# ISLAMIC RELIEF BANGLADESH

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

## Tender Documents for 4500 units Tarpaulin Sheet and 85 Units Tarpaulin Roll supply at Rohingya Camp, IRB Warehouse, Ukhiya, Cox's Bazar.

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|---|---|
| Tender No. | Tender # 18/2026 |
| Package No. | **Package # 04** (RFQ # 250/2026) |
| Issued On | 08/11/2026 |
| Last Date and Time for Submission of Tender | Tender will be received up to 11.50 AM on 16/11/2026 |
| Date and Time for Opening of Tender | Tender will be opened on 16/10/2026 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 MS Teams. |
| **MS Teams** Meeting ID | **369 200 283 100 221 7** |
| Passcode | **6gW6FB6g** |

| *Please fill the table mentioned below:* | |
|---|---|
| Name of Vendor/ Company | |
| i) Registered Business Address<br>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 offer**

| SL | Name of items | Specification | Unit | Qty | Unit Price | Total Price | Remarks |
|---|---|---|---|---|---|---|---|
| 01 | Tarpaulin Sheet | As per details attached | No's | 4500 | | | |
| 02 | Tarpaulin Roll | As per details attached | No's | 85 | | | |
| | | | | | Grand Total = | | |
| (Total Amount in words: BDT. | | | | | | | |
| For technical clarification, please contact **01332809320 or 01755689446** | | | | | | | |

# Section: A, General Info/IRB Compliances

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|---|---|---|
| 01 | Programme | Humanitarian Crisis Response Programme |
| 02 | Delivery Place | Rohingya Camp, IRB Warehouse, Ukhiya, Cox's Bazar |
| 03 | Procurement Method | Open Tender |
| 04 | Time for Completion of the Works | Delivery must be provided as per our attached schedule. |
| 05 | Mode of Payment | Through A/C payee cheque or bank transfer. |
| 06 | 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. |
| 07 | 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. |
| 08 | Anti-Bribery Policy | IR follows ZERO-TOLERENCE policy for any form of bribery or corruption. |
| 09 | Modern Slavery Act: | The international Labour Standards as defined by the ILO (international Labour Organization).<br>Below is a link to the section 26 of the Modern Slavery Act so please familiarise yourselves with this.<br>http://www.legislation.gov.uk/ukpga/2015/30/section/26/enacted |
| 10 | 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. |
| 11 | Eligibility of the Contractors/Firms to compete in the Tender | This invitation for tenders is open to all eligible tenderers who have:<br>i) Relevant work experience with INGO<br>ii) Up-to-date Business Documents<br>iii) Financial and Organizational capabilities<br>iv) Bank Statements for the last 06 (Six) months |
| 12 | Price of Tender Document | Nil |
| 13 | Amount of Tender Security | 2.5% of total quoted amount |
| | | The vendors expressing their intention to attend from Cox's Bazar can submit pay order or Bank Guarantee (BG) to our Cox's Bazar Office. The said pay order or BG must be submitted between 11:50 AM and 12:00 PM on November 16, 2026. A hard copy of the tender schedule and a photocopy of the pay order/BG must be submitted to our Dhaka Office on or before 11.50 AM, November 16, 2026 |
| 14 | Tender documents are available | http://islamicrelief.org.bd/tender |
| 15 | 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 |
| 16 | Tender Validity | Tender shall be valid for a period of 45 days after tender opening. |
| 17 | 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. |
| 18 | Filling in the Tender Documents | Clear with Indelible ink, duly signed and stamped |
| 19 | 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 |
| 20 | 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

