



Request for Proposal

icddr,b is exploring potential Service Provider for Servicing and Maintenance of Carrier brand Chiller of HVAC System including supply and fixing Spare parts, Gas, and Related work at icddr,b, Mohakhali, Dhaka

supplychain@icddrb.org

Bid Ref: icddr,b/SCM/OTM/2018/26/NS-18-1912 Dated: August 07, 2018



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প্রথম আলো

মঙ্গলবার

REQUEST FOR PROPOSAL

Date : 7th Aug 2018

Proposal Ref. No. icddr,b/SCM/OTM/24 & 26 /2018

Sealed proposal are invited by icddr,b for below two scope :

01. Hiring of HVAC Consultancy Service at icddr,b for High Containment Facility (HCF)
02. Servicing & Maintenance of 03 Nos. (Carrier Brand) HVAC Chiller Model-19XR-0- including supply and fixing of Spare Parts

Details terms and conditions of the proposal are available in the proposal document and the proposal document can be downloaded from <http://www.icddr.org/work-with-us/tender-notices>

Pre-proposal meeting for SL#02 will be held on 12th August 2018 at 3:00pm at Chiller Building 3rd Floor, icddr,b, Dhaka-1212.

Special Instruction :

- a) All activities in connection with the said proposals will be guided as per the icddr,b procurement rules & policies.
- b) icddr,b reserves the right to accept or reject all/part proposal without assigning any reason whatsoever.

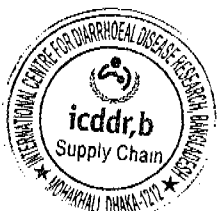


icddr,b

Senior Manager, Procurement
supplychain@icddr.org

REQUEST FOR Proposal (RFP)

- I. RFP NO. AND DATE: icddr,b/SCM/OTM/2018/26/NS-18-1912
DATE : AUGUST 07, 2018
- II. SUBJECT: SERVICING AND MAINTENANCE OF CARRIER BRAND CHILLER OF HVAC SYSTEM INCLUDING SUPPLY AND FIXING SPARE PARTS, GAS, AND RELATED WORK AT ICDDR,B, MOHAKHALI, DHAKA
- III. ISSUING OFFICE/SECTION: ICDDR,B SUPPLY CHAIN
- CORRESPONDING ADDRESS : 68 SHAHEED TAJUDDIN AHMED SHARANI
MOHAKHALI , DHAKA 1212
- IMPLEMENTING COUNTRY : BANGLADESH
- IV. PRE-PROPOSAL MEETING : AUGUST 12, 2018 AT 3:00PM
VENUE: FMS CONFERENCE ROOM AT CHILLER BUILDING, ICDDR,B, MOHAKHALI, DHAKA
- V. SUBMISSION : AUGUST 16, 2018 BY 2.45PM
- VI. SUBMISSION PLACE : TENDER BOX AT SUPPLY CHAIN OFFICE, GROUND FLOOR OF CHILLER BUILDING, ICDDR,B



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ICDDR,B, MOHAKHALI, DHAKA – 1212, BANGLADESH, SUPPLY CHAIN MANAGEMENT

Back ground:

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 tenders in two bid system (Technical and Financial) from well experienced/reputed agencies for provide Servicing and Maintenance of Carrier brand Chiller of HVAC System including supply and fixing Spare parts, Gas, and Related work at icddr,b, Mohakhali, Dhaka. More than one tender from same owners shall be rejected. Details are found in bill of quantities, specifications and drawings as provided with bid documents.

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

GENERAL TERMS AND CONDITIONS:

1. icddr,b is seeking proposals in two bid system (Technical & Financial Bid) from experienced and reputed Contractors, agencies/firms engaged in Operation and Maintenance of Chiller Services (HVAC and related systems and services) having minimum five year experience in the field
2. Corrupt, Fraudulent, Collusive or Coercive Practices:
 - 2.1 The Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under icddr,b funds, ensure-
 - (a) strict compliance with the icddr,b rules and regulation
 - (b) abiding by the code of ethics of icddr,b
 - (c) that neither it's any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice



- 2.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall -
- (a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or
 - (b) reject any recommendation for award that had been proposed for that concerned Tenderer;
- or
- (c) declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
3. The firms may download the tender document from the icddr,b website www.icddrb.org
4. The tender forms (Technical bid (Annexure-I) and Financial/Commercial bid (Annexure-II) completed in all respect should be sent in a sealed cover and subscribed as "Tender form for Repair and Maintenance of HVAC System" and should be submitted to Director, Supply Chain and Facilities Management. The tender response is to be dropped in the Tender Box which is located in the Supply Chain Management Office, Ground Floor of Chiller building at icddr,b 68 Shaheed Tajuddin Ahmed Sarani, Mohkahali, Dhaka 1212 by 2.45 PM on August 16, 2018. The tender opening will be at 3.00 PM on the same day by the Sourcing Evaluation Committee (SEC). There shall be no public opening of Applications.
5. This is two envelopes bidding process and the bidder shall submit the Technical and Financial Proposal in two different sealed envelopes. Bidder shall submit Proposal along with the original copy of RFQ document. Proposal shall be completed properly, duly signed-dated each page by the authorized signatory of the bidders.
6. Proposal shall be marked with "Servicing and Maintenance of Carrier brand Chiller of HVAC System including supply and fixing Spare parts, Gas, and Related work at icddr,b, Mohakhali, Dhaka" and Proposal received later than the time specified herein shall not be accepted.
7. Amendment to Bid documents: At any time prior to the deadline for submission of Bids, icddr,b may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum /corrigendum.
8. Clarification on Bids: To assist in the examination, evaluation and comparison of the technical bids, icddr,b may, at its discretion, ask the Bidder for a clarification on its Bid. No change in price of the Bid shall be sought, offered or permitted. If required icddr,b reserves the right to ask the bidders to submit supplementary documents to support the documents already submitted by the bidder.
9. icddr,b may extend the deadline for submission on justifiably acceptable grounds duly recorded subject to threshold of five (05) working days before bid submission.



10. Proposal must be valid for a period of at least 90 (ninety) days from the closing date of the RFP and evaluation shall be completed with the validity period. icddr,b may request the Bidder to extend the bid validity, if icddr,b feels more time is required to complete the evaluation. Bidders unwilling to extend the validity of the bid, will not be consider for further evaluation.

11. **Quote of Rates:**

The bidder must quote the rate for all the items using the information in this document, including the work schedule at **Annex -A(BoQ)**. The rate for all the items should be quoted both in figures and in words. The icddr,b reserves the right to offer all the items or in part as considered necessary in the circumstances. No claim of rate increase during the contract period will be entertained. Unit price for all the items in the schedule should be included all VAT, TAX and other incidental charges. Any overwriting or erasing shall have to be initialed by the bidder. Incomplete tender will not be considered. Rate should be quoted in Taka only.

If any firm quotes unreasonable/incomplete price for any item i.e. unreasonably high/low price, which is not comparable with market price, will not be considered

9. **Performance Security:**

Successful awarded bidder has to be deposited performance security at a rate of 10% of order value only in favour of "icddr,b" through Pay Order/Bank Guarantee within 7 (seven) working days of acceptance of the "**Notification of Intent**". Bank Guarantee submitted as performance security shall be required to be valid until a date twenty-eight (28) days beyond the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations or after expiry of 12 month defect liability period from the successful handed over the site.

10. **Compensation for Accidents and Damages:**

icddr,b will not be responsible for any kind of injury / accident or death of any staff of contractor while executing the works, Transportation and other related works. Contractor is liable to safeguard the construction personnel, materials and works until handover the materials/works.

11. **Works in Area:**

Items described in the work schedule are to be completed as per BoQ/order and/or as per instruction of concerned authority of the icddr,b. Works should be done in specific area located at icddr,b premises, Mohakhali, Dhaka.

12. **icddr,b Responsibilities:**

- a. Access to the specified areas within the specified time following icddr,b security rules and regulations, and
- b. Access to water and electricity without charging the successful bidder.

13. **Tenderer's Responsibility:**

The bidder should possess physical existent and facility to execute the works and having minimum 5 years experience in the relevant field. Documents listed in the table below as Mandatory and General Requirements must be lodged with original copy of RFP putting inside the closed envelop to be marked on the top of envelope for "**Technical Proposal**":



14. Bidders Eligibility Criteria:

Mandatory Requirement:

SL. No.	Required Mandatory Documents	Submitted	Remarks
1	Updated Valid Trade License		
2	Latest Tax Clearance Certificate		
3	VAT Reg. Certificate		
4	A reputed and Registered Firm/Company having experience of at least three years in maintenance and repairs of Chillers (500 TR) in Bangladesh		
5.	The firm should have submitted sufficient qualified and trained manpower list.		
6.	The firm should have all kinds of equipments and tools list (if required) as required for maintenance of HVAC.		

