



## **SUPPLY CHAIN MANAGEMENT**

### **TENDER DOCUMENTS**

### **FOR**

## **PROCUREMENT OF SERVICES FROM THIRD PARTY FOR BRTA RELATED WORKS OF ICDDR,B'S YELLOW/BLACK PLATED VEHICLES AND BLACK PLATED MOTORCYCLE .**

### **OPEN TENDER METHOD**

**RFQ No. icddr,b/SCM/OTM/26/2021 Dated: June 10, 2021**

**Prebid Meeting: June 15, 2021, at 02.30 PM Level 2**

Chiller Building, Mohakhali, Dhaka

**Tender Closing: 2:45PM on June 22, 2021**

**(Late Tenders 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

## **TENDER DOCUMENT**

### **"PROCUREMENT OF SERVICES FROM Third Party For BRTA Related Works Of icddr,b's Yellow/Black Plated Vehicles and Black Plated Motorcycle "**

Sealed Tenders are invited by the Director Supply Chain & Facilities Management, icddr,b Mohakhali, Dhaka 1212 for "PROCUREMENT OF SERVICES FROM Third Party For BRTA Related Works Of icddr,b's Yellow/Black Plated Vehicles and Black Plated Motorcycle" from the potential bidders as per the attached schedule of requirement. The contract is subject to the general terms and conditions set out below. A pre-bid meeting will be held on **June 15, 2021**, on the 2<sup>nd</sup> floor, Chiller Building, Supply Chain Management Conference room of icddr,b at 02.30 PM. The tender is to be dropped in the Tender Box which is located at Ground Floor, Chiller Building in icddr,b Mohakhali, Dhaka **by 2.45 pm on June 22, 2021**. The tender opening will be at **3.00 pm** on the same day in presence of the 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.

### **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 Procurement and "Financial Bid for Procurement of aforementioned services. Both sealed envelopes should be put in a third sealed envelope Marked: "Procurement Of Services From Third Party For Brta Works Of Icddr,B's Yellow/Black Plated Vehicles and Black Plated Motorcycle. Tender Ref. No. icddr,b/SCM/OTM/26/2021 Dated: June 10, 2021

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 based on LCS (Least Cost Selection). The evaluation will be done based on the responsive bidder qualified in the technical bid evaluation and the lowest quoted in the financial bid.

#### **2. Tender Submission:**

The tender shall be submitted with the completed work schedule, copy of updated trade license, TIN, and VAT registration certificate, otherwise, the bid may not be considered.

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

**Mandatory Documents:**

- i. Signed Tender Schedule with submitted letter
- ii. Signed Supplier self-Declaration form (Attached)
- iii. Updated Trade License/Certificate of Incorporation
- iv. Updated VAT/BIN Registration
- v. Updated Income Tax certificate
- vi. Experience certificate or contract documents in related field which proves the eligibility of Vendor's BRTA related works
- vii. Price List duly signed and stamped by the authorized signatory of the company with company seal (**Annex-A**).

**Technical Evaluation:**

Evaluated based on the above documents.

**Financial Evaluation:**

Evaluation of the bids will be based on the least price method among the technically qualified bidders. icddr,b may select a single vendor or multiple vendors for the goods/services supplies according to its own discretionary power. If any discrepancy is found in the rate in figure and word, then the rate in the word will prevail.

4. **No commitments to accept lowest or any tender:**

icddr,b shall be under no obligation to accept the lowest or any other quotation received in response to this tender inquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. icddr,b reserve all the rights to reject any price list wholly or partially without assigning any reason.

5. **Quote of Rates:**

The price offer shall be submitted in the attached price schedule with general terms and conditions. All prices shall be stated in Bangladesh Taka. Tendered rates shall be inclusive of VAT and Taxes and all other incidental costs as applicable. The rate must be quoted both in figures and words and overwriting should be avoided however all cutting/corrections must be duly authenticated.

6. **Service Description:** BRTA works for icddr,b's Yellow/Black plated Vehicle and Black plated Motorcycle's Registration, Re-registration, Fitness, Tax Token, Ownership Change etc. .

7. **Availability of Goods/Services:**

The services as per order shall have to be completed within the time mentioned in the purchase order. In case the firm fails to provide the ordered goods/services, icddr,b shall have the right to accept or reject the services ordered and a penalty will be

imposed which has to be decided on the merit of the complaint by the Competent Authority.

**8. Delivery Schedule:**

Order will be placed as and when required basis and the delivery will be made as per icddr,b's requirement. Delivery will be made as per the schedule of requirement as well as any amendment made time to time within the stipulated date of the purchase order along with 3 copies of delivery challan and bill.

**9. VAT & TAX:** All prices are inclusive of Tax and any applicable VAT. Supplier shall submit Original Mushak-6.3 (Challan) with an invoice and provide the copy of Treasury Challan subsequently. Icddr,b will deduct VAT at source during payment as per GoB prescribed VAT rate. VAT Coupon will be issued by icddrb against deducted VAT amount if applicable. if vendor calculate 15% rate at MUSHAK-6.3, the vendor will be liable to provide Treasury Challan mentioning the name of icddr,b. icddr,b will deduct TAX at source from invoice. Any changes in the VAT rate by the National Board of Revenue (NBR) payable by the supplier shall be adjusted by icddr,b.

**10. Mode of Payment:**

The successful bidder will be required to submit invoices in triplicate along with a copy of the Purchase Order for the services delivered. Payment will be made using BEFTN but only after a thorough examination of the invoice and signatures from the icddr,b management. The invoice will be as per the purchase order of the items and as required by icddr,b. Under no circumstances will icddr,b entertain any request for cash payment or partial payment for the invoice. Wherever applicable, VAT and Tax as prescribed by the Authority will be deducted from the invoice.

**11. Performance Security Deposit:**

Successful bidder will be required to deposit security money, amounting Tk. 50,000.00 (Taka Fifty Thousand) only in the form of pay order/Bank Guarantee obtainable from any scheduled bank. The security money shall be claimed by the contractor/supplier in writing within 30 days from the date of contract expiry and will be returned to the contractor without interest.

If the successful tenderer fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the icddr,b shall be entitled to make other arrangements at the risk and expense of the successful tenderer. Also nonperformance/unsatisfactory performance or violation of terms and condition of the contract will make the successful tenderer liable for forfeiture of security deposit. The decision of icddr,b shall be final and binding on this count.

**12. Penalty Clause:**

If the Service Provider on contract fails to provide any or all services within the stipulated date mentioned on the purchase order, the Centre at its own discretion reserves the

right to deduct at the rate of 0.5% (point five percent) of the total ordered value for each day of delay up to a maximum of 10% of the total ordered value from the bill. icddr,b will purchase such similar item(s) from other vendors and shall recover the excess/differential amount needed for the purchase from the security deposit/outstanding bills of the supplier.

**13. Key Performance Indicators:** The service provider’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.

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

**14. Contract Period:** Contract shall be valid for 3 (three) years from the date of signing of contract with a potential extension of maximum two years (2 by 12 months). Extension will be based on annual review and as per guidelines given in Sl. No. 14.

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

- a) If the bidder fails to provide any or all of the services within the period(s) specified in the Contract
- b) If the bidder fails to perform any obligation(s) under the Contract
- c) If the bidder, in the judgment of the icddr,b has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**16. 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.icddrb.org/about-us/strategy>. Misbehavior with the officers and staff of icddr,b will not be accepted.

**17. 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.

**18. 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 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 persist for more than a month hampering the ability of the Supplier to discharge its obligations under this Contract on time, it shall be within the right of icddr,b to terminate this Contract.

**19. Partnership or Agency:**

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

**20. 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. We do hereby accept the above terms and conditions of the contract/agreement.

**Declaration:**

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

Signature of Tenderer : .....

Full name of Tenderer : .....

Name of organization : .....

Address :.....

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Phone: ..... Fax: .....

E-mail:.....

**Price Schedule for Procurement of services**

RFQ No. icddr,b/SCM/OTM/26/2021 Dated: June 10, 2021 dated: June 10, 2021

Service Area Description	Govt. Fees (At Actual)	Service Chrges Vehicles	Service Chrges Motor Cycle	Estimated Completion Time
Registration				
Re-Registration				
Tax Token				
Fitness Renewal				
Duplicate Fitness Withdrawn				
Ownership Change				
Number Plate Issue				
Any kind of correction in Blue Book (Chassis, Engine Number and others)				

**Note- icddrb will deposit all Document renewal Govt. Fee through Bank Without Vat & Tax. Govt. Fee Payment will be at actual with submission of original payment receipt**

Signature of Tenderer: .....

Full name of Tenderer: .....

Name of Firm: .....

Company Seal: .....