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| **01. GENERAL** | |
| Employer | Islamic Relief Bangladesh |
| **02. TENDER DOCUMENT** | |
| For the **clarification of Tender** only<br>টেন্ডার সংক্রান্ত তথ্যের জন্য | For **clarification of tender's purposes** only, the Employer's address is:<br>Attention: Procurement Coordinator<br>Address: IR Bangladesh Country Office, House # 10, Road # 10, Block-K, Baridhara, Dhaka1212,<br>Tel: 02-222299128, 02-222299130, **Cell: 01325083748**<br>(Sunday-Thursday, at 09 AM to 05 PM)<br>Email Address: procurement@islamicrelief-bd.org |
| **03. PREPARATION OF TENDERS** | |
| Tender Documents | **Documents must be submitted by Tenderers are:**<br>a. Up to date copy of Trade License attested by the proprietor/head of organization<br>b. Copy of up-to-date VAT Registration Certificate attested by the proprietor/head of organization<br>c. Up to date copy of TIN/ TIN Certificate attested by the proprietor/head of organization<br>d. Experience Certificate/WO copy with contact info for reference check attested by the proprietor/head of organization<br>e. Clients List attested by the proprietor/head of organization<br>f. Tender Security: PO or BD or BG from any Schedule Bank<br>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 |
| **04. SUBMISSION OF TENDERS** | |
| Filling Envelop | The inner and outer envelope shall bear the following additional identification marks:<br>a) The Name of the Tender:<br>c) Tender No:<br>d) RFQ #<br>e) Contractor's/Tenderer's Address:<br>f) Additional documents should not be more than 10 pages excluding our requested documents. |
| **05. AWARD OF CONTRACT** | |
| 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 | **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).** |
| 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.<br>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. |
| **06. COMPLAINTS OR SUGGESTIONS** | |
| Complaints or Suggestions<br>অভিযোগ বা পরমর্শ | For any complaints or suggestions: Email: feedback@islamicrelief-bd.org<br>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 singed 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

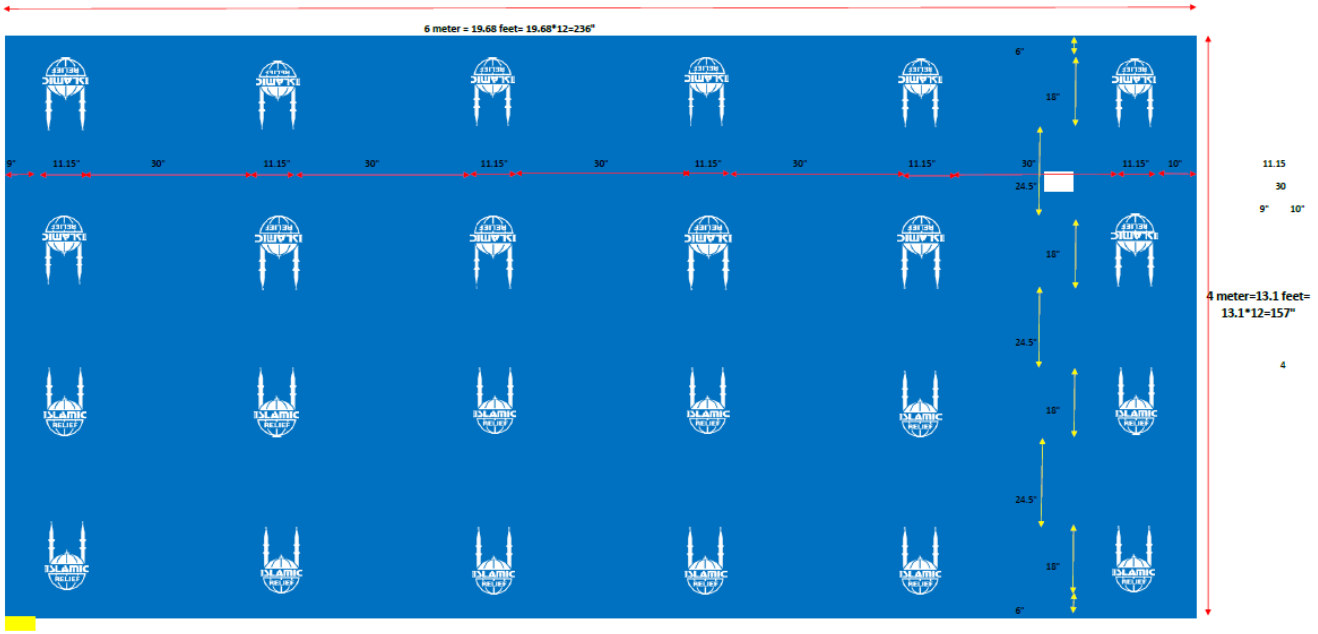
| ***Tenderer's Signature, Date & Seal*** | |
|---|---|
| I/We hereby declare that the information and documents provided along with the bid submission are true and authentic. | |
| Signature | |
| Designation | |
| Date | |

