

INVITATION TO BID FOR SERVICES

LIBS-NHA-2015-9117349

19 February 2015

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a bid for

RENOVATION WORK FOR ACCOMMODATION FACILITY (2 DORMITORIES) OF KISHORE UNYAN KENDRA AT TONGI, GAZIPUR, DHAKA.

1. Sealed Bids are invited for the above mentioned services as per the attached ITB and Terms of Reference, Terms and Conditions, Special Terms and Conditions. The Bid must be securely sealed and submitted on or before 11:00 hours on Tuesday, 10 March 2015. Mailed Bids or hand-delivered Bids will be placed in the Bid Box located in the Reception Area (3rd Floor) of UNICEF Office building.

The bidders must submit two (2) copies of bid and the envelope shall be marked with #To Renovate Accommodation Facility of Kishore Unyan Kendra (2 Dormitories) at Tongi, Gazipur, Dhaka": LIBS No. 2015-9117349 and addressed to the Chief, Supply & Procurement Section, UNICEF-BCO, BSL Office Complex, 1 Minto Road, Dhaka-1000.

NOTE: Bids will not be considered unless submitted in a sealed envelope with proper/clear markings.

2. No Pre-Bid briefing will be arranged for this Bid. Therefore, if required, Bidders are requested to forward their request for additional information or clarification in writing to the email address: nhaque@unicef.org by Tuesday, 03 March 2015.

3. Please note no Bid will be accepted after the stipulated closing date and time: Tuesday, 10 March 2015, 11 hours. If hartal/blocked/strike is declared on the ITB/Bid closing day the schedule of closing/opening of this Bid will remain unchanged. In such situation please send the Bid Response through email as PDF file(s), indicating clearly the LIBS No., title, identity of the responding company etc. These files should be sent to the attention of Chief/OIC, Supply & Procurement Section, UNICEF-BCO, BSL Office Complex, 1 Minto Road, Dhaka-1000 to email address: fhuq@unicef.org. Please do not copy any other UNICEF Staff Member in this email.

4. Please acknowledge receipt of this ITB and indicate whether or not you intend to submit an offer, maximum within seven working days from the issuance date of the ITB (emailing to nhaque@unicef.org). Continuously not responding in 3 cases will automatically terminate the Bidder from UNICEF's bidders list.

5. All bid responses will be evaluated based on the information as requested in the LIBS and bid submission form (Annex-A). Bidders are advised to devote chapters of their submissions to demonstrate each of the criteria and be consistent with the tasks detailed in the TOR under Section 3. Bidders are advised to avoid submitting brochures and pamphlets that have no direct bearing on the requirements under this Bid.

6. Any Contract resulting from this ITBS shall be governed by UNICEF's General Terms and Conditions and any other Specific Terms and Conditions detailed in this bid document.

7. In all correspondence the bidder must refer to: LIBS No. 2015-9117349.

THIS INVITATION TO BID FOR SERVICES HAS BEEN:

Prepared By:

Nasreen A. Haque

Date: 18/2/2015

Nasreen Haque

(To be contacted for additional information, NOT FOR SENDING BIDS)

Email : nhaque@unicef.org

Approved By:

Ranya K. Kargbo

Date: 18/2/15

Ranya Kahota Kargbo

INVITATION TO BID FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF. The Bid must be made in accordance with the instructions contained in this Invitation to Bid for Services (ITBS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this ITBS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this ITBS.

INFORMATION

Any request for information regarding this ITBS must be forwarded by email to the person who prepared this document, with specific reference to the ITBS number.

The Undersigned, having read the Terms and Conditions of ITBS No. **LIBS-NHA-2015-9117349** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Other Trade Discounts: _____

INVITATION TO BID (ITB): RENOVATION OF ACCOMODATION FACILITY OF GAZIPUR KISHORE UNYAN KENDRA (2 DORMITORIES) AT TONGI, GAZIPUR, DHAKA

Ref: LIBS No. 2015-9117349

1.0 BACKGROUND

1.1 UNICEF Bangladesh Child Protection section in partnership with the Ministry of Social Welfare- Department of Social Service (DSS) has been implementing Child Sensitive Social Protection in Bangladesh (CSPB) Programme with the focus on building a protective environment around children to prevent and tackle child labour through the provision of a minimum package of services and providing child protection mechanisms at the community level.

1.2 Under Ministry of Social Welfare (MoSW), Department of Social Service (DSS) is implementing CSPB project which aims to implement and document transformation of institutional care model in 9 piloted institutions in Bangladesh. One of the major activities is planned to renovate the physical infrastructure of the selected institutions, particularly the living and training facilities for the children in the institutions.

1.3 Existing institution named Gazipur Kishore Unayan Kendra (2 Dormitories) at Tongi, Gazipur, Dhaka have been planned for repair and renovations. This institution is owned by government to accommodate the children in conflict and contact with the law by the order of the court following the Act. Situation of physical infrastructures and facilities of these institution are poor and unlivable condition, as worn out plaster/painting, window and grills damaged, unsanitary toilets and kitchen and some rooms as well as floors are abandoned due to absence of maintenance for long period of time. Institutions have various building facilities for staffs and children accommodation, kitchen, wash rooms etc., however facilities necessary for children use have been planned to repair and renovate. The renovation will include repair and maintenance of interior and exterior wall, painting, fixing up doors and windows, toilet facilities, water supply, electric work etc. This assignment would be carried out under the activity number 2.6, IR: 2 of AWP 2013-2014.