General Requirement:

SL. No.	Required General Documents	Submitted	Remarks
1	Organizational Structure		
2	Professional staff qualification list with providing copy of CVs where to determine the years of experience 1 B.Sc engineer Mechanical/Electrical 1 diploma engineer Refrigeration/ Mechanical/Electrical		
3	Details List of Similar Project Handed over last three years		



15. Selection Criteria:

Evaluation Criteria	Remarks	Score
Preliminary Technical examination will be done based on Mandatory Required documents	Responsive bidder(s) will be considered for further Financial evaluation	Yes/No
Technical Evaluation	<p>Preliminary Technical proposal evaluation:</p> <ul style="list-style-type: none"> - The SEC shall firstly examine the Tenders to confirm that all Required Mandatory Documents and General Documents have been provided in order to ensure compliance issue, adequacy and authenticity of the documentary evidence as per the RFP - The Tenderer conforms the Required Mandatory Documents (must be provided in Envelope – 1) for Technical Proposal as per RFP shall be considered for Technical Evaluation & responsiveness. Bidders obtaining 70% mark in the technical evaluation shall be considered for financial evaluation 	50
Financial Evaluation	<ul style="list-style-type: none"> - Only those Tenders will be qualified for the Preliminary Technical Evaluation need to be examined in this phase for Financial Evaluation and Price compression - Technically responsive lowest bidder will be awarded for the Servicing and Maintenance of HVAC . 	50

16. Evaluation of Bids (Technical Evaluation):

Evaluation of the bids will be made based on quoted amount, technical qualification, overall capability supported by the document mentioned in the RFP. Evaluation will be done as per criterion and matrix mentioned in the below table.



Assessment Criteria	Score	Weight
A. Compliance with the Bid Documents	R/NR	
B. Maintenance Schedule & Procedures		
B1.Experience		
The contractor/agency/firm must have experience of maintaining minimum of 500 TR (ton of refrigeration) capacity of HVAC system or similar works during the last 5 years in servicing and maintenance with minimum 05 nos. of work in Bangladesh.	10	
B2.Capacity		
The contractor should submit details servicing and maintenance procedure with mentioned of using tools equipments, losses of gas.	4	
- The contractor may also submit Quality and Service Plan	3	
- Minimum 1 (one) Diploma Engineers (Electrical /Mechanical or Eqv.) with 3 years relevant experience	5	
- Minimum 1 (one) Diploma Engineers (Electrical /Mechanical/ refrigeration) with 5 years relevant experience	3	
B3. Organization structure including workshop facilities, Skilled technician & Engineer	5	
B.4 Details specification, origin, manufacturer country of supply materials with source of materials	10	
C. Customer satisfaction with icddr,b and or with external organization and client list	5	
D. Financial Capability (Bank Certificate / Credit facility/ audited balance sheet of the company)	5	
Total Technical Part		50

17. **Price Comparison:**

The Evaluation committee will compare all responsive Tenders to evaluation Tender

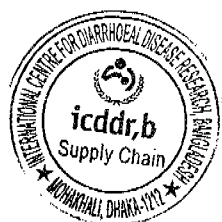
Assessment Criteria	Weight
Tender Price	50

18. **Negotiation:**

The procuring entity reserves the right to negotiate price with any responsive bidder to obtain best value for money.

19. **Quality and Quantity of works s/ materials:**

All materials used to undertake works under this contract, shall be of a high quality as deemed acceptable by icddr,b. The successful bidder will provide the best quality works / materials as



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per the requirements of icddr,b. icddr,b is not bound to purchase all the materials and quantities of goods/ materials mentioned in the schedule annexed and further reserves the right to purchase quantities or number of materials to any extent as it requires.

Any materials/works found below the standard and not as per specification icddr,b shall be rejected and the rejected materials should be taken back by the successful bidder without delay at his own cost. Repetition of attempts to supply sub-standard materials will make the contract liable to termination.

20. Quality Test/quality inspection:
Materials brought for delivery shall be examined / tested, counted and measured as the case may be by the persons authorized by the icddr,b. icddr,b will check and verify the works / materials executed by the Contractor and notify the Contractor of any defects found.

Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field tests may instruct the Contractor to:

- a. remove and replace any works or materials thereof which is not in accordance with the Contract,
- b. remove and re-execute any other works or materials thereof which is not in accordance with the Contract, and
- c. execute any works which is urgently required for the safety of the works.

icddr,b reserves the right to test any sample of supplied materials if purchased or supplied by contractors from any external laboratory. Supplier will have to bear the expenses for that.

21. Qualified Staff:
The Contractor shall maintain a work force of suitably experienced and qualified staff enabling the completion of works for this contract to a consistently high standard.
22. Misbehavior of any Staff of the Contractor:
The bidder shall ensure that his personnel adhere to the icddr,b code of conduct. Misbehavior with the officers and staff of icddr,b will not be accepted/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/works immediately after getting information/notice from icddr,b management.
23. Site Visit:
Bidder(s) is requested to visit site before quoting or submission of their offer. In this regarding bidder may communicate with Assistant Engineer, Electrical, Tel: 9827001-10, Extension # 3772 prior to site visit.
24. Works Completion time:
The Contractor shall complete the works as per below schedule:

By 45 days from date of signing of NOI/Contract/PO
25. Liabilities:



- The firm shall be under liability to compensate for any damages (direct or indirect) caused to the chiller servicing, maintenance and other equipments due to negligence on their part
- The firm shall be under liability to compensate for any consequential damages resulting from delay in providing service as per Scope/agreement.
- The firm shall intimate in advance about the visit of their engineers and the work will be undertaken only during working days of the icddr,b except in case of any emergency work.

26. Payment:

Payment shall be made to firm after satisfactory completion of service on receipt of bill complete in all respect duly signed for actual services performed as per scope of work mentioned in the contract. Payment will be made through BEFTN providing bank details by the contractor. Wherever applicable, Tax as prescribed by Taxation/VAT Authorities will be deducted from the bill(s) at source. All bills to be certified by the authorized officer of employer and rechecked by the officials of the icddr,b before release of payment

27. Penalty Clause:

icddr,b may deduct 10% of the total ordered value or Tk.10,000 (ten thousand) whichever is higher from the bill or as decided by Competent Authority of icddr,b when the successful bidder does not carry out the works within the stipulated time mentioned in the works order or within the approved extended time or provides proven poor quality service or attempt to supply poor quality materials or repeating attempt of supply of poor quality materials/Service (wherever applicable) or absence of security and safety signages and measures at servicing of Chiller site or loss /damage/misuse of materials.

28. Letter of complaint:

Any violation of quality works and supply or attempt to supply of poor quality materials and materials or extreme delay in completion of works within contract period or approved extension time or absence of security and safety signages and measures will lead to write "letter of complaint". Repetitions of similar activities will cause issuance of warning letter which may lead to termination of the contract, if require.

29. Physical Facilities:

The contractor will arrange water line from icddr,b source in his own cost and arrangement and electricity line at his own cost for the works. No labor shed or Office is allowed to make at the work site. The contractor is liable to safeguard all the construction materials at his own cost and arrangement. The contractor is liable to keep the site clean and sanitized during the working period at his own cost.

30. General Instruction

- Vendor engineer/ technician will carry all the required tools & tackles required at site
- All the required safety procedures will be followed
- Vendor engineer/ technician will timely notify for the work to be taken up for maintenance of the machine to facilitate requisite shut down period
- All spare parts/ consumable item like fuses, refrigerant, compressor oil, bearings, contacts, switches etc. will be supplied by the vendor.



31. Security and safety signage
Contractor must have to use adequate safety and security measure at the site. Contractor must have to put security and safety signages at the site to maintain safe works place practice with approval from icddr,b. Site will not be handed over without security and safety signages and measures. Violation of this will result in application of penalty clause in first case.
32. Warranty:
Materials / works
Warranty of the works is one year from the date of handing over the site and upon acceptance by icddr,b engineer.

