephone/cellphone number etc.

Sample: Samples of stock items are available in the procurement office. 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 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.

10. Quality of Goods / Services :

The successful bidder will provide the best quality materials 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 icddr,b requirement shall be rejected and the rejected materials should be taken back by the Supplier without delay at its 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 responsive vendors and 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 should be made at the respective premises which will be received by the concerned supervisor/authorized representative of Procurement Staff.

11. Warranty :

Minimum 6 (six) month warranty for the supplied materials shall be applicable where necessary.

12. Bill of Quantities :

Materials described in the schedule annexed are to be supplied **as per purchase order as and when required basis**. icddr,b is not bound to purchase all the items at a time 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 the **Annex A** may vary $\pm 30\%$ during the contract period. In that case the Supplier is bound to supply the materials in quoted approved rates within the contract period.

13. Quality Test/quality inspection:

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. remove 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.

14. Price: Price shall remain fixed for first tenure of the contract. Price for extended period will be the discretion of icddr,b.

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 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.



- 16. Mode of Payment:** Payment will be made through Bank Transfer and within 30 (thirty) days after 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. The Purchase Order is to be produced to the receiving officer at the time of the delivery of the materials with 3 (three) copies of Delivery Challan and the relevant bill(s). Receiving Officer will return one copy of Delivery Challan to the Supplier duly signed.
- 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 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	>5%
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 01 (one) year 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. Applicable Law :

The Contract shall be governed by and construed in accordance with the laws of the People's Republic of Bangladesh.

21. Termination of Contract Agreement:

Either party may terminate this agreement by giving 2 (two) Months prior notice in writing in the event that the other party defaults in the performance or observance of any terms or undertaking stipulated in this agreement. Supplies of inferior quality materials or extreme delay in supply 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. Termination of the Agreement shall be effected after settlement of all outstanding issues of both parties.



22. Dispute Settlement:

All Complaints, disputes and differences shall submit in writing by Supplier to Director, Supply Chain & Facilities Management and the matter will be resolved within 14 days of receiving the notification. If the supplier is not satisfied it may be referred to the Executive Director, icddr,b for resolution and his determination shall be final and binding.

23. 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.

24. 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.

25. Partnership or Agency:

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

26. 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.

27. Security and Safety Rules:

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

28. 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 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 to the environment.

Solid, Liquid and Gaseous Contaminants

Take responsibility for the proper disposal of all solid, liquid and gaseous contaminants in accordance with 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 do hereby accept the above terms and conditions of the tender document.**
- 2. We have read and understood the technical specifications of the goods.**
- 3. We also declare that we are liable to bear any cost regarding supply of inferior quality goods and its impact, if any.**

Signature of Tenderer:

Full name of Tenderer:

Name of organization:

Address:
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Phone: E-mail:





FINANCIAL PROPOSAL

RFT TITLE: YEARLY CONTRACT FOR SUPPLY OF ELECTRIC MATERIALS FOR icddr,b

RFT NUMBER: icddr,b/SCM/OTM/2020/32, Dated: September 17, 2020

CLOSING: 2:45 pm on October 01, 2020 in presence of icddr,b tender evaluation committee members only
(Late Tender 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,
Mohokhali, Dhaka 1212

A handwritten signature in black ink, appearing to be "M. Hossain", is written over a horizontal line.

TENDER SCHEDULE FOR SUPPLY OF ELECTIRIC MATERIALS IN icddr,b
December 01, 2020 – November 30, 2021

Sl. No.	IM No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
				In Figure	In Words	
1	IM-00615	Ballast,220V, 40 Watt, ATCO, Made in Australia	55 pcs			
2	IM-00616	Ballast, 220V, 20 Watt, ATCO, Made in Australia	5 each			
3	IM-00639	Bulb, 220V, 60-Watt, Phillips brand Clear, Pin type	55 pcs			
4	IM-00640	Bulb, 220V, 100-Watt, Philips brand Clear, Pin typ	65 pcs			
5	IM-00623	Batten Holder (Pin/ thread type). As per sample approved by Engineer, ICDDR,B	5 each			
6	IM-00624	Pendent Holder (Pin/ Thread type) Nitol brand, As per sample approved by Engineer, ICDDR,B	8 each			
7	IM-00672	Holder of Tube light. Khondoker Brand, Type-L. As per sample approved by Engineer, ICDDR,B	5 pair.			
8	IM-00611	Plastic Tape, TESA Brand. As per sample, Size-3/4", 6 meters. As per sample approved by Engineer, ICDDR,B	386 pcs			
9	IM-02534	uPVC Pipe, 3/4" dia, National polymer/RFL (Electrical grade), 10 feet /pc.	387 Each			
10		uPVC Pipe, 1" dia, National polymer /RFL (Electric al grade)	800 feet			
11		PVC Elbow, 3/4" dia. National Polymer or RF	50 each			
12		PVC Elbow, 1" dia. National Polymer /RFL	50 each			
13		PVC Bend, 3/4" dia. National Polymer /RFL	50 each			