**Items Details:**

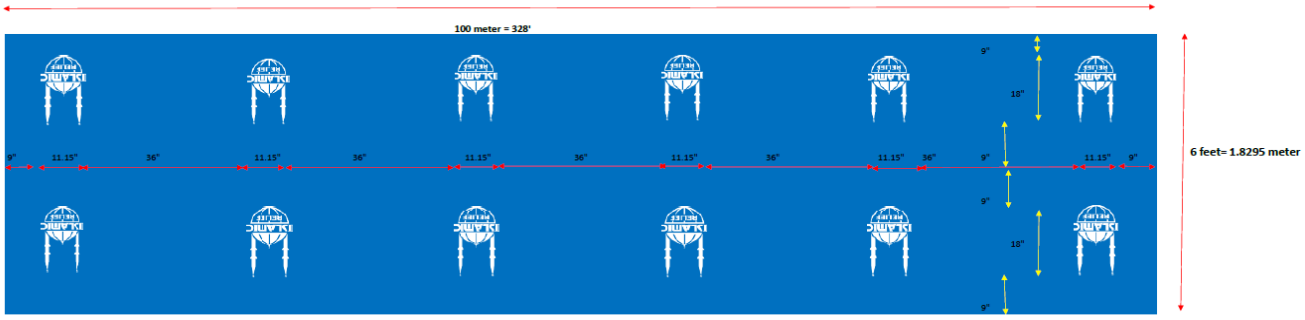
1. **Tarpaulin Sheet** (Tarpaulin size: The finished size of each sheet is 4mX6m and weight 230 gsm- 245 gsm. Color preferably white or blue/grey, sun reflective on both sides. Inner black fibre is ensure opacity, UV ray protected. Logo height for screen print and width as per the ratio of length. Space between two logos 2.5 feet. The logo will be screen print as per drawing.

2. **Tarpaulin Roll** (The finished size of each sheet is 100 meter x 1.83 meter or 328 feet X 6 feet, Weight: 39 kg to 42 kg per Roll, equivalent to 213 GSM. Colour: preferably blue/orange, sun reflective on both sides. Inner black fibres to ensure opacity. UNHCR-approved standards or similar specifications as Red Cross or UNHCR. Logo height for screen print will be 1.5 feet/ 18 inch and width as per the ratio of length. Clear cover of each edge 6 inch, distance between two logo 3 feet/ 36 inch.) The logo will be screen print as per attached drawing.

Drawing: Tarpaulin Sheet:




Drawing: Tarpaulin Roll:



**Sample:** Samples must be submitted at **IRB Cox's Bazar Office, NC Villa, Chandrima Road, East Kolatali, Cox's Bazar 01777773712** during time of opening tender. Sample Size: Tarpaulin Sheet 1 Pcs full size and Tarpaulin Roll 1 Squire Meter without logo screen print as sample.

**Sample Submission and Identification:** Bidders shall submit the required samples as specified in the Tender Schedule, with a business card, sticker, or identification label attached/tagged for identification. The bidder's name, logo, brand name, or any other identifying mark must not be written, printed, stamped, engraved, or otherwise displayed in any permanent manner on the body of the sample. For evaluation purposes, IRB may assign a separate identification code to each sample to ensure transparency, consistency, and impartiality in the evaluation process. Non-compliant samples may be excluded from evaluation, at the discretion of IRB.

**MATERIALS DELIVERY SCHEDULE**

| Package # | Name of Item | Qantity | Unit | Required Time Frame (Nov'2026 - March'2027) | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | November'2026 | December'2026 | January'2027 | February'2027 | March'2027 |
| 4 | Tarpaulin Sheet | 4,500 | Nos | 1,000 | 1,400 | 1,200 | 700 | 200 |
| 4 | Tarpulin Roll | 85 | Roll | 30 | - | 35 | - | 20 |