The contractor is liable to repair / replace the labour/materials/ works within 15 days of identifying the defect in no cost of icddr,b in case of any defect found in the warranty period. The entire works should be completed within 60 days after receiving the works order / letter of intent whichever is earlier.
33. Force Majeure:
If at any time, during the contract, the performance in whole or in part by either party is prevented or delayed by any reason that could reasonably be considered to be beyond the control of the effected party(s), including war, civil unrest, sabotage, fires, epidemics, industrial action, or acts of God (all of which hereinafter shall be referred to as events). Provided notice of any such eventuality is given by the effected party to the other within 21 days from the date of occurrence, such event shall not be used as a reason to terminate the contract, and nor shall the other party have any claim for damages against the effected party in respect of the consequences on the contract from any such event, provided the effected party take all reasonable steps to resume full and proper performance under the contract as soon as practicable after the event has come to an end or cease to exist.
34. Disputes
Any claims, dispute and or difference (including a dispute regarding the existence, validity or termination of this Agreement) arising out of, or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. icddr,b and the Service Provider shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation. However, if the disputes are not resolved by the discussions then the matter will be referred for adjudication to the arbitration of a person appointed by the parties in Dhaka in accordance with the Arbitration Act 2001. The venue for the Arbitration will be Dhaka and the decision of the arbitrator shall be final and binding on the parties
35. Termination of Contract:
35.1 Termination for Default
(a) The Procuring Entity or the Contractor, without prejudice to any other remedy for breach of Contract, by giving fourteen (14) days written notice of default to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of Contract.



- (b) Fundamental breaches of the Contract shall include, but shall not be limited to, the following:
- (i) the Contractor stops work for fourteen (14) days when no stoppage of work is shown on the current Programme and the stoppage has not been authorized by the Project Manager;
 - (ii) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - (iii) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of Liquidated Damages can be paid, as specified above in Clause 27;
 - (iv) the Contractor has subcontracted the whole of the Works or has assigned the Contract without the required agreement and without the approval of the Project Manager;
 - (v) the Contractor, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices as defined in Clause 2, in competing for or in executing the Contract.

36. Applicable Law:

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

37. Settlement of Disputes :

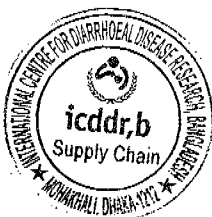
- i. Amicable settlement: icddr,b and the supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
- ii. Arbitration: If the parties are unable to reach a settlement as per Clause 37 (i) within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either party may give notice to the other party of its intention to commence arbitration. The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and the venue for the Arbitration will be icddr,b, Mohakahli, Dhaka and the decision of the arbitrator shall be final and binding on the parties.

I/we have read and understood the terms and conditions of this bid schedule. I/we do hereby accept the above terms and conditions of the contract/agreement.

Signature of Bidder:

Full name of Bidder:



Name of Firm/company:

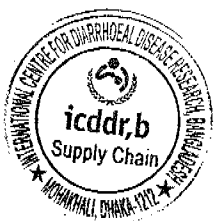


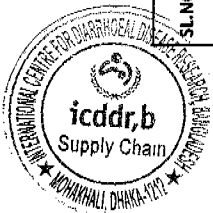
Address:

Phone: E-mail:

Annexure:

A. Bill of Quantities (BoQ)	 BOQ for Servicing and Maintanance of
B. Safety and Security Rules	 Safety security rules.doc





icddr,b, 68 SHAHEED TAJUDDIN AHMED SARANI, MOHAKHALI, DHAKA - 1212, BANGLADESH
 Bid Ref: icddr,b/SCM/OTM/2018/26/NS-18-1912 Dated: August 07, 2018

Bill of Quantities (BoQ)/Statement of BOQ for Servicing and Maintenance of 03 Nos. (Carrier brand) Chiller of HVAC System

Annex-A

SL.NO	Item Description	Qty	Unit	Supply Cost	Installation Cost	Grand- Qty	Unit of Measure	Unit price	Grand Total TK.
1	Servicing and Maintenance of 03 Nos. Chiller of HVAC system including supply & fixing of following necessary spare parts, gas and related works. (As per specification and instruction of Engineer, icddr,b)								
1.a	Servicing & Maintenance of 03 nos Carrier Chillers including line follows - i. Tube Cleaning . ii .Nitrogen pressure test & other leak test . iii .Required Leak Test and related all works. iv . Installation/Fixing of the spares as required . v . Other works which can't be anticipated & mentioned works .vi. All spare parts warranty provide as per standarder policy.	3	lot						
1.b	Carrier Chiller Model -19XR-O-4040387KGH52 ,All Chiller equipment will provide as per sample --								
i	Compressor Oil for Chiller -PP238Z103005 (5gal/18.9L)	7	Drum/Can			1	Pkg 1 (1.a + 1.b)		
ii	Refrigerant for Chiller - R-134a (13.6 Kg./cylinder)	23	Cylinder						
iii	In/fine oil filter -02XR05009501	3	Each						
iv	Filter -KH42ME060	3	Each						
v	Filter Drier -KH45LE120	3	Each						
vi	Inlet-3/4" SAE & Outlet-3/4" SAE - KH11NG070	6	Each						
vii	Strainer filter [Perforated metal plate / wire mesh: stainless steel 1.4301 / 1.4571/DN 300/big/small	4	Each						
viii	Mesh width: fine sieves from 10 µm]								
	Chiller water IN/OUT sensor	2	Each						
	a.HH79MZ0320711	2	Each						
	b.HH79MZ0322611	2	Each						

Warranty: Standarder warranty on all spare parts.

Signature of Tenderer:

Full name of Tenderer:

Name of Firm/company:

Address:

Phone: E-mail:

Trade license No: TIN No: VAT Rgn. No:

Pay order/demand draft No: drawn from (bank name) Date:

[Handwritten Signature]
 06.08.2018

Sheikh Mohammad Abu Dawood
 Sr. Manager
 Electrical Engineering Unit
 icddr,b

[Handwritten Signature]

SECURITY & SAFETY RULES AND REGULATIONS OF icddr,b, MOHAKHALI, DHAKA

All contractors, their employees and any sub-contractors and their employees whilst on Centre's premises must comply with all Health Safety & Environmental legislation as well as Centre's Health Safety & Environmental Regulations.

1. **Construction water /curing water** : The Contractor shall arrange water / electricity from available nearest tapping point (**Free of cost**).
2. **Security of Materials** : The Contractor shall arrange security for their own materials until takeover of the work site by icddr,b after completion of the work.
3. **Safety Regulations** : The Contractor must follow the safety rules and regulations as well as 'HSE Compliance' prevailing at icddr,b.
4. **Injury, disability or death** : To the extent permitted by law, icddr,b shall not be responsible for any manner of injury, disability or death to any person engaged by the contractor or for loss of or damage to the property of person/s and the contractor shall indemnify icddr,b in respect of any such claims as may be made against icddr,b and of all cost arising.
5. **Theft or damage of ICDDR,B properties** : Contractor(s) shall ensure that none of their laborers and supervisors are involved in theft or damage of any of icddr,b properties. Contractor(s) shall indemnify icddr,b from any such damage. In case of such incident contractor(s) shall be bound to immediately compensate icddr,b at actual(s).
6. **Supervising Staff (Safety and Security)** : Engagement of qualified and experienced Safety and Security Supervisor by the Contractor.
7. **Age Limit of the workers** : Engagement of skilled and experienced worker at the job with age limit between 18-60 years by the Contractor.
8. **Safety procedures** : Safety procedures of icddr,b are as under :
 - a. Obtain Safety permit (cold and hot work) before start of work by using Safety and Security CARD.
 - b. Use proper scaffoldings for high level work.
 - c. Use Safety net for specific high level work.
 - d. Check and confirm under ground cable and pipe before any excavation work and protect the sides of excavation properly.
 - e. Encircle the dismantling area with Rope & Sign board "Construction Work in progress"
 - f. Maintain cleanliness before, during and after construction works.
- Safety gears** : Provide and ensure following Safety gears for contractor's Staff and Workers :



- a. Safety helmet.
- b. Shoes.
- c. Hand gloves
- d. Trouser and Shirt.
- e. Gas mask if necessary.
- f. Safety goggles.
- g. Safety belt

10 Tools & Equipments :

- a. Before using any equipment or Power tools, the same must be thoroughly Checked by Contractors Supervisor and in case of Welding machine the same must be checked by icddr,b's Electrical Engineer. Proper machine and tools shall be used in work.
- b. Before using Power tools, the Contractor's Supervisor must ensure that the Worker using the tool has got adequate experience.
- c. Naked electric cables if any shall be removed immediately from the work site.

11. Injury Reporting :

All injuries must be reported to the Engineer-in -Charge and Fire and Safety Department of icddr,b immediately.

12. Fire :

In case of Fire, please call Phone no. 3624, 3625 (Fire and Safety Control room).

13. Emergency medical help :

For emergency medical help, please call Phone no. 3624, 3625 (First Aid Centre).

14. Health Safety & Environmental regulations :

Some of the major points from Health Safety & Environmental regulations of icddr,b are as follows:-

- a. Ensure that Work permit for Hot work, Cold work, Electrical work, Entry into confined space etc. are obtained from concerned Department before starting any job on Centre's premises
- b. Ensure that all equipment and tools brought to the Centre's premises are in the safe condition, have recently (within one week) been checked, entered into the Security Section Register and that all personnel using the equipment / tools have been trained about the safe operation of those equipment / tools. Before using all tools and equipment to be checked by the concerned icddr,b Supervisors.



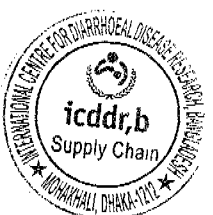
- c. Contractor's all employees working in icddr,b premises shall have identifiable Uniforms with name and logo(if any) of the contractor , all personal protective equipment (PPE) and safety kits i.e. helmet, shoes, gum-boots , goggles, gloves, ear-plugs , welding shields etc. as required for the specific jobs under taken by the individual person.
- d. All jobs must be done with appropriate tools and fixtures depending on the nature of job. For all practical HSE and hygiene related issues; HSE Manual of the Centre must be treated as the complete code of conduct in this regard.
- e. Tools briefing session with proper documents will be conducted before starting the job.
- f. Contractors' all employees must have the icddr,b HSE policy and Safety rules and regulations card and to be displayed with the identity cards.
- g. The owner of the company or their representatives with supervisors & icddr,b Safety Manager will have a briefing session regarding the icddr,b Safety rules & regulations before starting the job.
- h. The contractors should submit an organization chart indicating designated HSE contact person (s).

15. Portable Electrical Tools :

- a. All portable electrical equipment / tools like hand drill; hand grinding machine etc. must be double insulated with proper plug & socket.
- b. Any electrical power tapping must be done through Centre's standard.
- c. Defective plugs, sockets, cables must not be used in any circumstance.
- d. Grinding stone must be checked for any damage or crack before use.

16. Electrical Arc Welding :

- a. Electrical Welding set must be International standard with insulated cable connectors of the locking joint type of cable of being plugged into Centre's standard.
- b. Power cable must not be entangled with welding cable and both



welding and power cable must be clear of ladders, passage ways or doors and there should be not possibility of over run by trolley, skips, trucks etc.

- c. Earthing of welding set must be done properly with standard earthing clamp directly to the object to be welded, and not through any other objects or machine body.
- d. Any persons doing arc-welding job must be a certified welder and accompanied by a "HSE PERSONNEL" equipped with necessary fire fighting equipment.

17. Gas welding :

- a. All gas welding set must be International standard equipped with all necessary accessories like flash back protector, pressure regulator, meters, valve wrench / wheels, fire extinguisher etc. and must be placed on Centre's premises.
- b. Any gas cylinders must not be kept in the vicinity of heat source protection must be given from extreme of temperature, physical damage, electric current and contamination of oil or grease.
- c. A competent person must supervise loading and unloading of any gas cylinders very carefully.
- d. Any person doing gas arc-welding job must be a certified gas welder accompanied by a "HSE PERSONNEL" equipped with necessary fire fighting equipments.
- e. A friction lighter must light welding torches or other approved devices and must not be by matches or from hot wick.

18. Hand tools :

- a. All hand tools must be of Centre's/ International standard and an appropriate one for the job ; and under no circumstances a damaged or non standard tools will be used; such as files without handled , mushroomed chisels, worn-out screw driver, hammering any object by another object other than a hammer etc.
- b. Tools not in use must be secured or placed in holders while work is being performed overheads.
- c. Throwing tools or materials from one location to another, or dropping them to lower levels must not be permitted.
- d. Uses of Adjustable Spanner (side-wrench) is prohibited at all times.



- e. Soft hammer must be used to strike a hardened bushing, pins etc.
- f. Hack saw blades must be fitted properly and proper blades must be use for cutting (14 teeth/inch for soft solid metal; 18 teeth/inch for tool steel, iron pipe, hard metal and general workshop use; 24 teeth/inch for drill rods, sheet metal and tubing; 32 teeth/inch for thin sheet metal & tubing).
- g. Measuring tapes of conductive nature must not be used when working on or near electrically energized parts.

19. Colour Coding :

- a. Ensure that all employees have adequate knowledge about Centre's colour coding system, Health Safety & Environmental sign and symbols.
- b. Everybody must be capable of identifying hazardous element, areas / zones to protect themselves with necessary protective clothing / devices.
- c. Everybody must be capable of identifying any Hot / service line (electric gas steam, water, telephone etc.)