1.4 Repair/renovation work will be carried out by the contractors selected through competitive bidding process by UNICEF. Under the direct supervision of Child Protection Section through its Zonal Officers based in Zonal offices, the project will be monitored and managed. Construction supervision and quality assurance services will be provided by the consultant engineer deployed from the UNICEF LTA (Hema Enterprises). The construction engineer based in UNICEF Dhaka will provide technical support for the management and quality assurance of the renovation activities.

2.0 PURPOSE OF ASSIGNMENT:

This Invitation to Bid (ITB) is being issued to select and contract a full service local contractor agency. This require professional local contractor companies to repair/renovation of the building. The key purposes of this assignment are summarized as follows:

- To renovate Gazipur Kishore Unayan Kendra (2 Dormitories) at Tongi, Gazipur, Dhaka

2.1 TIME- FRAME

The schedule of the contractual process is as follows:

Submission of Proposal:	By 11:00 hours on Tuesday, 10 March 2015
Contract issued:	2-3 weeks from submission of proposal

Please note that NO bids will be accepted after the stipulated closing time and date.

3.0 TERMS OF REFERENCE:

3.1 Description of Assignment: Renovation work of Gazipur Kishor Unyan Kendro (5 & 2 storied buildings), Tongi, Gazipur, Dhaka			
Tasks		End Product/deliverables	Timeframe
A. Building #1 (5 Storied)			Indicative assignment duration: 6 weeks Contractors to indicate in their proposals. However UNICEF will give preference to the contractor who can complete the work within the shortest reasonably possible time.
1. Stripping of unserviceable plaster in/c racking out joints, brooming, cleaning etc.	1. Removal of unserviceable plaster		
2. Provide 12mm plaster (1:4) to wall defective plaster spots	2. Plaster work repaired at defective spots		
3. Provide 6mm plaster (1:3) to wall defective plaster spots at ceiling, beams, stairs etc.	3. Plaster work repaired at defective spots at ceiling, beams, stairs etc.		
4. Taking out unserviceable wooden Chowkat/door or window frame etc.	4. Removal of unserviceable chowkat; door & window		
5. Provide 125mm brick works with first class bricks in cement sand mortar (1:4)	5. 125mm brick work completed with 1:4 CS mortar		
6. Supply and make door and windows frames (Chowkat)	6. Door and window chowkat supplied, fitted and fixed		
7. Supply, fitting and fixing long pan with foot rest	7. Bangladesh pattern long pan supplied, fitted and fixed		
8. Supply, fitting and fixing best quality faucets	8. Best quality faucets supplied fitted and fixed		
9. Supply, fitting and fixing G.I. pipe with all special fittings	9. GI with special fittings supplied, fitted and fixed		
10. Provide synthetic enamel paint to door window frame and shutter	10. Door and window frame and shutter painted		
11. Provide white washing in walls	11. Single coat white washed with complete finishing in walls		
12. Supply, fitting and fixing glazed wall tiles (local made) with on 20 mm thick cement sand mortar (1:3)	12. Glazed tiles supplied, fitted and fixed in bathroom walls		
13. Provide/renew red-oxide black paint in skirting	13. Double coat red-oxide black painted in skirting		
14. Supply, fitting and fixing of soap tray	14. Standard size soap tray is supplied fitted and fixed with repairing any damaged wall surface		
15. Provide/renew snowcem washing/ cement paint	15. Single coat white washing as per engineer's direction		
16. Supply, fitting and fixing wood glazed window shutters	16. Supplied, fitted and fixed 38 mm thick well matured natural seasoned (min 10" wide plank) wood glazed window shutters		
17. Supply, fitting and fixing G.I. Union with sealant	17. 12 mm & 20 mm GI Union supplied fitted and fixed		
18. Supply, fitting and laying 100 mm inside dia best quality uPVC pressure soil pipe	18. 100 mm inside dia uPVC pipe supplied, fitted and laid		
B. Building #2 (2 Storied)			
1. Stripping of unserviceable plaster in/c racking out joints, brooming, cleaning etc.	1. Removal of unserviceable plaster		
2. Provide 12mm plaster (1:4) to wall defective plaster spots	2. Plaster work repaired at defective spots		
3. Provide 12mm plaster (1:4) with neat cement finishing to dado	3. Dado provided with 1:4 cement sand plaster		
	4. Plaster work repaired at defective spots at ceiling, beams, stairs etc.		

4. Provide 6mm plaster (1:3) to wall defective plaster spots at ceiling, beams, stairs etc. 5. Taking out unserviceable wooden Chowkat/door or window frame etc. 6. Repairing of door and window panel shutter 7. Supply and replace 3 mm glass panes 8. Supply and replace 150 mm long catch hook 9. Supply and replace brass socket bolt 10. Supply and replace 75 mm brass ring 11. Provide synthetic enamel paint to door window frame and shutter 12. Supply, fitting and fixing of MS flat bar clamp 13. Provide white washing in walls 14. Provide/renew snowcem washing/ cement paint 15. Supply, fitting and fixing door and window frames 16. Supply, fitting and fixing of glazed window shutters 17. Renewing polyvinyl/oil bound distempering 18. Supply, fitted and fixing of European HCI P-trap drainage pipe preparing base with cement concrete 1:2:4 19. Supply, fitting and fixing standard size soap tray 20. Supply, fitting and fixing 125 mm dia stainless steel floor grating in trap 21. Supply, fitting and laying 100 mm inside dia best quality uPVC rain water down pipe 22. Supply, fitting and fixing G.I. pipe with all special fittings 23. Supply, fitting and fixing G.I. Union with sealant	5. Removal of unserviceable chowkat; door & window 6. Door and window panel shutter repaired 7. 3 mm glass panes supplied and replaced in steel frame 8. 150 mm long catch hook supplied and replaced 9. Brass socket bolt supplied and replaced 10. 75 mm brass ring supplied and replaced 11. Door and window frame and shutter painted 12. MS flat bar clamp of 150 X 38 X 6 mm size supplied fitted and fixed 13. Double coat white washed with complete finishing in walls 14. Double coat snowcem/white washing as per engineer's direction 15. Door and window frame supplied, fitted and fixed 16. Supplied, fitted and fixed 38 mm thick well matured natural seasoned (min 10" wide plank) wood glazed window 17. Double coats distempering with polyvinyl/oil bound 18. HCE P-Trap supplied, fitted and fixed with CC base 1:2:4 19. Standard size soap tray is supplied fitted and fixed with repairing any damaged wall surface 20. 125 mm dia steel floor grating in trap is supplied, fitted and fixed 21. 100 mm inside dia uPVC pipe supplied, fitted and laid 22. 12 mm and 20 mm GI pipe supplied, fitted and fixed with all special fittings 23. 12 mm and 20 mm GI Union supplied, fitted and fixed	
---	--	--

3.2 LOCATIONS OF PLANNED RENOVATION WORK: The renovation works are to be conducted at the following location:

Address of Institutions	Institution's focal point	Contact Name and Number
Kishore Unayan Kendra Tongi, Gazipur.	Md. Rabiul Islam Superintendent (Additional charge) Mob: 01718-353139	Syed Imtiaz Ahmed, Child Protection Officer, UNICEF Bangladesh Mymensingh Zone Office, Dhaka Division, "Bashat Vita", House # 7 Amirabad Residential Area Maskanda, Mymensingh – 2200. Tel:(880-2) 55668088 Ext. 7536 Fax:(880-91) 65975 Email: siahmed@unicef.org

NOTE: Agencies interested to participate in this bid may visit the locations. To make the visit plan in advance should coordinating with the contact persons mentioned in the above table.

3.3 DURATION OF ASSIGNMENT: The proposed duration of the assignment is **45 days** (from the start date of the contract) which will be divided into two phases as indicated below:

3.4 PROPOSED PAYMENT SCHEDULE: Please see the details below:

- **1st Payment:** It is proposed to pay 30% of the total contract amount upon completion and acceptance of the 50 % deliverables.
- **2nd Payment:** It is proposed to pay 60% of the total contract amount upon substantially completion (100% of work) and acceptance of the deliverables.
- **Final Payment:** The remaining 10% will be paid after final completion including defects of the work after 6 months of Defect Liability Period.

Please note that there is **NO provision of advance payment.**

4.0. GENERAL INSTRUCTION TO BIDDER

This Bid and responses thereto, does not bind UNICEF to enter into any agreements or contracts with organizations submitting the bid. UNICEF reserves the right to cancel the bid without assigning any reason whatsoever.

In submitting to this bid the company agrees that it will accept the decision of UNICEF as to whether its bid meets the requirements stated in this ITB.

4.1 FORM OF BID

To enable the interested bidder to submit a bid on the subject assignment, a **Bid Submission Form (Annex-A)** is attached, which to be completed and return with the bid. The bidders must submit two (2) copies of bid and the sealed envelopes shall be marked with **"To Renovate Accommodation Facility of Gazipur Kishore Unyan Kendra (2 Dormitories) at Tongi , Gazipur, Dhaka": 2015-9117349** and addressed to the Chief, Supply & Procurement Section, UNICEF Bangladesh Country Office, BSL Office Complex, 1 Minto Road, Dhaka-1000.

a) The submission must be forwarded by a duly signed covering letter on the agency's headed paper, with initial on each page of the agency's response to this ITB. A duplicate copy of the bid document and offer should be kept by the Company for record.

b) The sealed envelope with all necessary markings should be dropped in the Bid Box located at UNICEF Reception area on the 3rd Floor, Right wing, BSL Office Complex, 1 Minto Road, Dhaka-1000.

4.2 BID CHANGE POLICY

UNICEF reserves the right to make minor revisions to this Invitation to Bid.

All formal changes/alterations to, or requests for, clarification of this ITB must be submitted in writing by fax/e-mail to the Contracts Officer, Supply & Procurement Section (nhaque@unicef.org) **within Tuesday, 03 March 2015**. Information provided verbally will not be considered a fundamental change and will not alter this ITB. Erasures and other changes in the bid must be explained or noted over the authorized signature of the agency.

4.3 ERRORS IN BID

Company must examine all information and all other instructions pertaining to the Bid and failure to do so will be at the company's own risk, and cannot secure relief on the plea of error in any bid offer.

4.4 WITHDRAWAL OF BIDS

Bids may be withdrawn on written request received from the Company (by hand delivery, post, fax or e-mail) prior to the time fixed for opening. Negligence on the part of the Company in preparing the bid confers no right

for the withdrawal of the bid after it has been opened.

4.5 MARKING AND MAILING OF BIDS

Bids must be securely sealed in an envelope with clear marking on the outside indicating the ITB number and assignment title, and returned on or before the closing time to the UNICEF, as indicated.

4.6 TIME FOR RECEIVING BIDS

4.6.1 Sealed Bids received prior to the stated closing time and date will be kept unopened. The Officer of the Bid Unit will open Bids when the specified time has arrived and no Bid received thereafter will be considered.

4.6.2 UNICEF will accept no responsibility for the premature opening of a Bid which is not properly addressed or identified.

4.6.3 Modification by fax of sealed Bids already submitted in a sealed envelope will be considered if received prior to the closing time and date.

4.7 PUBLIC OPENING OF BID

Due to the nature of this bid NO public bid opening will be arranged.

4.8 HARTALS (STRIKES)

Should hartal(s) be declared on the ITB/Bid closing day the **schedule of closing/opening of this Bid will remain unchanged. In such situation please send the Bid Response through email as PDF file(s), indicating clearly the LIBS No., title, identity of the responding company etc.** These files should be sent to the attention of Chief/OIC, Supply & Procurement Section, UNICEF-BCO, BSL Office Complex, 1 Minto Road, Dhaka-1000 to email address: fhuq@unicef.org. Please do not copy any other UNICEF Staff Member in this email.

4.9 REJECTION OF BIDS

- a) UNICEF reserves the right to reject any or all bids, to waive any informality in the bid and unless otherwise specified by UNICEF or by the company, to accept any item in the bid if it is in the interest of UNICEF to do so.
- b) UNICEF reserves the right to reject any bid from a company, (a) who has previously failed to provide quality and timely output/service in contracts of similar nature, or a bid of a company (b) who in the opinion of UNICEF is not in a position to perform the contract on the basis of the information becomes available during the review process.

4.10 BID PREPARATION COST

UNICEF shall not be held responsible for any costs incurred by the company for the preparation of their bid in response to this ITB.

1.11 WARD/ADJUDICATION OF BIDS

The contract will be awarded to the Bidder:

- whose Implementation Plan will be considered as more comprehensive and realistic
- has past experience and good reputation in the market for providing similar service
- offered competitive financial offer and
- submit Bid in compliance with all Instructions and General Terms and Conditions of this Bid

1.12 VALIDITY OF PROPOSAL

Bid must be valid for a minimum of 120 days from the date of opening of the Bid and must be signed by an authorised representative of the company. Bidders are requested to indicate the validity period of their offer in the Bid Form. UNICEF may also request for an extension of the validity of the Bid.

1.13 EVIDENCE OF COMPLIANCE

Payment to the Company or acceptance of output shall not be construed as evidence that the services, goods or materials received are complete, satisfactory or in accordance with the Company obligation, and the Company shall not thereby be relieved or discharged from performing any obligation under this Arrangement.

1.14 INDEMNIFICATION

The Company shall indemnify, hold and save harmless and defend at its own expense UNICEF and its personnel from and against all suits, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the individual/agency, its personnel or others responsible to the Company for the performance of any of the terms and conditions of this Arrangement.

4.15 ADDITIONAL INFORMATION

Any information which the bidder may consider necessary to the guarantee or to clarify service methods hereby may be included provided it is referral to in the Bid and clearly identified.

4.16 RIGHTS OF UNICEF

In case the Company fails to provide the service or perform under the terms and condition of the contract by the agreed arrangements, UNICEF may, after giving the Company reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following right:

- a) Visit and inspect company premises.
- b) Contact any or all references supplied by the company.
- c) Request additional supporting or supplementary information
- d) Contact any or all references supplied by the organisation.
- e) Request additional supporting or supplementary data (from the organisation)
- f) Accept any proposals in whole or in part
- g) Negotiate with the most favorable organization(s).
- h) Award contracts to more than one agency, in which event each Company responsible for part awarded to them.
- i) Obtain all or part of the service or output from other sources or agency, in which event UNICEF may hold the Company responsible for any excess cost occasioned thereby.
- j) Refuse to accept all or part of the service or output.
- k) Terminate the contract.

4.17 Contracts will be governed by UNICEF's Rules and regulations.

5.0. SPECIAL INSTRUCTION TO BIDDER

5.1 BID RESPONSE FORMAT: Bidders are advised to submit the filled in **Annex-A**. In addition to the information requested the bidders must provide the following background information:

5.1.1 Company Profile with following details (may request UNICEF to provide soft or hard copy of the template which is also available on the http://www.unicef.org/bangladesh/supply_4912.htm):

- Name of president/Directors (Governance structure)
- Date and state of incorporation
- Company structure
- Company line of business
- Number and type of employees
- Trade License (copy of the original attested)
- Trade License- (English Translated)
- Certificate of incorporation (if applicable)
- TIN Certificate
- VAT Registration Certificate
- Description of quality control systems applied
- Copy of ISO certification if available.

- Any other licenses or authorizations issued by the appropriate government authority to operate a business in Bangladesh
- At least three references of major recent customers/clients
- Bidders must accept UNICEF's General Terms and Conditions
- Bidders must have sufficient financial resources to maintain its business in Bangladesh
- Bidders must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility).

5.1.2 The agency must provide latest CVs for the proposed team (if applicable).

5.1.3 Certified statement indicating Bank Account number in the organization's name which is operated by two persons (preferably).

5.1.4 Summary of audited financial statement of last two years (in one page).

5.2 QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE:

5.2.1 The organization with following capacity and experience will be preferred:

- a) The Construction Company should have minimum five (5) years experiences of providing similar service described in the TOR of this Bid.
- b) The Construction Company should have experience in construction, day to day site management with required equipment specifically for projects related to building facilities. Should have direct experience in contracting construction works.
- c) The Construction Company should have demonstrated experience in providing highest standard of quality assurance services for construction projects following the code of building and procurement principals.
- d) The Construction company should have experienced and professional team members with following background:
 - i) Civil Engineer or Electrical Engineer (or a technical team) to:
 - conduct the technical assessment
 - day to day supervision and site management
 - quality inspection and assurance
 - measurement of the work and cost estimation &
 - ensuring that renovation works have been completed as per the requirements approved by UNICEF
- e) The Team leader must have excellent communication and report writing skills.
- f) Adequate and appropriate logistical facilities and personnel.
- g) The agency is familiar with Bangladesh National Building Code.
- h) Able to implement its proposed implementation plan within the proposed schedule and budget.
- i) Working experience with international and UN Organizations in the area of construction of infrastructure including civil works (architectural, renovation, repairing, electrification etc.) will be considered as an advantage.

5.2.2 The contracted Company will work closely with selected UNICEF staff members in Bangladesh Country Office to ensure that there is clarity and clear understanding of the expectations.

5.2.3 The Company will confirm the availability of the team members (engineer, supervisor etc.) as proposed in the bid offer. Change of team composition will not be acceptable. In case, replacement is required, the Company shall notify UNICEF in writing, for prior approval, stating: the reason for replacing the person(s) originally assigned.

Such written notice shall be forwarded to UNICEF at least fourteen (14) days in advance of the date of replacement. UNICEF may also request replacement with valid reason.

5.3 LIQUIDATED DAMAGES FOR LATE DELIVERY/POOR QUALITY

UNICEF shall be entitled to liquidated damages from the Contractor for failure in performance (delivery and quality), under the conditions and in the amounts specified below is included in the Contract.

Such damages shall be payable by the sole fact of such failure in performance without the need for any previous

notice, except as otherwise provided in the Contract, or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained. UNICEF may, without prejudice to any other method of recovery, deduct any amount of liquidated damages from the Contractor's invoices or from any sums due or which may become due to the contractor. The payment or deduction of such damages shall not relieve the Contractor of any of its other obligations or liabilities under the contract.

Listed below are the "Liquidated Damages Clauses":

A. LIQUIDATED DAMAGES FOR LATE DELIVERY

If the Contractor fails to make deliveries within the delivery date(s) stipulated in the UNICEF Contract, UNICEF shall be entitled to liquidated damages in the amount of five-tenths percent (0.5%) of the value of such deliveries per additional day of delay, up to a maximum of ten percent (10%) of the value thereof.

B. LIQUIDATED DAMAGES FOR QUALITY CONTROL FAILURE

If the Contractor fails to meet quality control requirements or if the Contractor fails to rectify inadequacy in a delivery which has not met quality control requirements within two (2) weeks of having received notice from UNICEF by email/registered mail (return receipt requested), UNICEF shall be entitled to liquidated damages in the amount of one tenth percent (0.1%) of the value of such delivery or deliveries per day from the date of such failure until it is cured, up to a maximum of twenty-five percent (25%) of the value thereof.

5.4 INVOICING INSTRUCTIONS: Submit invoices in duplicate promptly after completion of services. All supporting documents, including an original copy of bill of Entry, and two (2) copies of delivery receipts, will be provided with each invoice.

6.0 GENERAL TERMS AND CONDITIONS

The General Terms and Conditions mentioned as under will form part of the contract resulting from this Invitation to Bid.

ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract/work order issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

DELIVERY DATE

Delivery Date to be understood as the time the contract time is completed at the location indicted under delivery terms.

Payment Terms

- (a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract
- (b) Payment against the invoice referred to above will reflect any discount shown under the payment terms, provided payment is made within the period shown in the payment terms of the contract.
- (c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

LIMITATION OF EXPENDITURE

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretation of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nation provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect

of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure. Accordingly, the contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In the event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this contract, reliable individuals who will perform effectively in the implementation of the contract, respect the local customs and conform to a high standard of moral and ethical conduct.

INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this contract. This provision shall extend, inter alia, to claim and liability in the nature of workman's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted materials or other intellectual property by the Contractors, its employees, officers, agents, servants, or sub-contractor. The obligation under this Article does not lapse upon termination of the Contract.

INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-Contractors.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes, or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name UNICEF as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's right to the insurance carrier against UNICEF;
- (iii) Provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change in coverage.

(e) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

ENCUMBRANCES/LIENS

The contractor shall not cause or permit any lien, attachment or other encumbrance by any person by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any

other claim or demand against the Contractor.

TITLE TO EQUIPMENT

Title to any equipment and supplies which may be furnished by the UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regards to documents and other materials which bear a direct relation to, or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF, in compliance with the requirements of the applicable law.

CONFIDENTIAL NATURE OF DOCUMENTS

(a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, Estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.

(b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

(a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure the contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.

