

# ISLAMIC RELIEF BANGLADESH

House 10, Road 10, Block-K, Baridhara, Dhaka-1212.



## Tender Documents for the Procurement of 1044 Packages Ramadan Eid Gift Items at Different Locations of Bangladesh.

Tender No.	Tender # 04/2025
Package No.	Package # 01, RFQ # 44/2025
Issued On	16/02/2025
Last Date and Time for Submission of Tender	Tender will be received up to 11.50 AM on 26/02/2025
Date and Time for Opening of Tender	Tender will be opened on 26/02/2025 at 12.00 PM by the Tender Opening Committee (TOC) at the office of the undersigned with physical or virtual presence of the interested bidders by <b>MS Teams</b> .
<b>Teams</b> Meeting ID	<b>379 826 947 467</b>
Passcode	<b>9hs2tP7L</b>

*Please fill the table mentioned below:*

Name of Vendor/ Company	
i) Registered Business Address ii) Corporate Address (if different)	
Name of Proprietor/MD with Contact Number	
Name of Contact Person with Contact Number	
Email ID	
Total Bid Security Amount	
PO/DD/BG Number and Date	
Name of Bank	
Name of Branch	

### At a glance of quoted offer

SL	Name of items	Specification	Unit	Qty	Per Bag Price	Price for 2886 Bags	Remarks
01	Ramadan Eid Program Gift Items	As per below mentioned items	Package	1044			
Grand Total =							

(Total Amount in words: BDT.

Tentative Delivery Location: Different location of Sunamganj, Kurigram, Bagherhat, Bogra, Nilphamari and Thakurgaon District.



Please quote for the supply of the following food items in accordance with the description listed hereunder.

**The details of the food items are as follows:**

SL #	Name of the items	Unit	Quantity in one Family packet	Unit Price/ (KG/Box/Nos/ Pack) Including all	Total Price	Remarks
1	Vermicelli Shemai (200 gm per pack) Brand: Kolson, Radhuni, ACI, PRAN, Akij or equivalent brand)	KG	1			
2	Sugar (Per packet 1 KG, Preferred Brand: Brand: ACI/Teer/Fresh/PRAN/ Bashundara/ Pusti/Akij, or equivalent brand)	KG	2			
3	Polao Rice (Per packet 1 KG, Cinigura Polao Rice, Brand: Akij/ACI/PRAN/Molla/Fresh /Bashundhara/Pusti or equivalent brand)	KG	2			
4	Chocolate (PRAN Layer Plus Square Gift Box Éclair-185gm or equivalent brand)	Box	1			
5	Color Pencil (Matador i-teen color pencil 12 pieces full size or equivalent brand)	Box	1			
6	School Bag (Brand: Max, Model: M-265 or equivalent brand, Screen Print 01 Color IRB Logo)	Nos	1			
7	Umbrella (Brand: Rahman/Sharif/ Sangkar or equivalent brand, Auto Open Heavy Duty Umbrella- 8 Sikh, 01 color 01 pole screen print,	Nos	1			
8	Sharee (Brand: Jony Print, Model: Heart Thorb জনি প্রিন্ট, হার্ট থর্ব or equivalent brand)	Nos	1			
9	Lungi (আমানত শাহ লুঙ্গি - রংধনু, Detail Specifications: Fabric Type: Cotton, Length: 48 Inch, Width: 90 Inch, Stitched Lungi or equivalent brand)	Nos	1			
10	Noodles (Mr. Noodles 16 Pcs Box (35 gm per sachet with container or equivalent brand)	Box	1			
11	Laccha Shemai (200 Gram Per Pack) Preferable Brand: Banoful, ACI, PRAN, Kolson or equivalent brand)	KG	1			
12	Powder Milk (250 gm Packet, NIDO/FRESH/STARSHIP/MARKS/DANO/PUSTI or equivalent brand)	Packet	1			
13	Plastic Bag with printed logo and text, All items (serial 1-12) will be inside the bag	Nos	1			
<b>Total Amount: (Including all VAT, IT, Packaging, Loading, Unloading, Transportation etc up to the delivery points.)</b>						
<b>Total Amount in ward:</b>						



