

REQUEST FOR TENDER

Supply Chain Management

RFT TITLE:	HIRING OF CONTRACTOR FOR SALE OF RECYCLABLE ITEMS & STERILIZED MELTED PLASTIC MATERIALS FROM icddr,b DHAKA FOR A PERIOD OF 36 MONTHS.
RFT NUMBER:	icddr,b/SCM/OTM/2019/01, Dated: January 10, 2019
CLOSING:	2:45 pm on January 20, 2019 (Late Tenders Submission Will NOT Be Accepted)

LODGMET OF TENDERS:

By Hand or By Post:

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

A series of handwritten signatures in blue ink, including a large signature on the left and several smaller ones to its right, followed by a signature on the far right.

Tender for Hiring of Contractor for Sale of Recyclable Items & Sterilized Melted Plastic Materials from icddr,b Dhaka for o Period of 36 Months

Sealed Tenders are invited by icddr,b Mohakhali, Dhaka 1212 for **Hiring of Contractor for Sale of Recyclable Items from Dhaka Campus** from professional firm or dealer involved with handling of recyclable/unserviceable/scraped materials, with the capability and expertise to arrange recycling of the items stated in the schedule. 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 Chiller Building at icddr,b Mohakhali, Dhaka up to **by 2.45 pm on January 20, 2019**. The tender will be opened at **3.00 pm** on the same day. Tender Documents can be collected from Supply Chain Management Office, Chiller Building, icddr,b, Mohakhali, Dhaka.

icddr,b reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever.

SCOPE OF REQUIREMENT

BACKGROUND

The International Centre for Diarrhoeal Disease Research, Bangladesh (icddr,b) delivers clinical services for the treatment of diarrhoeal diseases, as well as undertaking a diverse range of research into the causes of diarrhoeal diseases and many of factors that impact on the health and well-being of developing countries and the poor, both within Bangladesh and globally. icddr,b has various treatment and research centres located throughout Bangladesh.

Facilities Management Services is responsible for delivering a wide range of corporate services to the whole of icddr,b, including Waste Management. The provision of Waste Management of the organization involves the sale of various recyclable and unserviceable items generated from its hospitals and offices in Dhaka.

LOCATION OF WORK

This contract covers sales of recyclable items from **icddr,b, Mohakhali campus, Dhaka**.

THE CONTRACTOR

The contractor shall be a professional firm or dealer involved with handling of recyclable/unserviceable/scraped materials, with the capability and expertise to arrange recycling of the items stated in the schedule.

The Contractor shall have facility/arrangement for recycling of the items. The facility shall as a minimum include the followings:

- a) Recycling machinery or arrange to recycle the items;
- b) Experience staff for handling/packing/processing of recyclable items;
- c) Personal Protective Equipments (PPE) and other equipment for staff and works;
- d) An office/contract address with contact person necessary to take, record or pass on any emergency messages that may be received, provide information as and when required with regard to work and delivery of items.

The Contractor shall be required to allow the Ordering Officer or his/her authorized Representative(s) to inspect the premises or facility whenever required.

All works related to recycling under this contract shall be carried out outside the Principal's premises, except minimum cutting, binding, weighting/counting, and payment.

The Contractor shall provide all general and specialized equipment, transport, tools and materials to carry out the type of works likely to be ordered under the contract.

The contractor shall at all times provide a sufficient level of supervision to ensure that the works are completed on time and to the required level of quality.

The contractor shall only utilise personnel who are sufficiently experienced to undertake the type of work for which they have been assigned to perform. The Contractor shall ensure that the accumulation stations in the premises of the Principal are cleaned and tidy during the work.

For any query may contact with the following persons

For Technical Issues (Waste Recyclable Items)	Mr. Mohammed Zakaria	Ext. # 3624
For Technical Issues (Petridishes Recyclable Items)	Ms. Suraiya Begum	Ext. # 2121
For Commercial Issues	Ms. Shuraiya Parvin	Ext. # 4401

COLLECTION SCHEDULE

For Waste Recyclable Items: The contractor will be required to collect the materials between 9:00 am to 5:00 pm on the 3rd, 7th, 11th, 15th, 19th, 23rd, 27th, and 30th or 31st day of every month. If the collection day coincides with a holiday, then the contractor will be required to collect the materials on the next working day. The collection point will be the waste accumulation satiation at icddr,b premises, **Dhaka**.