(b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this contract in the same terms and conditions as are provided for in Article 14 "Termination", except that the period of notice shall be seven (7) days instead of (30) days.

(c) Force majeure are used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

TERMINATION

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the Contract, or fails to perform any of the terms, conditions, or obligations of the Contract or should the Contractor be adjudged bankrupt, or be liquidated, or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy, it may have under the terms of these conditions, terminate the contract, forthwith, in whole or in part, upon Thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for an reasonable costs incurred by the contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract. Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the Contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral procedure in accordance with Article 16 ☐ Settlement of Disputes below shall not be deemed a termination of this Contract.

SUB-CONTRACTING

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF for all subcontractors shall not relieve the Contractor of any of its obligations under this contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

ASSIGNMENT AND INSOLVENCY

(a) The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract or any part thereof, of the Contractor's rights or obligations under the Contract.

(b) Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights and remedies, terminate the contract by giving the Contractor written notice of termination.

USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM

The Contractor shall not use the name, emblem or official seal of the United Nation or UNICEF or any abbreviation of these names for any purpose.

OFFICIALS NOT TO BENEFIT

The Contractor warrants that no officials of UNICEF or the United Nations has received or will be offered by the contractor any direct or indirect benefit arising from this Contract or the award thereof. The contractor agrees that breach of this provision is a breach of an essential term of the Contract.

PROHIBITION ON ADVERTISING

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without special permission of UNICEF.

SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Arbitration

Unless any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or

the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including the subsidiary organs are not waived.

CHILD LABOR

UNICEF fully subscribes to the Convention on the rights of the Child and draws the attention of the potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

ANTI-PERSONNEL MINES

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion is children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore decided not to purchase products from countries or companies/agencies that sell or manufacture anti-personnel mines or their components.

Authority to modify

No modification or change in this contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

ANNEX-A

BID SUBMISSION FORM: LIBS No. 2015-9117349

1. Details of the Company:

Name of the Company: _____

Postal Address: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

2. Other relevant information – please attach as Annexes

2.1 Please provide supporting documents as requested in point # 5.1 & 5.2 (under Section 5)

2.2 Implementation plan to undertake the assignment meeting all requirements (a separate Gantt chart may be provided indicating activities-deliverables-dates/required days).

2.3 CV of the proposed key team members indicating their experience.

2.4 Minimum three (3) contract/job order information for similar service with contact details (name, email address, mobile phone number etc.) of the customers/clients for verification.

FINANCIAL OFFER

BILL OF QUANTITY (BoQ)

PROJECT : Renovation Work of Gazipur Kishor Unyan Kendro (5 & 2 Storied Buildings)

LOCATION : Tongi, Gazipur, Dhaka

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
A. Building # 1 (5 Storied)					
1	Stripping of unserviceable plaster in/c racking out joints, brooming, cleaning etc. as per direction of the Engineer-In-Charge.	sqm	343.15		
2	Minimum 12mm thick cement sand (F.M. 1:2) plaster (1:4) with fresh cement to wall both inner and outer surface, finishing the corner and edges including washing of sand cleaning the surface, scaffolding and curing at least for 7 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (Cement: CEM-11/A-M)				

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
	Ground Floor	sqm	60.1		
	1st Floor	sqm	55.44		
	2nd Floor	sqm	55.91		
	3rd Floor	sqm	50.44		
	4th Floor	sqm	44.63		
3	Minimum 6mm thick cement sand (F.M. 1:2) plaster (1:3) with fresh cement to ceiling, R.C.C. columns, beams, surface of stair case, sunshades, cornices, railing, drop wall, louvers, fins and finishing the corner and edges including washing of sand cleaning the surface, scaffolding and curing at least for 7 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (Cement: CEM-11/A-M)	sqm	79.05		
4	Taking out unserviceable wooden Chowkat/door or window frame etc. as per direction of Engineer-in charge.	nos	7		
5	125mm brick works with first class bricks in cement sand (F.M. 1:2) mortar (1:4) and making bond with connected walls including necessary scaffolding, racking out joints, cleaning and soaking the bricks for at least 24 hours before use and washing of sand curing at least for 7 days in all floors including cost of water, electricity and other charges etc. all complete and accepted by the Engineer. (Cement: CEM-11/A-M) In ground floor.	sqm	21.77		
6	Supplying and making door and windows frames (Chowkat) for all floors matured natural seasoned wood of required size including painting two coats of cool tar to the surface in contact with wall, fitting and fixing in position etc. complete and accepted by the Engineer (All sizes of wood are finished). Seasonal wood.	cum	0.11		
7	Supplying, fitting and fixing Bangladesh pattern, 570 x 445 x 290 mm long pan with foot rest, approx. 12 kg by weight, made of vitreous China and preparing the base of pan with cement mortar (1:4) and with wire mesh or rods, if necessary in all floors including making holes wherever required and mending good the damages and fitting, fixing, finishing etc. complete with all necessary fitting and connection approved and accepted by the Engineer. White.	nos	4		