## Section: A, General Info/IRB Compliances



01	Programme	Humanitarian & Resilience Programme
02	Delivery Location	Goods must be delivered at union levels, about 6 Districts (Sunamganj, Kurigram, Bagherhat, Bogra, Nilphamari and Thakurgaon). Up to truck entry but truck must be reached at union level.
03	Procurement Method	Open Tender
04	Packing Information	All products except oil will be in one family bag with Logo and Text printed.
05	Time for Completion of the Works	All items must be delivered before Ramadan and as per our schedule.
06	Mode of Payment	Through A/C payee cheque or bank transfer.
07	AML & ATF Policy	IR will terminate this agreement without any notice if any supplier is found to be in violation of Anti Money Laundering & Anti-Terrorist Funding policy.
08	Child Protection Policy	IR reserves the right to terminate this agreement without any notice if any vendor is engaging child labours or supporting any forms of illegal practices.
09	Anti-Bribery Policy	IR follows ZERO-TOLERANCE policy for any form of bribery or corruption.
10	Modern Slavery Act:	The international Labour Standards as defined by the ILO (international Labour Organization). Below is a link to the section 26 of the Modern Slavery Act so please familiarise yourselves with this. <a href="http://www.legislation.gov.uk/ukpga/2015/30/section/26/enacted">http://www.legislation.gov.uk/ukpga/2015/30/section/26/enacted</a>
11	Anti-social or Anti-state activity	The Service Provider and Receiver both the parties must respect and uphold the rules and laws of the country, and by no means undermine it whatsoever.
12	Eligibility of the Contractors/Firms to compete in the Tender	This invitation for tenders is open to all eligible tenderers who have: i) Relevant work experience with INGO ii) Up-to-date Business Documents iii) Financial and Organizational capabilities iv) Bank Statements for the last 06 (Six) months
13	Price of Tender Document	Nil
14	Amount of Tender Security	2.5% of total quoted amount
15	Tender documents are available	<a href="http://islamicrelief.org.bd/tender">http://islamicrelief.org.bd/tender</a>
16	Name and Address of the Office for Issuing, Opening & Receiving Tenders	IR Bangladesh Country Office, House # 10, Road # 10, Block-K, Baridhara Diplomatic Zone, Dhaka-1212
17	Tender Validity	Tender shall be valid for a period of 45 days after tender opening.
18	Change of Schedule Date & Time	If it is not possible to receive/open the tender on the schedule date for any unavoidable circumstances, the same will be received / opened on the next working date at the same circumstances.
19	Filling in the Tender Documents	Clear with Indelible ink, duly signed and stamped
20	Distribution of Works	IRB has the authority to divide the works among the qualified vendors for risk minimization, healthy competition and faster completion of the works
21	Authority of Rejection	The IR Bangladesh authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

## Section: B, Tender Data Sheet



<b>01. GENERAL</b>	
Employer	Islamic Relief Bangladesh
<b>02. TENDER DOCUMENT</b>	
For the <b>clarification of Tender</b> only টেন্ডার সংক্রান্ত তথ্যের জন্য	For <b>clarification of tender's purposes</b> only, the Employer's address is: Attention: Procurement Coordinator Address: IR Bangladesh Country Office, House # 10, Road # 10, Block-K, Baridhara, Dhaka1212, Tel: 02-222299128, 02-222299130, <b>Cell: 01325083748</b> (Sunday-Thursday, at 09 AM to 05 PM) Email Address: procurement@islamicrelief-bd.org
<b>03. PREPARATION OF TENDERS</b>	
Tender Documents	<b>Documents must be submitted by Tenderers are:</b> a. Up to date copy of Trade License attested by the proprietor/head of organization b. Copy of up-to-date VAT Registration Certificate attested by the proprietor/head of organization c. Up to date copy of TIN/ TIN Certificate attested by the proprietor/head of organization d. Experience Certificate/WO copy with contact info for reference check attested by the proprietor/head of organization e. Clients List attested by the proprietor/head of organization f. Tender Security: PO or BD or BG from any Schedule Bank g. You are requested to provide a forwarding letter on your organization's letterhead pad with seal and signature from the authority with this offer along with duly filled in Summary of Tender Submission as per attached format.
Tender Security	A Tender Security 2.5% of total quoted amount will be required in the form of a Pay Order or Bank Draft or BG in favour of the "ISLAMIC RELIEF" accompanied with each tender
<b>04. SUBMISSION OF TENDERS</b>	
Filling Envelop	The inner and outer envelope shall bear the following additional identification marks: a) The Name of the Tender: c) Tender No: d) Package # e) Contractor's/Tenderer's Address: f) Additional documents should not be more than 10 pages excluding our requested documents.
<b>05. AWARD OF CONTRACT</b>	
5.1	The Tender will be Non-Responsive and Rejected if the Quoted Amount of the Tender is found not in accordance with the quality and specifications set out for this tender.
5.2	If mistake is found in the line items or total amount, the IR Bangladesh authority can reject or accept at its own discretion whichever IR Bangladesh deems advantageous or justifiable.
5.3	<b>The amount of performance guaranty (PG) shall be 2.5% of the contract price and the bid bond will be kept as PG of winning bidder(s).</b>
5.4	A. 2% of work order amount will be deducted from your total bill amount for each and every belated day or as per IRB management decision. B. 5% of work order amount will be deducted for any deviation with the given specification in your quotation if supply does not rectify immediately or as per IRB management decision.
<b>06. COMPLAINTS OR SUGGESTIONS</b>	
Complaints or Suggestions অভিযোগ বা পরামর্শ	For any complaints or suggestions: Email: <a href="mailto:feedback@islamicrelief-bd.org">feedback@islamicrelief-bd.org</a> Cell: 017-7777-3701

## Section: C, SPECIAL TERMS AND CONDITIONS



01. The rate quoted by the Suppliers should include the cost of all materials and all operational costs connected with the packages and supply, cost of organizational arrangements, capital, background works, planning, logistics arrangements and cost of all local and other VAT & Taxes, Tolls and Incidental Charges will be treated as having been included in the tender bid.
02. All relevant documents supplied duly signed by the tenderer in every page and be binding upon the tenderer
03. Before submitting the tender, the tenderer should study/inquire the entire supply & work thoroughly in consultation with the relevant stakeholders, and no extra claim will be entertained for under any circumstances.
04. The supplied items must be of good quality and as per the samples approved by the IRB Management before delivery.
05. The quantities of the work may vary at the time of execution of work/supply and some items may be increased or decreased or even excluded, and for such cases no additional claims will be entertained.
06. Delivery Time must be maintained as per the schedule strictly. No extension of time will be allowed.
07. The work may be done round the clock which under any circumstances no extra claim will be entertained.
08. No claim from the contractor shall be entertained if the work is not executed for any reason.
09. Claim for advance payment shall not be entertained.
10. The contractor shall have to arrange and bear the expenses of all kinds of tools and plants which may be necessary for this work.
11. No claim for enhancement of rate of any item of the schedule will be entertained due to fluctuation of market rate for labours and materials along with the period of execution of the works.
12. Verbal instructions whatsoever and from whomsoever will have no binding. All such instruction must be in writing from competent authority.
13. The Suppliers/Contractors or his/their representative will have to be available at the site/delivery points to receive instruction from the IRB's designated staffs in connection with the supply/work.
14. Completion of Works shall be as per the Contract Agreement.
15. The Contractor shall submit the first Plan & Schedule of Works by 2 (two) days after signing the Contract, and shall update the progress regular basis during the period of the Contract.
16. In case of fund constrain/inadequate fund/non-availability of fund the payment to be made to the Contractor for completed work in the working financial year may be delayed for which no claim of the contractor shall be accepted. It is therefore assume that the contractor/Agency has agreed to execute this work under this precondition.
17. VAT and other taxes at the rates fixed by the Govt. will be deducted from the bills of the contractor
18. Challan and relevant documents must be submitted along with final bill.
19. Govt. MUSHAK 6.3 must be submitted with the bill.
20. All quotation should be intact at the time of submission.
21. The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever

<b>Tenderer's Signature, Date &amp; Seal</b>	
I/We hereby declare that the information and documents provided along with the bid submission are true and authentic.	
Signature	
Designation	
Date	