20. Fire & Safety :

- a. Ensure that the Centre's Standing Instruction on Fire & Safety is understood and followed by everybody.
- b. Everybody must have adequate knowledge about the location of fire hazardous element / zone, Fire and Safety station, designated Emergency Assembly point, fire fighting equipments, emergency escape route and emergency evacuation system.
- c. Everybody must participate in Centre's Emergency evacuation drill.

21. Safety Clothing & Gears. :

- a. Ensure all necessary protective clothing as per required by the nature of job are used (safety spectacles, goggles, face shields to protect eye and face ; ear plugs to protect hearing ; foot wear and hand gloves to protect foot and hand; safety helmets to protect head; respiratory protective equipment ; body protective clothing , safety belts/fall arrestors for high level job etc.)
- b. Must wear goggles when chipping and there is possibility of flying particles.
- c. Must wear helmet and safety belt / chest harness when working above 2 meter high or hammering an object. The helmet should be in perfect condition with chin strap and inner frame in tact. It is mandatory to use at all times inside the Centre.



22. Scaffolding & Platforms :

- a. Ensuring that the scaffolding/ ladder/cat-walks to be used are inspected and found in safe condition and any scaffold made / fitted must be of Centre's standard.
- b. All mobile scaffold/ladder/cat-walks must be placed on a flat/ level surface; must be stable (if necessary use stabilizer) and the wheels must be locked before use.
- c. Do not push or pull a mobile scaffold /ladder/ cat-walks while man working on it.
- d. Metal ladders must **NOT** be used while doing any electrical job.
- e. While using ladders one person must be at the bottom of it tightly pressing the feet of the ladder to the ground and upper portion to be tightened with rope or wire.

23. House keeping :

- a. Ensure good house keeping near working place all the time, providing proper barricade with necessary sign board and safe access to all work areas free from any obstruction, projections and oily materials.
- b. All floor and wall openings that may cause accident near working place must be blocked or properly guarded.
- c. Materials, equipments / tools, scaffold / ladders, spare parts etc. must be kept in a proper manner and proper places.

24. Confined Space Entry :

- a. Entry permit must have to be obtained prior to any entrance into a confined space (like underground / ground /over the ground tanks, etc.)

25. General Safety :

- a. Ensure that you or any of your sub-contractor(s) engaged by you or your employee or worker under your direct or indirect control does not use any process, tool method or material having an adverse effect on the surrounding environment i.e. air, soil, ground and surface water. Nor you will be allowed to use any chemical(s) having a detrimental effect on the environment, vegetation and wild life in and around the work-area.
- b. If any work is found in unsafe condition HSE personnel will have the right to stop the work and the work will be resumed after rectification.
- c. You will be required to have trained personnel for consistent supervision and control on above requirements. But it does not



mean that your responsibility on the issued for your job is diminished.

- d. Any transport you bring inside the Centre's premises must be in a good condition mechanically (engine condition, hand brakes, lighting etc.) and environmentally (no black / blue smoke emission, no oil leakage, no damaged seat belts etc.).
- e. Transport should be parked ONLY in the designated parking areas and under no circumstances anybody will rest or sleep under or beside the parked vehicle.
- f. icddr,b personnel will inform the contractor of any risks that his employees may be exposed to as a result of working in icddr,b premises.
- g. Contractor's personnel shall also inform to icddr,b of any risk from their work.

Signature of the tenderer.....

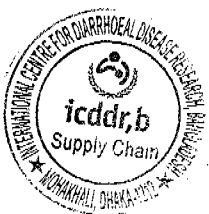
Name of the firm.....

Adders.....

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Phone no.....

Email



26. Check List

HSE performance check list	Actual	Marking	Remarks
Is the location genuinely (owned / hired) occupied?			
Are the power, water, gas and other service lines genuine?			
Are all service lines drawn safely?			
Have any waste disposal to anybody else's premises?			
Have any under-aged (below 18 years) or over age (over 60 years) in employment?			
Have any record of HSE briefing?			
Are the tools and equipment safe as per icddr,b standard ?			
Are all employees agreeable to abide by icddr,b HSE guide lines ?			
Do the staffs are provided with uniform, PPE?			
Is the working area clean?			
Is adequate safety protection taken to save the equipment, man and environment?			

Signature of the tenderer.....

Name of the firm.....

Adders.....

.....

Phone no.....

Email