Sl. No.	IM No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
				In Figure	In Words	
14		PVC Bend, 1" dia. National Polymer /RFL	50 each			
15		PVC Tee, 3/4" dia. National Polymer /RFL	50 each			
16		PVC Tee, 1" dia. National Polymer /RFL	50 each			
17		PVC Socket, 3/4" dia, RFL/Aziz	50 each			
18		PVC Socket, 1" dia, RFL/Aziz	50 each			
19	IM-02537	PVC Corrugated Pipe 3/4" RFL/Aziz	400 feet			
20	IM-02538	PVC Corrugated Pipe 1" RFL/Aziz	500 feet			
21		PVC Corrugated Pipe 1-1/2" RFL/Aziz	100 Mtr			
22	IM-02540	PVC Channel 1" RFL brand, Best Quality, 6 feet / pc	160 pcs			
23	IM-02539	PVC Channel 3/4", RFL brand, Best Quality, 6 feet / pc	27 pcs			
24		Metal Saddle, 1" dia best quality. Galvanized. As per sample approved by Engineer, ICDDR,B	450 each			
25	IM-00633	3-Pin Plug, 15 Amp, round General Brand. As per sample approved by Engineer, ICDDR,B	27 each			
26	IM-00634	2-Pin Plug, 5 Amp Solar Brand. As per sample approved by Engineer, ICDDR,B	5 each			
27	IM-00671	Plug, 3 pin, 13 Amp, flat pin General/MK/ Energypac brand.	13 each			
28	IM-00642	Tube Light, 20 Watt, 2', Eastern Tubes/Phillips/ Energypac	5 each			
29	IM-00679	Plastic Box for 4x4" Combined Switch Socket, Sunrise Brand, China, As per sample	285 each			



Sl. No.	IM No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
				In Figure	In Words	
30		Plastic Cover/ Face Plate of pure White color for MK Plastic Box, Legrand or equivalent brand	100 each			
31	IM-00635	3-Pin Multi Plug, 13 Amp. Flat. General/ MK/Flug /Equivalent Brand	13 each			
32	IM-01953	Concealed drop Shed for Energy Saving Light thread type, 4" Dia China or equivalent	11 pcs			
33		Earthing socket 2 Pin 10 A, UMS/MK Origin, Singapore, Legrand or equivalent	20 pcs			
34		Exhaust Fan 10" Dia, Plastic Body, Mira brand, China	10 pcs			
35		Exhaust Fan 12" Dia Plastic Body, Mira brand, China	10 pcs			
36		Exhaust fan plastic Body, 8", Mira brand, China	10 pcs			
37	IM-00610	Fan capacitor for Ceiling Fan 2.5 mfd. Korea	3 pcs			
38	IM-01957	Royel bolt # 8	3 pcs			
39	IM-01958	Royel bolt # 10	3 pcs.			
40		Raol Plug (PVC) No. 8 & 10	100+100 Pkt			
41		Ceiling Fan, 56" sweep, Aluminum blade and body, Replacement Warranty: 10 years, brand: Click, BRB, Jamuna.	15 pcs			
42		Wall Mountable Fan, Dia 18" Brand: GFC, Made in Pakistan, metal body, Warranty: 10 years	10 pcs			
43		Pedestal Fan, Size: 24" Brand: Mira, Model: 169 Origin: Made in Thailand	05 each			
44		Pedestal Fan Brand: GFC, Size: 24" Origin: Made in Pakistan	10 each			
45	IM-01959	Metal Box, 1 Gang SWG 20, Galvanized, as per sample	3 pcs			

Sl. No.	IM No.	Name of Items	Quantity	Unit Price		Total Amount in Taka
				In Figure	In Words	
46	IM-01960	Metal Box, 2 Gang & 3 Gang made of SWG 18, Galvanized (7 color) sheet & as per approved sample.	3 pcs			
47		Rawl plug 6/20mm & 6/25mm, RFL or Equivalent. 20pcs/packet	50 packets			
48		Star Screw 25 & 32mm, galvanized with pure metal. 50pcs/box	30 boxes			
49		Star Screw 37 & 50mm, galvanized with pure metal. 50pcs/box	30 boxes			
50	IM-00617	Starter for Tube light, Philips brand, Model: S10, As per approved sample by Engineer, icddr,b	815 pcs			
51	IM-00678	04 way switched socket, Energypac brand, as per approved sample.	510 pcs			
Total Amount (Tk.)						

Total Taka (in word):

Signature of Tenderer:

Full Name of Tenderer:

Name of the Firm:

Address:

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Phone:

E-mail:

