

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

Tender #4

Date: 10/10/2010

To: -----  
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**Subject: Tender Schedule for Promotional Items.**

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

Sealed tender 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 October 31, 2010 till 2.00 pm. Tender document will be distributed till October 28, 2010. Tender will be opened on October 31, 2010 at 2:30 pm in presence of the bidder(s), if interested.

<b>Title of item</b>	<b>Specification</b>	<b>Quantity</b>
<b>Umbrella (Gents)</b>	Size: 25", Fabric: Waterproof 190 Nylonpolyster, Colour: Top side Sky blue (UNDP colour), inside: Silver Colour as per sample. Plastic handle & Colour Sky Blue (UNDP Colour) with screen print 8 colour Logo, text & slogan as per schedule. <b>Packing:</b> Individual Polyethylene cover & 25/50Pcs 7ply Card board Master Carton Box with screen printing of logo & text as direction of authority	1,000 pcs
<b>Ceramic Mug-Big</b>	Size: Height-3.75, Dia: 3" (Approx.), Material: Ceramic as per sample. Colour: White with screen print 8 colour logo, text & slogan as per schedule. <b>Packing:</b> Individual 120 gsm card board box & 50/100Pcs 7ply Card board Master Carton box with screen printing of logo & text as direction of authority.	1,000 pcs
<b>Ceramic Mug-Small</b>	Size: Height-3.5", Dia: 2.75" (Approx.) Material: Bone china as per sample, Colour: White/Off white with screen print 8 colour logo, text & slogan as per schedule. <b>Packing:</b> Individual 120 gsm card board box & 50/100Pcs 7ply Card board Master Carton box with screen printing of logo & text as direction of authority	1,000 pcs

<b>Plastic Mug Mug</b>	Size: Height-3.5, Dia: 3” (Approx.) Material: Food graded plastic as per sample, Colour: Sky Blue (UNDP Colour) & Pink with 8 colour screen print logo, text and slogan as per schedule. <b>Packing:</b> Individual 120 gsm card board box & 50/100Pcs 7ply Card board Master Carton box with screen printing of logo & text as direction of authority.	5,000 pcs
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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 duly signed by the bidder
  - (f) Pay Order or DD from any scheduled bank of Tk. 10, 000 as Earnest Money

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

2. The bidder(s) must quote for the stated items in full as per attached price schedule form. They must fill in the Unit Price, Total Price and Grand Total columns etc. of the attached schedule form.
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 price of items mentioned in the bid price schedule will be considered valid for a maximum period of six months.
5. 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 item(s) shall remain unchanged.
6. Tenderer will submit the bids in a sealed envelop clearly marked “Submission of Tender for Promotional Items”. Partial offer will not be accepted.
7. The bidders will submit the following documents along with their bill/invoices for payment:
  - a. A copy of the Purchase Order duly signed by the both parties.
  - b. An original Challan duly received by the authority.
8. The lead time for supplying these items shall be 25 days from the date of issuing of work order.
9. If the supplier fails to deliver any or all of the goods/production or fails to perform the services within the period specified in the work order, the purchaser shall, without prejudice to its other remedies under the work order, deduct from the contract price, as liquidated damage as per rules and practices of the organization/GoB;
10. The supplier must follow the specification and prepare the price offer accordingly.

11. The Purchaser, without prejudice to any other remedy for breach of work order, 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 items within the period (s) specified in the contract/work order, or within any extension thereof granted by the purchase pursuant to the written request; or
- b. if the supplier fails to perform any other obligation(s) under the contract/work order; or
- c. if the supplier, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract/work order.

12. 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: Bid Price Schedule, tender submission form (Annex- A& B)

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

Tender #4

Date: 10/10/2010

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Tender Schedule for Printing (Diary & Calendar).**

Sealed tenders are hereby invited in the attached schedule from the bonafied Printing firms for the above stated items as per the following instructions and terms & conditions:

Sealed tender 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 October 31, 2010 till 2.00 pm. Tender document will be distributed till October 28, 2010. Tender will be opened on October 31, 2010 at 2:30 pm in presence of the bidder(s), if interested.

<b>Title of Printing</b>	<b>Specification</b>	<b>Quantity</b>
<b>Design and Printing of Diary -2011:</b>	Design: DTP work and Positive Size: 6.3" x 3.55" Cover paper: 800 gram Swedish board Color: 4 color both side Lamination: Matt and Spot Lamination Inner paper: 100 gram offset paper Inner Printing of page: 120 pages Color: 2 color both side printing Binding: Wiro binding (foreign high quality) Envelope: 120 grams offset paper and 2 color printing.	5,000 pcs
<b>Design and Printing of Wall Calendar 2011:</b>	Size: 18" x 25" Paper: 170 gram art paper Color: 4 color Page: 6 page (2 month each page) Binding: Wiro binding (foreign high quality) Envelope: 100 gram offset paper and 2 color	4,000 pcs
<b>Design and Printing of Desk Calendar 2011:</b>	Size: 8" x 6.5" Paper: 300 gram art card Color: 4 color Page: 15 pages Binding: Wiro binding (foreign high quality) Stand of Desk calendar: 24 ounce board pesting of foreign Rexene pesting Envelope: 120 gram offset paper and 2 color	1,000 pcs

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 duly signed by the bidder
  - (f) Office setup with printing machines information
  - (g) Pay Order or DD from any scheduled bank of Tk. 10, 000 as Earnest Money

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

2. The bidder(s) must quote for the stated items in full as per attached price schedule form. They must fill in the Unit Price, Total Price and Grand Total columns etc. of the attached schedule form.
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 price of items mentioned in the bid price schedule will be considered valid for a maximum period of six months.
5. 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 item(s) shall remain unchanged.
6. Tenderer will submit the bids in a sealed envelop clearly marked "Submission of Tender for Printing Diary & Calender".
7. The bidders will submit the following documents along with their bill/invoices for payment:
  - a. A copy of the Purchase Order duly signed by the both parties.
  - b. An original Challan duly received by the authority.
8. The lead time for printing these items shall be 25 days from the date of issuing of work order.
9. If the supplier fails to deliver any or all of the goods/production or fails to perform the services within the period specified in the work order, the purchaser shall, without prejudice to its other remedies under the work order, deduct from the contract price, as liquidated damage as per rules and practices of the organization/GoB;
10. The supplier must follow the specification and prepare the price offer accordingly.
11. The Purchaser, without prejudice to any other remedy for breach of work order, 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 items within the period (s) specified in the contract/work order, or within any extension thereof granted by the purchase pursuant to the written request; or

- b. if the supplier fails to perform any other obligation(s) under the contract/work order; or
- c. if the supplier, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract/work order.

12. 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.

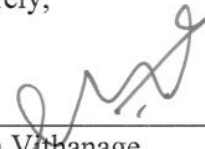
Bidder's Signature: \_\_\_\_\_

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

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

Seal:

Sincerely,



Asela Vithanage  
Operation Manager  
CDMP II

Enclosed: Bid Price Schedule, tender submission form (Annex- A& B)

## 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;

(f) we are submitting this Tender as a sole Tenderer or we are submitting this Tender as the partner-in-charge of a JVCA, comprising the following other partners, in accordance with ITT Sub-Clause XX;

*(delete one of the above as appropriate)*

	Name of Partner	Address of Partner
1		
2		
3		
4		

(g) we are not a Government owned entity as defined in ITT Sub-Clause XX or we are a Government owned entity, and we meet the requirements of ITT Sub-Clause XX]; *(delete one of the above as appropriate)*

(h) we, including as applicable any JVCA partner, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents, in accordance with ITT Sub-Clause XX;

(i) we, including as applicable any JVCA partner or specialist subcontractor for any part of the contract resulting from this Tender process, have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices, in accordance with ITT Sub-Clause XX;

(j) furthermore, we are aware of ITT Clause X concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;

(k) we intend to subcontract an activity or part of the Works, in accordance with ITT Sub- Clause XX to the following Specialist Subcontractor(s); Nature of the Supply or related service Name and address of Specialist Subcontractor Fineurop\_escb version\_april08\_rule2904\_final020409 163

(l) We, including as applicable any JVCA partner, confirm that we do not have a record of poor performance, such as abandoning the Works, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause XX, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (Form XX);

(m) We are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed;

(n) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers, in accordance with ITT Clause XX.

Signature: *[insert signature of authorized representative of the Tenderer]*

Name: *[insert full name of signatory]* In the capacity of: *[insert designation of signatory]*

Duly authorised to sign the Tender for and on behalf of the Tenderer  
*[If there is more than one (1) signatory add other boxes and sign accordingly].*

**Attachment 1:** Written confirmation authorising the above signatory(ies) to commit the Tenderer, in accordance with ITT Sub-Clause XX;

**Attachment 2:** Copy of the JVCA Agreement, in accordance with ITA Sub-Clause XX *[if applicable].*

## Bid Price Schedule

(Annex A)

Reference:

SI #	Name of Item	Quantity	Unit Price	Total Price (In figure)	Total Price (In word)
1.	<b>Design and Printing of Diary -2011:</b>	5000 pcs	-	-	-
2	<b>Design and Printing of Wall Calendar 2011:</b>	4000 pcs			
3	<b>Design and Printing of Desk Calendar 2011:</b>	1000 pcs			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

## Bid Price Schedule

(Annex A)

Reference:

SI #	Name of Item	Quantity	Unit Price	Total Price (In figure)	Total Price (In word)
1.	<b>Umbrella (Gents)</b>	1000 pcs	-	-	-
2	<b>Big Mug</b>	1000 pcs			
3	<b>Medium Mug</b>	1000 pcs			
4	<b>Medium Mug</b>	5000 pcs			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Seal: \_\_\_\_\_