For Petri dishes Recyclable Items: The contractor will be required to collect the materials between 9:00 am to 5:00 pm on the 15th and 30th day of every month. If the collection day coincides with a holiday, then the contractor will be required to collect the materials on the next working day. The collection point will be at the Media Facility at icddr,b, Dhaka. All items are to be weighed or counted in the presence of the representative of Media Facility of icddr,b or icddr,b staff before they can be removed from the premises at icddr,b Mohakhali.)

DESCRIPTION OF SERVICES

The successful tenderer will arrange to prepare all materials in accordance with icddr,b instructions which includes

- Cutting the saline bags/plastic bottles/container into two pieces
- Binding the cardboard boxes and other materials as applicable
- Weight or count of items as stated in the tender document in the presence of the representative of icddr,b before they can be removed from either the premises at Dhaka.
- Deposit taxes and AIT as applicable to the scheduled bank
- Deposit total value of sold items to icddr,b finance department
- Get gate pass with authorized signature for taking delivery of sold items from GSU on submission of payment slip or form.
- Handover GSU's copy of the gate pass at icddr,b gate on taking away of sold materials from icddr,b premises either in Dhaka.

PAYMENT

The successful tenderer will be required to pay for the materials as per the rates quoted in the contract to be calculated based on the actual quantity or measurements. It is to be paid in cash and is to be included tax, VAT and other charges as per government rules through **PRESCRIBED FORM** given in the **Annexure-1**. icddr,b will not allow the contractor to collect any items until he has paid for the sold items.

PERIOD OF CONTRACT

The period of contract shall be two years from the date of commencement of the contract. The Contract shall commence on the date upon which the Contractor received a written notice of acceptance.

SECURITY DEPOSITE

Successful tenderer will be required to deposit security money, amounting Tk. 20,000.00 (Taka twenty thousand) in the form of pay order/bank guaranty obtainable from any scheduled bank. 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 contractor without interest.

PENALTY CLAUSE:

In case of any delay in collecting the materials as per the collection schedule without any justified reason, the contractor will have to pay additional 5% on the quoted rates for each item for each day of delay. The ordering Officer will have the authority to except or reject the reason for delay with respect to collecting the recyclable items as per scheduled dates. Repetition of such delay or non performance to execute the contract, icddr,b can blacklist the party by terminating the Contract and also can forfeit his Security Deposit lying with the Centre.

icddr,b's RESPONSIBILITIES:

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

TENDERER'S RESPONSIBILITIES:

Upon receiving the letter of award or signing of the contract, the contractor will be required to start collection of the sold items within 3 (three) working days following the procedure stated in this tender document. The successful bidder must ensure they have a delivery Challan/Gate Pass from General Services Unit of icddr,b showing cash deposit slip issued by the Finance Department of icddr,b before they can take away the sold items from icddr,b premises. The successful contractor will not be allowed to collect any material from icddr,b without Challan/Gate pass . The contractor must collect the sold items through security check by icddr,b security personnel between 9:00 am and 5:00 pm on scheduled dates. The successful contractor will not re-use the materials as mentioned in this tender document without following the process of recycling. If the contractor do so, icddr,b will not be liable for any consequences due to reuse of the items without following the recycling process. The successful contractor will also follow the standard handling procedure and arrange essential PPE/tools/equipment for collecting recyclable materials.

SAFETY PROVISION:

The contractor shall apply all necessary pre-cautionary measures and use Personal Protective Equipment (PPE)/tools during handling of recyclable materials. The contractor is not allowed to use child labour for handling purpose.

TERMINATION OF CONTRACT AGREEMENT:

icddr,b reserves the right to terminate the contract at any time on the ground of noncompliant of any obligations, terms and conditions stated in this tender document by giving 3 (three) months notice in writing to the contractor. If the successful bidder wishes to the terminate the contract, then they are to provide 3 (three) months notice in advance to icddr,b. icddr,b's decision is final in case of any dispute that arises in connection with these termination procedures.



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 handling the materials. The contract will be liable to ensure appropriate safety of his staff.

MISBEHAVIOUR OF ANY STAFF OF THE CONTRCATOR:

The tenderer shall ensure that his personnel adhere to the icddr,b code of conduct. In case of any misbehaviour of contractor’s staff with any staff of icddr,b, the contractor will be asked to remove the concerned staff form icddr,b site immediately and take necessary action.

Assigned Key performance Indicators (KPIs) for recyclable items:

KPI	Achievement	Frequency
Maintain delivery schedule	90%	As per delivery schedule
Wear PPE by staff during handing of recyclable items	100%	Every time of handing
Cleanliness of site after each delivery	Standard (free from visible dirt/waste)	Every time of delivery

TENDER SUBMISSION

Tenderer shall have legal capacity to enter into contract. Tenderer in support of its qualification shall be required to submit.

- i) Updated Trade License
- ii) latest TIN Certificate
- iii) VAT Registration Certificate
- iv) Experience certificate minimum 1 no. from end user over the last 3 years
- v) Information with procedure of recycle facility as stated in the tender document.

EVALUATION OF TENDER

Evaluation of the tenders will be made on the basis of highest individual prices and/or total amount quoted for the items for best value for money of the centre. If any discrepancy found in the rate in figure and word, then unit rate in word will be considered for calculation of total amount of the item. Non-submission of any documents with the bid as mentioned in the clause (Tender submission) will disqualify the tender for evaluation.



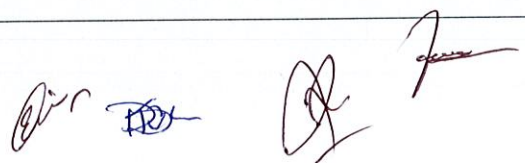
SCHEDULE OF RATES

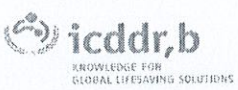
Schedule of rates for the recyclable items in icddr,b, Mohakhali, Dhaka

ITEM	DESCRIPTION	EST QTY (Yearly)	UNIT	RATE		EXTENDED AMOUNT
				In Figure	In Word	
1	Empty saline bag with tube	5000	Kg.			
2	Empty I.V saline plastic bottle with tube	1000	Kg.			
3	Empty phenyl, liquid soap, savlon container & similar plastic container	1000	Kg.			
4	Empty soybean oil plastic container	500	Kg.			
5	Various (crushed & non-crushed) plastic container/bottle (liquid soap bottle/dispenser, savlon small bottle/container/dispenser, water bottle, unused/broken plastic bucket.etc.)	2500	Kg.			
6	Various (crushed & non-crushed) tin pot & empty bleaching powder tin	500	Kg.			
7	Empty Dano milk pot/tin	1800	Each			
8	Fused tube light	1000	Each			
9	Old news paper	1500	Kg.			
10	Used empty carton	10,000	Kg.			
11	Used/waste office paper/documents/ (non-confidential)	1,000	Kg.			
12	Used /old office papers /documents with or without cover board binding- (confidential)	6,000	Kg.			
13	Used engine oil	800	Liter			
14	Various glass bottles	500	Kg.			
15	Sterilized Melted Plastic Petridishes and other Materials	4000	Kg.			
				Total:		

Total Taka in word: _____

SIGNED:		DATED:	
COMPANY NAME:			





Cost Sheet of Sold Recyclable Materials

Sl. No.	Items	No. of bags	Unit	Total Quantity	Unit price (Tk.)	Amount (Tk.)
01	Empty Saline bag					
02	Empty I.V saline plastic bottle					
03	Empty phenyl & similar plastic container					
04	Empty Soybean oil plastic container					
05	Various (crushed & non-crushed) plastic container/bottle (liquid soap bottle, savlon container, water bottle etc.)					
06	Various (crushed & non-crushed) tin pot & empty bleaching powder tin					
07	Empty Dano milk pot/tin					
08	Fused tube light					
09	Used news paper					
10	Used empty carton					
11	Used/waste office paper					
12	Used engine oil					
13	Various glass bottle					
					Total-	
					AIT %	
					VAT %	
					(Tk.)	
					(Tk.)	

Checked by: Checked by: Cash Received by: Materials Received by: Approved by:

Supervisor, GS
Date:

Hospital Rep.
Date:

Assistant Cashier
Date:

Vendor
Date:

Manager, GSU
Date: