



Date: October19, 2024

Subject: Invitation to Bid

Invitation to Bid No.: UTT-DRC-noakhali-191024-002 Tender for supply of Hygiene kits.

Dear Sir/Madam,

Greetings from Uttaran.

Uttaran is hereby inviting to bid with your best price for the following item. The quoted price should meet the specifications given below. Please submit the bid in your organization's/company's letter head pad and enclose this tender with that bid. Bid should be specified with our terms and conditions. Acceptance of bid subject to fulfillment of terms and conditions.

For Uttaran to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1.	<p>Hygiene Kits:</p> <p>1. Plastic Bucket with Lid: Per kit (1 Pcs) Material: Polypropylene Dimension (LxWxH): 27.5X27.5X25 cm Capacity: 10 Liters Color: Red & Blue</p> <p>2. Plastic Mug (1.5 L): Per kit (1 Pcs) Material: Polypropylene Dimension (LxWxH): L-18x W-14x H-15 cm Capacity: 1.5L Attractive & Unique Design Strong and Durable Light Weight Color: Red & Blue</p> <p>3. Water Purifire Tablet (33mg): Per kit (100 Pcs) 99.9999% reduction in bacteria 99.99% reduction in viruses 99.9% reduction in Cysts (Giardia)</p> <p>4. Bathing Soap (100gm): Per kit (1 Pcs) Antibacterial / Antiseptic</p> <p>5. Detergent Powder: Per kit (500gm) - Get 'dazzling whites' & clothes that look 'Bright like new.' - Washing Powder removes dirt from deep within the cloth fiber, thereby removing dullness from your clothes. - Washing Powder comes with Bright Clean Technology, making your clothes look - Washing Powder is suitable for whites as well as colored clothes</p> <p>6. Orsaline-N (ORS): Per Kit (1 Box) Per box 20 Pcs Sodium Chloride, Potassium Chloride, Tri Sodium Citrate, Di-hydrate</p> <p>7. Reusable Menstrual Cloth: Per Kit 2 yards Red color, 100% Cotton</p>	Kits	700 sets			



Delivery Lead Time (from receipt of Uttaran Purchase Order): 7 (Calendar) days

A. Terms and Conditions:

1. Tender published date and time: 19th October 2024
2. A pre-bidding session will be held 22 October from 11.00 am to 12.00 pm, 2024 through online. Link of pre-bidding meeting will be as follows:
Join Zoom Meeting
<https://us02web.zoom.us/j/83834379694?pwd=QitOqOVvRV7acB2yPHA74IbUJCdBR.1>
Meeting ID: 838 3437 9694
Passcode: 159930
3. Last date of tender submission: On or before November 04, 2024, at 5.00 PM with sample of 1 set of Hygiene kit.
4. Tender price should be validated for 90 days.
5. Delivered within mention dated from the signing of purchase order/work contract.
6. Workplace: Napiter pool, Maijdee, Noakhali.
7. VAT & Tax shall be deducted from the payment as per government applicable rate.
8. Payment mode: A/C Payee cheque on behalf of vendor in 15 working days upon submission of bill after completion the supply4
9. Uttaran reserves the right to accept or reject in part or full/one or all quotations without assigning any reason whatever.
10. Uttaran follows ZERO-TOLERANCE policy for any form of bribery or corruption.
11. Tender Opening Location:
Uttaran
Flat # B1 (1st Floor), House # 32, Road # 10/A
Dhanmondi, Dhaka-1209, Bangladesh
12. Tender Opening Date and time: 5th November 2024 at 3.00 PM
13. E-mail address for electronic bid submissions: uttaran.shahidul@gmail.com or
14. Postal address for hard copy bid submissions: Uttaran, Flat # B1 (1st Floor), House # 32, Road # 10/A
Dhanmondi, Dhaka-1209, Bangladesh

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

B. Important information regarding this ITB:

- Uttaran may choose to cancel the tender if deemed necessary.
- Uttaran may choose to split the contract award to more than one supplier.
- Samples are a mandatory requirement part for this bid. Any bid without samples will be rejected. The submitted samples of non-awarded bidders may be returned to the bidder at their own cost after the award is completed. The samples of the selected bidder will remain with Uttaran as part of the bid.
- The delivery time of the supply shall be within the 7 days form after placing order. Uttaran may terminate the contract or impose other penalties if supplier fails to deliver items within this period.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed material.

C. Selection and Award Criteria

This tender will be awarded to the lowest cost technically compliant bid. The technical evaluation criteria are as per the specifications stated in above mentioned table.



Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Document	Instructions
1	Legal Documents	a. Copy of Initial Trade License & Updated Trade License b. Copy of updated TIN Certificate c. Copy of updated BIN Certificate d. NID of the license owner e. An experience certificate/PO/Agreement f. Bank solvency certificate

Technical Evaluation

Based on the given sample the technical evaluation will be completed.

A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures, and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.

Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

Bids submitted by mail, email or courier by so is at the Bidders risk and Uttaran takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by Uttaran in accordance with the ITB requirements.

D. Hard Copy:

Hard copy Bids shall be placed in a **sealed** envelope, marked as follows:

ITB No.: UTT-DRC-noakhali-191024-002

Uttaran

Flat # B1 (1st Floor), House # 32, Road # 10/A

Dhanmondi, Dhaka-1209, Bangladesh

E. Email submission

When Bids are emailed, the following conditions shall be complied with:

- The ITB number (UTT-DRC-noakhali-191024-002) shall be inserted in the Subject Heading of the email.
- All the necessary papers should be send for administrative check with the financial bid
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- For the online submission samples will be send to Uttaran Dhaka office address i.e. Uttaran
Flat # B1 (1st Floor), House # 32, Road # 10/A
Dhanmondi, Dhaka-1209, Bangladesh
- Application should be submitted through following email address:
uttaran.shahidul@gmail.com or



Failure to comply with the above may disqualify the Bid.

Uttaran is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or Uttaran in the processing of emails.

Uttaran is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, Uttaran will choose the version that is the most advantageous to Uttaran.

Submission of Samples

The samples submitted should each be clearly marked with the same item number that is used to the Uttaran submitted bid documents.

Sample packaging shall be clearly marked 'Samples' with the ITB number and the Bidder's name, address etc. Samples shall be received at the same place and time together with the 'hard copy' bids and within the tender timetable for the mailed bids. A sample received after the tender closing date and time is ended may be rejected.

Completion of Bid Form

PRICES QUOTED

Supplier needs to send the goods to the warehouse by his/her own cost. bear all the expenses

Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

CURRENCY

The currency of the Bid shall be in **BDT**. No other currencies are acceptable.

LANGUAGE

The Bid Form, and all correspondence and documents related to this ITB shall be in English.

PACKAGING

Packaging shall be of international shipping standard, strong quality, and suitable for shipment as provided in the Bid Form.

ORIGIN

Country of origin of the items shall be clearly stated.

PRESENTATION

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

SPLIT AWARD

Uttaran reserves the right to split awards.

**VALIDITY Period**

Bids shall be valid for at least the minimum number of days specified in the ITB from the date of Bid closure (90 days). Uttaran reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

Acceptance

Uttaran reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB Closure.

Award of contracts

This ITB does not commit Uttaran to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by Uttaran. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of Uttaran and the successful Bidder.

Uttaran may award contracts for part quantities or individual items. Uttaran will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. Uttaran reserves the right to cancel any ITB, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future Uttaran ITBs.

Confidentiality

This ITB or any part hereof, and all copies hereof shall be returned to Uttaran upon request. This ITB is confidential and proprietary to Uttaran, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of Uttaran, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

Collusive Bidding and Anti-Competitive Conduct

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by Uttaran in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other



Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to Uttaran, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

Improper Assistance

Bids that, in the sole opinion of Uttaran, have been compiled:

- With the assistance of current or former employees of Uttaran, or current or former contractors of Uttaran in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal Uttaran information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to Uttaran, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Corrupt Practices

Uttaran has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by Uttaran as the misuse of entrusted power for private gain.

The Bidder agrees to accurately communicate Uttaran's policy with regards to Anti- Corruption and bribery to Third Parties. The Bidder furthermore agrees to inform Uttaran immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific Uttaran's email of uttaran.dhaka@gmail.com

Conflict of Interest

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of Uttaran and the Bidder's interests during the procurement process.

Withdrawal/Modification of Bids

Requests to withdraw a Bid after the Bid closure time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the Uttaran suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

LATE BIDS

All Bids received after the ITB closure will be rejected.

Opening of the ITB

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Procurement Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Uttaran in its decision concerning the award of the contract will result in the immediate rejection of the tender.



Cancellation of the ITB

In the event of an ITB cancellation, Bidders will be notified by Uttaran. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The ITB may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

Queries about this ITB

For queries on this ITB, please contact at urmiuttaran@gmail.com

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number. **Bids shall not be sent to the email urmiuttaran@gmail.com. Bid should be send at uttaran.shahidul@gmail.com**

If you have any queries, feel free to ask.

Thanks

(Md. Sayedur Rahman).
Project Coordinator
Uttaran