ISLAMIC RELIEF BANGLADESH

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

Tender Documents for the Procurement of 6500 Package Non-Food Item_NFI at Ukhiya under Cox's Bazar District

Tender No.	Tender # 18/2026
Package and RFQ No.	Package # 06, RFQ # 252/2026
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 16/11/2026 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	**369 200 283 100 221 7**
Passcode	**6gW6FB6g**

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	Plastic Floor Mat	As per below mentioned items	Nos	6500			Suppliers can apply item wise or entire package
2	Bed Sheet	As per below mentioned items	Nos	6500			
3	Sponge Sandal	As per below mentioned items	Pair	13000			
4	Mosquito Net	As per below mentioned items	Nos	6500			
5	Blanket	As per below mentioned items	Nos	6500			
6	NFI Bag	As per below mentioned items	Nos	6500			
					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 per family	No. of Family	Total Qty (A)	Unit Price (B)	Total Price (C) =A X B	Remarks
1	Plastic Floor Mat	Multi-Color Plastic Floor Mat (প্লাষ্টিকের পাটি) Size 6 X 7 Feet, Standard Quality, Material: Chatai mats made from plastic material. Attached a picture for an idea.	No's	1	6500	6500			
2	Bed Sheet with pillow cover	Pure Cotton Bed Sheet with 2 Pillow cover: (Hometex /PakizaTextiles/ Classical Hometex/Araz Brand or equivalent brand) Size-King (7.33 feet X 8.83 feet) approximate, cotton fabrics, with 2 standard pillow cover. Attached a picture for an idea.	No's	1	6500	6500			
3	Sponge Sandal	Flip-flops sandal are a type of light sandal, Adult women 50% and Adult men 50%. Brand Bata/Apex/Walker best quality, Attached a picture for an idea.	Pair	2	6500	13000			
4	Mosquito Net	Premium quality King size floral Mosquito Net 6 feet X 7 feet. Best quality product and color: Pink, Blue, Red etc. Attached a picture for an idea.	No's	1	6500	6500			
5	Blanket	Foreign Fleece Fabric, Size: 5 feet X 7 feet, Weight 1800 Gram (± 50 Gram), Double ply with all side piping, Different attractive color except white, ash and any dark color. A visibility tag must be given in any corner. Attached a picture for an idea.	No's	1	6500	6500			
6	NFI Bag	Non-Oven Tissue Bag, Size: 18"x16", 80 GSM Tissue, Handle option D-Cut Bag, Heat swing, Color: Red/White/Blue, Logo/Text 01 color both side screen print.	No's	1	6500	6500			
							Grand Total =		
Total Amount in Words: Taka									

Sample must be submitted with quotation at IRCO. Quotation without samples can be treated non-responsive.

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.

Section: A, General Info/IRB Compliances

01	Programme	Humanitarian Crisis Response Programme
02	Delivery Location	6500 Package will be delivered to two warehouses. IRB Warehouse, Ukhiya, Cox's Bazar and IRB Warehouse, Kutupalong, Ukhiya, Cox's Bazar (Truck can be use not more than 5 Ton Capacity)
03	Procurement Method	Open Tender
04	Packing Information	As discuss.
05	Time for Completion of the Works	The job must be completed within 10 working days.
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	

ISLAMIC RELIEF Charity Reg. No-553 Bangladesh

1# Plastic Floor Mat



2# Bed Sheet with pillow cover



3# Sponge Sandal



4# Mosquito Net



5# Blanket

