

Comprehensive Disaster Management Programme II (CDMP II)  
92-93 Disaster Management & Relief Bhaban  
Mohakhali, Dhaka

Tender # 5

Date: 15/11/2010

To: -----  
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**Subject: Tender Schedule for Office Security, Office Cleaning & Rental Vehicle Services.**

Sealed tenders are hereby invited in the attached schedule from the bonafied suppliers/agencies/related firms for the above stated services as per the following instructions and terms & conditions:

Sealed tenders shall be dropped in the tender box kept at the 6<sup>th</sup> Floor, Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; up to December 13, 2010 till 2.00 pm. All tenders will be opened on December 13, 2010 at 2:30 pm in presence of the bidder(s), if interested.

1. Sealed tender must be submitted in the printed pad of the firm along with the following documents, failing of which the tender may be rejected:
  - (a) Valid Trade License
  - (b) TIN Certificate
  - (c) VAT Registration Certificate
  - (d) Bank solvency certificate
  - (e) Tender Schedule with annexes (if any) duly signed by the bidder

The bidder can also attach extra pages if needed with the sealed bid in printed official pad.

2. The tenderer(s) must quote for the stated items in full. They must fill in the Unit Price, Total Price and Grand Total columns etc.
3. The rates must be quoted both in figures and words separately in Bangladeshi Taka (BDT). Erasing of any kind must be supported by full signature of the bidder(s) who sign the bid.
4. The procurement entity reserves the right to increase or decrease quantity requirements of any or all the item(s) at its own discretion. In such case, the unit price of person(s)/item(s)/vehicle(s) shall remain unchanged.
5. Tenderer will submit the tender in a sealed envelop clearly marked "Submission of tender for Supply of Office Cleaning Services/Office Security Services/ Rental vehicle services".
6. Payment will be made on monthly basis upon submission of bills & other required documents.
7. If the supplier fails to deliver any or all services, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated

damage as per rules and practices of the organization/GoB; or action may be taken as specified in para 9(a) below .

8. The supplier must follow the individual TOR attached with the schedule and prepare the tender accordingly.
9. The Purchaser, without prejudice to any other remedy for breach of contract, by verbal/written notice of default addressed to the supplier, may terminate this contract in whole or in part:
  - a. if the supplier fails to deliver any or all of the services according to the standard specified in the contract/work order, or within any changes thereof granted by the purchase pursuant to the written request; or
  - b. if the contractor fails to perform any other obligation(s) under the contract/work order; or
  - c. if the contractor, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract/work order.
10. Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax and Income Taxes, stamp duties, license fees, and other such levies) imposed or incurred until delivery of the contracted goods to the purchaser. VAT and IT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver's memo is produced to the purchaser.

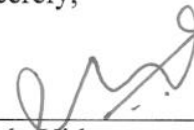
Bidder's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Land/Mobile No: \_\_\_\_\_

Seal:

Sincerely,



\_\_\_\_\_  
Asela Vithanage  
Operation Manager  
CDMP II

Enclosed: TOR & Tender Submission Form

## SCHEDULE XI

### Part-A : [ See Rule 96] Tender Submission Form

*( this form shall be completed and signed by the Authorised Signatory preferably on the Letter-Head pad of the Tenderer).*

To:

*[Contact Person]*

*[Name of Purchaser]*

*[Address of Purchaser]*

Date:

Invitation for Tender No:

*[indicate IFT No]*

Tender Package No:

*[indicate Package No]*

Lot No:

*[indicate number of Lots]*

We, the undersigned, offer to supply in conformity with the Tender Document the following Goods and related Services:

In accordance with ITT Clauses XX, the following prices and discounts apply to our Tender:

The Tender Price is: *[indicate currency and state amount*

(ITT Sub-Clause XX) *in figures and in words]*

The unconditional discount for being awarded more than one lot in this package is:

*[indicate currency and state amount  
in figures and [in words]*

(ITT Sub-Clause XX)

The methodology for Application of the discount is:

*[state the methodology]*

The advance payment is:

*[state the amount based on  
percentage of the Tender Price]*

(GCC Sub-Clause XX)

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form XX.

In signing this letter, and in submitting our Tender, we also confirm that:

(a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub- Clause XX) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(b) a Tender Security is attached in the form of a *[pay order / bank draft / bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Sub-Clause XX) and valid for a period of 28 days beyond the Tender validity date;

(c) if our Tender is accepted, we commit to furnishing a Performance Security in the amount stated in the Tender Data Sheet (ITT Sub-Clause XX) in the format shown in Fineurop\_escb version\_april08\_rule2904\_final020409 162 Form XX) and valid for a period of 28 days beyond the date of completion of our performance obligations;

(d) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*; including Amendment(s) No(s) *[state numbers]* , issued in accordance with the Instructions to Tenderers (ITT Clause XX). *[insert the number and issuing date of each amendment; or delete this sentence if no Amendments have been issued]*;

(e) we, including as applicable, any JVCA partner or specialist subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause XX;

**Terms of Reference**  
FOR THE  
RENTAL VEHICLE SERVICE

**Background:**

CDMP is looking for a provider of Rental Vehicle Services to assure transportation facility for the smooth functioning of the program, for a period until 31 Dec 2011 with possible further extension subject to CDMP decision and performance of the contractor and delivery of satisfactory services in accordance with CDMP Procurement regulations.

**Scope of Services:**

The rental vehicles will be needed as follows:

**3 Vehicles (only fuel drive, no CNG) for a period until 31<sup>st</sup> December 2011 from the date of signature of the contract**

The Owner should quote rental charges per Car per month with no limit of kilometer usage. The service includes rent of car, driver's accommodations, salary, normal wear & tear, and other consumables. It also should include road fees and taxes as applicable. Drivers overtime (if any) & fuel cost (1 ltr. For 5 km) will be provided by CDMP upon submission of log records.

**Workdays and Work-hours:**

1. The regular workdays of the transportation of the staff are Saturday – Thursday.
2. The work-hours are 07:30 am through 05:30 pm or 50 hours a week.
3. Vehicles shall be available upon call to service.

**Preferred Vehicles:**

Vehicle type: **2 (two) Mini vans / Micro Bus (8 seated) and 1 (one) sedan car**

Model: 2004 and onward

All vehicles shall be air-conditioned, well-maintained and in excellent functional condition.

**Other Terms and conditions:**

- 1) Contractor will ensure vehicles are supplied and maintained fully complaint with requirements of applicable all regulatory authorities (such as Insurance, Tax token, Fitness, and Driver's Driving License etc).
- 2) Contractor will provide vehicles in good condition with A/C, Spare Tyre, Tools box etc.
- 3) All passengers should be enclosed by insurance coverage by the contractor during travel.
- 4) Vehicle movement should be open within the country (as per requirement), not limited to Dhaka city.
- 5) Contractor will ensure that all Drivers of the vehicles can understand English and good knowledge and understanding on Bangladesh road communication system.
- 6) Contractor will be responsible for maintenance, breakdowns, and repairs.

- 7) Contractor will conduct on a regular maintenance and servicing of the vehicle based on kilometers and usage.
- 8) Contractor will provide vehicle equipped with Fire Extinguisher, First Aid Box, Tissue papers.
- 9) If maintenance or repairs are expected to take more than 24 hours, Contractor should provide a replacement vehicle.
- 10) Only drivers employed by Contractor are authorized to drive the vehicles.
- 11) Vehicles will only be used under the direct instruction of CDMP Phase II Management, and parked at Contractor identified location/compound after office hours or during holidays during the contract period.
- 12) Drivers will use log books to register all movements of vehicle in accordance with CDMP Phase II policies and procedures.
- 13) Drivers will agree to adherence (signed agreement as appropriate) of CDMP Phase II policies and procedures particularly covering Child Safety; Harassment/Sexual Harassment Prevention; Alcohol and Drugs; and Safe Driver Manual provisions.
- 14) CDMP Phase II has full right to identify the vehicle as a CDMP Phase II resource [put stickers, a flag as well as communication equipment (if required) on the vehicle] during the rental period. These items remain the property of CDMP Phase II and will be removed at the termination of this agreement and in case vehicle is no longer covered under the agreement.
- 15) There will be no price fluctuations during the term of the contract except fuel price and to be determined through written communication and approval by the Management of CDMP Phase II.

**The proposal should be submitted with following informations:**

1. Monthly rate in Bangladeshi taka for each vehicle. Note that Govt. Tax/VAT withholding will apply.
2. Name and full address of company along with the name person to be contract for further clarification of proposal and telephone, fax and email address.
3. Valid Trade license and Govt. registration documents
4. Updated TIN certificate
5. VAT registration certificate
6. Bank solvency certificate
7. Any other useful information for better evaluation of proposal

CDMP shall not be liable for any action, omission, negligence or misconduct of the Contractor's drivers nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any accident, injury, death or disability of the Contractor's drivers performing work or services in connection with this Contract.

**It is essential that the offer comprises detailed information on the requirements listed above. Failure to comply with this requirement may result in rejection of the offer.**

**TERMS OF REFERENCE  
FOR  
SECURITY SERVICES**

CDMP is looking for a provider of security services to be delivered to 6<sup>th</sup> floor of Disaster Management & Relief Bhaban located at 92-93 Mohakhali for a period until 31 Dec 2011 with possible further extension subject to CDMP decision and performance of the contractor.

The contractor shall provide security services and protection to the personnel, properties and premises of the CDMP Phase II.

**Services to be provided:**

At all time (24 hour x 7 days; 3 shifts in a day) one unarmed guard by rotation (properly trained and licensed) will carry out all security related activity at the main entry of the CDMP office.

The Contractor will undertake the following task:

**Functional Area:**

- The security service shall include control of entries and exits, body search and ID card check/verification of the incoming people other than the staff working at the floor.
- Screening the visitors, staff and material at the main point of the CDMP office and keep record
- Guiding visitors and clients properly at CDMP office
- The cleaning firm's personnel come to the building after the working hours. Each and every cleaning personnel should be check during entries and exit.
- Daily newspapers and other correspondence brought to CDMP should be first checked, received at the reception and shall then be distributed by the CDMP responsible person
- Protecting the personnel and property from any natural or manmade hazard
- Responding to any emergency
- Ensure the security of properties and valuables of CDMP office

**General requirements:**

- (a) Security services shall be performed on 7 days per week 24-hour basis at the CDMP floor
- (b) Security officers shall have the following shifts: 24 hrs /7 days in week 3 shift duty
- (c) The guards shall be properly trained and licensed, in accordance with local law, to perform security services.

- (d) The officers shall be uniformed and wear appropriate identification badges. The names of the guards shall be given to CDMP for verification purposes well in advance of assignment to perform services under this Contract.
- (e) It is expected that at least one of the security officers of the day shift would speak or understand minimum English and also serve as a receptionist thus being able to properly transfer calls and register visitors.

**Requirements for Contractor's Staff:**

**Uniform**

The Contractor shall provide uniforms whose quality and colour shall be approved by the CDMP Operations Unit

**The proposal should be submitted with following information:**

1. Monthly rate in Bangladeshi taka for each type of guard services. Note that Govt. Tax/VAT withholding will apply.
2. Name and full address of company along with the name person to be contract for further clarification of proposal and telephone, fax and email address.
3. Valid Trade license and Govt. registration documents
4. Updated TIN certificate
5. VAT registration certificate
6. Bank solvency certificate
7. Performance certificate as security services from three reputed offices or organizations or embassies.
8. Insurance coverage in case of theft while guard on duty.
9. Any other useful information for better evaluation of proposal (e.g., Current and future coverage plan of security services).

CDMP shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this Contract.

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## **Terms of Reference**

### **OFFICE CLEANING SERVICES**

#### **Background**

CDMP is looking for a provider of cleaning services to be delivered to 6<sup>th</sup> floor of Disaster Management & Relief Bhaban located at 92-93 Mohakhali for a period until 31 Dec 2011 with possible further extension subject to CDMP decision and performance of the contractor.

CDMP has been established and located at the sixth floor of the Disaster Management and Relief Bhaban, 92-93, Mohakhali Commercial Area, Dhaka. In order to keep the office space clean CDMP Phase II is now looking for a cleaning company who will be responsible for cleaning the office space as well as office equipment.

The total floor area of CDMP Office is 8000 Sqft. The office space consists of 6<sup>th</sup> floor and as well as one room at 2<sup>nd</sup> floor. To provide general Office Cleaning Services to the CDMP main floor & annex to the highest industry standards and not less than in accordance with the minimum service levels outlined below.

The Contractor shall make available, at its own cost, all necessary equipment, machinery and cleaning materials required to adequately perform the services.

#### **The proposed area consists of:**

- Workstations positioned on different floors.
- Female and Male washrooms (6 nos.).
- One Conference Hall or a meeting room
- Reception Area

#### **Areas included in the scope of services:**

- Daily floor, glass and toilet cleaning
- Daily furniture, computer and equipment cleaning
- Weekly over all cleaning (on holidays)
- Any other tasks related to the cleanliness of the office
- Daily cleaning may be accomplished either before the office hours started or after the closure of the office
- Three full time & six after office cleaner is required
- There must be one supervisor (part time) to supervise the maintenance of cleaning who will report to the designated staff of CDMP every day at 9.00 am

#### **General Cleaning Specifications**

##### **Daily Cleaning Activities:**

- All rubbish bins.
- Horizontal surfaces that are clear of obstructions should be dusted or vacuum cleaned.

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- Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Glass doors & windows should be cleaned to remove all visible marks.
- All sanitary ware (washbasins, WC pans) and mirrors in the Toilets should be cleaned to remove all traces of visible dirt.
- Garbage bin in Toilets emptied and toilet floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, paper hand towels and liquid soap) re-stocked.
- Sweeping of the outside grounds and ensuring the outside grounds within the CDMP compound area tidy and free from debris, rubbish, dust, etc.

#### **Weekly Cleaning Activities:**

- Floor tiles cleaned and washed from wall to wall including moving any chairs or other easily moved obstructions.
- Vertical free areas cleaned to remove dust, cobwebs and visible dirt.
- The doors, glass panels, Lamps, pictures, closets, phones, doors (including handles) and frames, chair legs, ceiling lamps, window sills dusted or cleaned as necessary to remove visible dirt.
- Toilet WC pans and urine pans – thoroughly cleaned to remove all traces of chalk and stains.

#### **Requirements for Contractor's Staff and Other**

##### **Full time Engagement:**

3 (three) cleaner (2 male & 1 female) need to attend the office at working hours through out the week (Saturday to Thursday) to support the requirement basis cleaning. Among them one cleaner will perform the supervisory roll, and two cleaner will join to the group of after office cleaning.

##### **After office Engagement:**

Four additional cleaners along with two full time cleaners (who will join the group after office hour) need to attend the after office cleaning services and one supervisor who will report to the CDMP designated staff every working day at 9.00 am.

##### **Uniform**

The Contractor shall provide two sets of uniforms including two pair of shoes to the full time cleaner, whose quality and colour shall be approved by the CDMP Operations Unit

##### **The proposal should be submitted with following information:**

1. Monthly rate in Bangladeshi taka for each type of cleaning services. Note that Govt. Tax/VAT withholding will apply.
2. Name and full address of company along with the name person to be contract for further clarification of proposal and telephone, fax and email address.
3. Valid Trade license and Govt. registration documents
4. Updated TIN certificate

*ex*

5. VAT registration certificate
6. Bank solvency certificate
7. Performance certificate as cleaning services from three reputed offices or organizations or embassies.
8. Insurance coverage in case of theft while cleaning on duty.
9. Any other useful information for better evaluation of proposal (e.g., Current and future coverage plan of security services).

CDMP shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this Contract.

**It is essential that the offer comprises detailed information on the requirements listed above. Failure to comply with this requirement may result in rejection of the offer.**

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