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
8	Supplying, fitting and fixing best quality faucets etc. complete approved and accepted by the Engineer, 12mm CP bib cock	nos	16		
9 (i)	Supplying, fitting and fixing G.I. pipe with all special fittings, such as bends, elbows, sockets, reducing sockets, Tee, unions, jam-nuts etc. including cutting trenches where necessary and fitting the same with earth duly rammed and fixing in walls with holder bats and making hole in floors, walls and consequent mending good the damages etc. all complete in all respect approved and accepted by the Engineer. 12.5mm dia G.I. pipe with wall thickness 3.25 mm, outside diameter min 21.1 mm, weight 1.45kg/m, can withstand min 50 kg/cm ² hydraulic pressure.	rm	7.61		
9 (ii)	Bath: 20 mm dia G.I. Pipe wall thickness 3.25 mm, outside diameter min 26.6 mm, weight 1.9 kg/m, can withstand min 50 kg/cm ² hydraulic pressure	rm	14.82		
10	Renewing synthetic enamel paint to door window frame and shutter etc. as per direction of Engineer-in-charge. 1 coat.	sqm	411.53		
11	Renewing white washing including mending good the holes, patch in the surface, scrapping cleaning etc. as per direction of Engineer-in-charge. 1 coat	sqm	4012.67		
12	Supplying, fitting and fixing glazed wall tiles (local made) with on 20 mm thick cement sand (F.M. 1:2) mortar (1:3) base and ranking out the joints with white cement including cutting, laying and hire charge of machine and finishing with care etc. including water, electricity and other charges complete all respect accepted by the Engineer. (Cement: CEM-11/A-M) In ground floor.	sqm	43.540		
13	Renewing painting with red-oxide/black Paint to plinth and skirting etc. as per direction of Engineer-in charge. 2 coats.	sqm	187.01		
14	Supplying, fitting and fixing standard size soap tray including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete approved and accepted by the Engineer. C.P Soap tray.	nos	4		
15	Renewing snowcem washing/ cement paint including mending good the holes, patch in the surface, scrapping, cleaning etc. as per direction of Engineer-in-charge. 1 coat.	sqm	1673.31		

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
16	Supplying, fitting and fixing 38 mm thick well matured natural seasoned (min 10" wide plank) wood glazed window shutters for all floors having horizontal and vertical sections of 87 X 38 mm and sash bar 38 X 38 fitted with 3 mm glass panes with putty and nails and provided with best quality 4 Nos. 75 mm iron hinges, 2 (two) Nos. best quality 12 mm dia 250 mm and 150 mm long iron tower and socket bolts, nickel plated handles 225 mm long catch hooks or hinged cleats, buffer blocks, necessary screws and finished with sand papering for all floors etc. complete and accepted by the Engineer. (All sizes of wood are finished).	sqm	8.16		
17	Supplying, fitting and fixing G.I. Union with sealant etc. complete in all respects approved and accepted by the Engineer.				
17 (i)	12 mm dia GI union	nos	6		
17 (ii)	20 mm dia GI union	nos	12		
18	Supplying fitting and laying up to depth of invert 100 mm inside dia best quality uPVC pressure soil pipe having specific gravity 1.3- 1.45, and other physical, chemical, thermal, fire resistivity properties etc. as per BSTI approved manufacturer standards or ASTM, S/ISO/IS standards fitted and fixed in position with sockets, bends, with all accessories such as Round grating/domed roof grating etc. complete approved and accepted by the Engineer (length: 6000 mm each).uPVC soil pipe 100 mm dia wall thickness 2.7 mm- 3.4 mm pipe	rm	14.63		
				Sub Total (A)	
B. Building # 2 (2 Storied)					
1	Stripping of unserviceable plaster in/c racking out joints, brooming, cleaning etc. as per direction of the Engineer-In-Charge.	sqm	371.66		
2	Minimum 12mm thick cement sand (F.M. 1:2) plaster (1:4) with fresh cement to wall both inner and outer surface, finishing the corner and edges including washing of sand cleaning the surface, scaffolding and curing at least for 7 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (Cement: CEM-11/A-M) Ground floor.	sqm	105.63		

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
3	Minimum 12mm thick cement sand (F.M. 1:2) plaster with neat cement finishing to dado (1:4) with cement up to 150 mm below ground level with neat cement finishing including washing of sand, finishing the edges and corners and curing at least for 6 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (Cement: CEM-II/A-M) Ground floor.	sqm	34.56		
4	Minimum 6mm thick cement sand (F.M. 1:2) plaster (1:4) with fresh cement to ceiling, R.C.C. columns, beams, surface of stair case, sunshades, cornices, railing, drop wall, louvers, fins and finishing the corner and edges including washing of sand cleaning the surface, scaffolding and curing at least for 7 days, cost of water, electricity and other charges etc. all complete in all respect as per drawing and accepted by the Engineer. (Cement: CEM-II/A-M)				
4 (i)	Ground Floor	sqm	57.97		
4 (ii)	1st Floor Ceiling	sqm	64.1		
5	Taking out unserviceable wooden Chowkat/door or window frame etc. as per direction of Engineer-in-charge.	nos	5		
6	Through repairs to wooden door and window panel shutter etc. as per direction of Engineer-in-charge (excluding cost of wood)	sqm	8.22		
7	Supply and replacing 3 mm glass panes in steel frame in/c supply of glass etc. as per direction of Engineer-in-charge	sqm	6.97		
8	Supply and replacing 150 mm long catch hook etc. as per direction of Engineer-in-charge	nos	40		
9	Supply and replacing brass socket bolt etc. as per direction of Engineer-in-charge	nos	15		
10	Supply and replacing 75 mm dia brass ring etc. as per direction of Engineer-in-charge	nos	12		
11	Renewing synthetic enamel paint to door window frame and shutter etc. as per direction of Engineer-in-charge. 2 coats.	sqm	374.16		

