ISLAMIC RELIEF BANGLADESH

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

Tender Documents for the Procurement of Plastic Coconut Broom, Wire Brush and Sponse Sandal at Ukhiya and Bhasanchar

Tender No.	Tender # 19/2026
Package and RFQ No.	Package # 04, RFQ # 277/2026
Issued On	18/11/2026
Last Date and Time for Submission of Tender	Tender will be received up to 11.50 AM on 29/11/2026
Date and Time for Opening of Tender	Tender will be opened on 29/11/2026 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.
Teams Meeting ID	**368 659 191 445 506 1**
Passcode	**BA76DP9o**

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	Rate	Total Amount	Remarks
1	Coconut Broom	As per below mentioned item	Nos	2479			
2	Wire Brush	As per below mentioned item	Nos	2479			
3	Sponge Sandal	As per below mentioned item	Pair	2479			Suppliers can apply item wise or entire package
4	Coconut Broom	As per below mentioned item	Nos	1121			
5	Wire Brush	As per below mentioned item	Nos	1121			
6	Sponge Sandal	As per below mentioned item	Pair	1121			
					Grand Total =		

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

The details of the cloth items are as follows:

SL	Name of items	Specification	Unit	Qty	Unit Price	Total Price	Delivery
1	Coconut Broom	Standard length 3 to 4 feet Hand Made, approximately 300-500 gm per broom	Nos	2479			Ukhiya 15 Dec 2026
2	Wire Brush	Material -Wood Grit Materials -Copper, Meta, Steel Bristle type-Row Wire Row Brush size-75 mm Wire length-15 mm Wire brush total length-200 mm	Nos	2479			Ukhiya 15 Dec 2026
3	Sponge Sandal	Slippers (sandle) Colour - Pink, Green, Brown, White Size-4,5,6,7 Materials-Rupper, Sponge Weight-90 Gm + / - Brand-Apex, Bata or Walker.	Pair	2479			Ukhiya 15 Dec 2026
4	Coconut Broom	Standard length 3 to 4 feet Hand Made, approximately 300-500 gm per broom	Nos	1121			Bhasanchar 15 Dec 2026
5	Wire Brush	Material -Wood Grit Materials -Copper, Meta, Steel Bristle type-Row Wire Row Brush size-75 mm Wire length-15 mm Wire brush total length-200 mm	Nos	1121			Bhasanchar 15 Dec 2026
6	Sponge Sandal	Slippers (sandle) Colour - Pink, Green, Brown, White Size-4,5,6,7 Materials-Rupper, Sponge Weight-90 Gm + / - Brand-Apex, Bata or Walker.	Pair	1121			Bhasanchar 15 Dec 2026
In word:					Total Amount=		

ISLAMIC RELIEF Charity Reg. No-553 Bangladesh

Section: A, General Info/IRB Compliances

01	Programme	Humanitarian Crisis Response Programme
02	Delivery Location	IRB Warehouse, Ukhiya, Cox's Bazar and IRB Warehouse, Kutupalong, Ukhiya, Cox's Bazar and Bhasanchar, Hatiya, Noakhali (Truck can be use not more than 5 Ton Capacity at Camp Level)
03	Procurement Method	Open Tender
04	Packing Information	As discuss.
05	Time for Completion of the Works	The job must be completed as per IRB 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-TOLERENCE 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. http://www.legislation.gov.uk/ukpga/2015/30/section/26/enacted
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	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

01. GENERAL	
Employer	Islamic Relief Bangladesh
02. TENDER DOCUMENT	
For the **clarification of Tender** only টেন্ডার সংক্রান্ত তথ্যের জন্য	For **clarification of tender's purposes** 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, **Cell: 01325083748** (Sunday-Thursday, at 09 AM to 05 PM) Email Address: procurement@islamicrelief-bd.org
03. PREPARATION OF TENDERS	
Tender Documents	**Documents must be submitted by Tenderers are:** 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 proprietor or head of organization 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: 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.
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. 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 অভিযোগ বা পরমর্শ	For any complaints or suggestions: Email: feedback@islamicrelief-bd.org 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 proprietor or head of organization 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	

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“An idea for a sample image.”

SL # 1: Coconut Broom



SL # 2: Wire Brush



SL # 3: Sponge Sandal

