

Tender Documents

For

Supplying of Tiffin Box and Water Bottle

(RIC School Feeding Program (SFP) Ukhiya and Kutubdia Upazila, Cox's Bazar)

Tender Ref: RIC/CEN/TENDER/SFP/CXB/0301/2024

Date: 10/03/2024



RESOURCE INTEGRATION CENTRE (RIC)

House-88/A, Road-7/A, Dhanmondi R/A, Dhaka-1209

Website: www.ric-bd.org



আজ **সোমবার**
১৬ পৃষ্ঠা
সর্বশেষ বিশ্ব সংবাদ ও
বিশেষ প্রতিবেদন
মূল্য ১২.০০ টাকা
THE DAILY ITTEFAQ
www.ittfaq.com.bd
www.clickittfaq.com

প্রতি-রিং ৮৪
১১তম বর্ষ
৬৮তম সংখ্যা
২৭ জুলাই ১৯৫০
১৯ শ্রাবণ ১৩৬৪ বিক্রি
১১ মার্চ ২০২৪

দৈনিক ইত্তেফাক

প্রতিষ্ঠাতা তহমিনা বেগম মাসিক দিয়া

পোড়ামাটির অপুর্ব
প্রদর্শন
নবরত্ন মন্দির
পৃষ্ঠা ৭

সালমান পরিবার নিয়ে
কমলাই কর্তৃক
করিমি : মাল্যাইকা
পৃষ্ঠা ১২

আপেক্ষ
বস্ত্রের নিচে
মানবতা
পৃষ্ঠা ১১

কমলাপুর
থেকে
হলিতপুর
পৃষ্ঠা ১০



রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক)

দরপত্র বিজ্ঞপ্তি

রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক) জাতীয় পর্যায়ে একটি বেসরকারী উন্নয়ন সংস্থা। কক্সবাজার জেলার উখিয়া ও কুতুবদিয়া উপজেলায় WFP এর আর্থিক সহায়তায় স্কুল ফিউং প্রোগ্রাম বাস্তবায়নের লক্ষ্যে নির্দিষ্ট সংখ্যক বিদ্যালয়ে শিক্ষার্থীদের জন্য টিফিন বস্ত্র ও পানির বোতল সরবরাহ করার জন্য বাংলাদেশের প্রকৃত সরবরাহকারী/উৎপাদনকারী/বিক্রেতা প্রতিষ্ঠানের নিকট হতে নির্ধারিত সিডিউলে সীলমোহরকৃত খামে দরপত্র আহবান করছে। উক্ত মালমাল সরবরাহে আগ্রহী প্রতিষ্ঠানকে দরপত্রের সিডিউল <https://www.ric-bd.org/news-procurement> হতে সংগ্রহ করে প্রয়োজনীয় তথ্য উপাত্ত ও কাগজপত্র সহ আগামী ৩১/০৩/২০২৪ইং তারিখ বেলা ১২:০০ ঘটিকার মধ্যে নির্বাহী পরিচালক, রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক), বাড়ী-৮৮/এ, রোড-৭/এ, ধানমন্ডি আবাসিক এলাকা, ঢাকা-১২০৯ এ জমাদানের জন্য অনুরোধ করা যাচ্ছে। উল্লেখ্য, রিক কর্তৃপক্ষ যে কোন দরপত্র বা টেন্ডার প্রক্রিয়া কোন কারন দর্শনো ব্যতিরেকে বাতিল বা স্থগিত করার অধিকার সংরক্ষণ করে।



Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

INSTRUCTIONS TO TENDERERS

1. The Procuring Entity, as indicated in the Tender Data Sheet (**TDS**) wishes to issues these Tender Documents for **Supplying of Tiffin Box and Water Bottle** for RIC School Feeding Program (SFP), Ukhiya and Kutubdia under Cox's Bazar District.
2. If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall exclude the concerned Tenderer from further participation in the particular Procurement proceeding.
3. A Pre-Tender meeting will be held on **19/03/2024 at 12:30PM** located in **RIC Central Office, House-88/A, Road-7/A, Dhanmondi R/A, Dhaka-1209**. Interested suppliers are requested to attend the meeting for more clarification.
4. The awarded supplier will submit the amounting **5% of total contract value** at the time of contract signing in favor of "**Resource Integration Centre (RIC)**" as a **Performance Security** which is **refundable** after satisfactory completion of the proposed deliverables.
5. The **liquidated damage** shall be imposed a sum equivalent to **1%** of the delayed quantity for per day delay for first week and final delivery up to **maximum 10%** of the contract value. After that period RIC reserves the right to cancel or hold the order.
6. Tender prices shall be inclusive of profit and overhead, carrying and loading, offloading, all kinds of taxes and VAT, duties, fees, levies, labor payment and other charges to be paid under the applicable law, if the Contract is awarded.
7. Payment will be made through **Account payee Cheque** in favor of your **company name** after satisfactory completion of delivery. However, details mode of payment will be specified in the work order/contract.
8. Tenders shall be delivered to the Procuring Entity at the address specified in the **Tender Data Sheet (TDS)** and no later than the date and time specified in the TDS. Late submissions will not be considered.
9. The Evaluation Committee may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements Set out in the Tender Document.
10. The Committee may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to assist the examination and evaluation of the Tenders.
11. The Procurement Committee shall correct any arithmetic errors that are discovered during the examination of Tenders.
12. The Procurement Committee shall compare all Tenders to determine the highest-evaluated Tender as per specific requirements. **Sample** will be asked to the selected vendors after tender evaluation. Supplier will be selected based on the final sample approval.
13. Supplier must ensure the highest-level services like; to meet the requirements, immediate response, completion the services in time, maintaining the honesty, integrity, transparency etc. However, supplier will be evaluated at the end of contract to extend the contract further or to engage to any others activities in future.





Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

14. Tender submission in a sealed envelope shall be completed properly and submitted to the specific date & time. Tenderer will use **Company Letterhead pad** for submission of Tender and signed by the Authorized signatory.
15. The Procuring Entity may extend or reduce the deadline for submission of Tender on justifiably acceptable grounds.
16. Depending on final requirements, the quantity shown in this document may be increased or decreased but unit rate will remain same as per quotation. Reorder may be in place for further requirement.
17. The Tender must be valid for minimum **90 (Ninety) days** from the date of submission.
18. Vendor will **comply the RIC policy** e.g child safety policy, code of conduct, safeguarding policy, Fraud, Bribery and Corruption Policy etc.
19. Prior to the expiry of the Tender validity period and approval of the award by the Approving Authority, the Procuring Entity shall issue the **Notification of Award (NOA)** to the successful Tenderer. A work order/contract will be made upon the acceptance of NOA by the awarded supplier.
20. Tender shall be evaluated based on information and documents submitted with the Tender, by the Evaluation Committee. In this case, all tenderers must be qualified on the basis of their submitted documents.
21. Force Majeure: That in the event of stoppage or closure of the work due to “force majeure event” the parties will mutually settle the accounts on the basis of the work done and the service rendered and any claim for penalty or damage against each other.
22. Legal Obligation: The supplier or any of its staff/volunteer/supplier shall not be engaged in any money laundering, smuggling or terrorist financing or in any anti-social or illegal activities. In case of evidence of those RIC can take legal action and or treatment the contract with financial penalty.
23. This document shall be signed Each page by the authorized signatory and submitted with the Tender.
24. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Tenderer shall remain bound to accept the arithmetic corrections made by the Technical Evaluation Committee.
25. The Procuring Entity reserves the right to reject any/all Tender or annul the procurement proceedings.

Sincerely Yours,

Signature of the Authority for inviting Tender

Name: Abul Haseeb Khan

Designation: Executive Director, Resource Integration Centre (RIC)





Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

Tender Data Sheet (TDS)

1	Name of Procuring Entity: RESOURCE INTEGRATION CENTRE (RIC)
2	The Name of the Tender is: Supplying of Tiffin Box and Water Bottle for RIC School Feeding Program (SFP) Ukhiya and Kutubdia Upazila under Cox's Bazar District Tender Ref: RIC/CEN/TENDER/SFP/CXB/0301/2024, Date: 10/03/2024
3	Address for Submission of Tender: To The Executive Director Resource Integration Centre (RIC) House-88/A, Road-7/A, Dhanmondi R/A Dhaka-1209. Phone # 880 2 58152424 Attention: Central Procurement Unit Resource Integration Centre (RIC)
4	Tender Validity Period: Tender will be valid for 90 (Ninety) days from the date of submission.
5	Required Documents to be submitted to evaluate the qualification of Tenderer <ol style="list-style-type: none">Tender submission letter as per provided format – 5 PointsSigned copy of Tender Documents – 5 PointsCopy of up-to-date valid Trade License – 5 PointsCopy of Tax Certificate (TIN) – 5 PointsCopy of VAT Registration Certificate (BIN) – 5 PointsCopy of NID of Proprietor/MD/CEO – 5 PointsCopy of Certificate of Incorporation for Limited CompanyCopy of Bank Solvency certificate/recent one year bank statement – 5 PointsDelivery Lead Time within 20 Working Days – 5 PointsCopy of previous work experiences (Minimum Three) – 5 PointsPrice Schedule including VAT, AIT & Others Associated Costs – 5 Points Note that: Based on above documents, the technical criteria will be evaluated for 50 Points and Financial criteria will be evaluated for 50 Points. Vendor will be awarded based on the sample approval and evaluated combine score.
6	The deadline for submission of Tender: Date: On or before 31/03/2024 , Time: Within 12:00 PM
7	The deadline for opening of Tender: Date: 31/03/2024 , Time: at 12:30PM in presence of Tenderers (if any)
8	Contact Person: Supplier can contract to Phone # 8802 58152424 Ext-56 or email to jasim@ric-bd.org regarding the queries if any.





Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

Tender Submission Letter *FORMAT*

[This letter shall be completed and signed by the Authorized Signatory
preferably on the Letter-Head pad of the Tenderer].

To

Date:

The Executive Director

Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A

Dhaka-1209

Tender Reference No: **RIC/CEN/TENDER/SFP/CXB/0301/2024**, Date: **10/03/2024**

Subject: Supplying of Tiffin Box and Water Bottle for RIC SFP Ukhiya and Kutubdia Office

Total Tender Price in
BDT:

*Taka [state amount in figures]
and Taka [state amount in words]*

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

- I. Our Tender shall be valid for the period stated in the Tender Document.
- II. We are committed to meet the required term & conditions mentioned in the tender documents.
- III. We confirm that tender value is including VAT, AIT, loading, unloading and all other associated costs for this service.
- IV. We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document.

Signature:

Full Name:

Designation:

Organization Name & Seal:

Annexures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.





Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

Notification of Award (Sample FORMAT)

Date:

To

[Name of Supplier]

This is to notify you that your Tender dated [insert date] for **Supplying of Tiffin Box and Water Bottle for RIC School Feeding Program (SFP) Cox's Bazar** has been accepted. RIC management supposed to issue a work order / make a contract with your company within the shortage time. Your total Contract value is Tk [.....] has been approved by Resource Integration Centre (RIC)

Hence, you are requested to accept this NOA and submit the security money as per terms & conditions of tender documents.

Your timely response and cordial cooperation will be always highly appreciated.

Yours Sincerely,

Abul Haseeb Khan
Executive Director
Resource Integration Centre (RIC)







Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

Summary of Price Schedule with Details Specifications

SL	Items Name	Specifications	Qty	Unit	Unit Price	Total Price
1	2	3	4	5	6	7
01	Tiffin Box 	Brand: RFL/Bengal/Equivalent , Size: Small, Colour: Blue (Bottom part) & White (Upper part) Label: Every Tiffin Box will be labelled by custom logos & Image Materials: 100% food grade virgin plastic. (As per sample) For Ukhiya 21,399 Pcs and Kutubdia 12,743 Pcs	34,142	Pcs		
02	Water Bottle 	Brand: RFL/Bengal/Equivalent , Size: 450ml, Cap system without straw, Colour: Blue (Bottle) & Cap will be steel Coloured with rope Label: Water Bottle will be labelled by custom logos & Image, Materials: 100% food grade virgin plastic. (As per sample) For Ukhiya 21,399 Pcs and Kutubdia 12,743 Pcs	34,142	Pcs		
Total Amount In BDT						
In words:						

Note: VAT & Tax should be included with unit price.

Delivery Lead Time	Within 20 working days after issuing of Work Order
Delivery Place	RIC Ukhiya Warehouse: Salahuddin Building, Hospital Road, Ukhiya, Cox's Bazar RIC Kutubdia Warehouse: Baitos Sharaf Road, Tisha Bhaban, Baraghop Bazar, Kutubdia, Cox's Bazar

Signature of Supplier's with Seal:	Date:
---	--------------

Note: Col. 6-7 and Blank space to be filled by the suppliers.





Resource Integration Centre (RIC)

House-88/A, Road-7/A, Dhanmondi R/A
Dhaka-1209