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
12	Supplying, fitting and fixing M.S. flat bar clamp 150 X 38 X 6 mm size having bifurcated ends to door and window frames with rowel plug, necessary screws etc. including cutting groove in Chawkat if necessary etc. complete in all respect accepted by the Engineer	nos	30		
13	Renewing white washing including mending good the holes, patch in the surface, scrapping cleaning etc. as per direction of Engineer-in-charge. 2 coats	sqm	3756.32		
14	Renewing snowcem washing/ cement paint including mending good the holes, patch in the surface, scrapping, cleaning etc. as per direction of Engineer-in-charge. 2 coats.	sqm	890.52		
15	Supplying and making door and windows frames (Chowkat) for all floors matured natural seasoned wood of required size including painting two coats of cool tar to the surface in contact with wall, fitting and fixing in position etc. complete and accepted by the Engineer (All sizes of wood are finished). Seasonal wood.	cum	0.44		
16	Supplying, fitting and fixing 38 mm thick well matured natural seasoned (min 10" wide plank) wood glazed window shutters for all floors having horizontal and vertical sections of 87 X 38 m and sash bar 38 X 38 fitted with 3 m glass panes with putty and nails and provided with best quality 4 Nos. 75 mm iron hinges, 2 (two) Nos. best quality 12 mm dia 250 mm and 150 mm long iron tower and socket bolts, nickel plated handles 225 mm long catch hooks or hinged cleats, buffer blocks, necessary screws and finished with sand papering for all floors etc. complete and accepted by the Engineer. (All sizes of wood are finished).	sqm	10.96		
17	Renewing polyvinyl/oil bound distempering etc. as per direction of Engineer-in-charge, 2 coats	sqm	375.19		

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
18	Supplying, fitting and fixing European type HCI P-Trap drainage pipe preparing the base with cement concrete in 1:2:4 and with wire mesh r rods if necessary, in all floors including making holes wherever required and mending good the damages and fitting, fixing complete with all necessary fittings and connection approved and accepted y the Engineer	nos	10		
19	Supplying, fitting and fixing standard size soap tray including making holes in walls and mending good the damages with cement mortar (1:4) etc. all complete approved and accepted by the Engineer. C.P Soap tray.	nos	12		
20	Supplying, fitting and fixing 125 mm dia stainless steel floor grating in traps or in drains including making holes in walls/floors and mending good the damages with cement mortar(1:4) etc. all complete approved and accepted by the Engineer.	nos	16		
21	Supplying 100 mm inside dia best quality uPVC rain water down pipe fitting, fixed in position with head and shoes, bends, min 20 mm width FI bar clamp and nails, and including all necessities such as round grating/domed roof grating bands, sockets approved and accepted by the Engineer	rm	14.62		
22	Supplying, fitting and fixing G.I. Pipe with all special fittings such as ends, elbows, sockets, reducing sockets, Tee, unions, jam-nuts etc. including cutting trenches where necessary and fitting the same with earth duly rammed and fixing in walls with holder bats and making hole in floors, walls and consequent mending good the damages etc. all complete in all respects approved and accepted by the Engineer				
22(i)	12 mm dia GI pipe	rm	21.94		
22(ii)	20 mm dia GI pipe	rm	14.62		
23	Supplying, fitting and fixing G.I. Union with sealant etc. complete in all respects approved and accepted by the Engineer.				

S.NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE (BDT)	TOTAL PRICE (BDT)
23(i)	12 mm dia GI union	nos	6		
23(ii)	20 mm dia GI union	nos	12		
				Sub Total (B)	
			GRAND TOTAL (A+B)		

Amount in words:

	Total (BDT)
Total Cost (without VAT)	
VAT on the requested service – please mention separately	
Total Cost including VAT	

NOTE(s):

- All amounts will be quoted in Taka.
- UNICEF does not pay any agency commission.
- All prices/rates quoted must be **exclusive of all taxes** as UNICEF is a tax-exempt organization. VAT will be added to the invoice for payment by UNICEF to the supplier before being refunded by the taxes authorities.
- UNICEF will assume that the bidders will have factored in its offer all causes that may have an influence on the prices.
- The Contractor shall be paid only upon UNICEF acceptance of the work or deliverable. **The Penalty Clause mentioned under Section 5.3 will be applied for delays in completing the tasks and submitting report as mentioned in the TOR.**
- Payment will be made within 30 days of UNICEF's acceptance of deliverables.
- Inform the Bank, branch and account information. Indicate names of persons operating the Agency account. All payment will be done through bank transfer.
- In case, an **advance payment** (kindly indicate the amount with detail breakdown with justification) is requested, the Contractor should provide an unconditional guarantee issued by a bank on behalf of the contractor and in favor of UNICEF to guarantee either submission of deliverables according to the contract, or to refund the advance to UNICEF in case of default by the Contractor. Any charges for such guarantee must be borne by the Contractor.
- **Reimbursement of VAT:** The applicable VAT rate for the contracted services will be settled as per applicable/prevaling government VAT rates law. In order for UNICEF to make payment of the applicable VAT and thereafter submit claim for refund of the same from the relevant government VAT authorities, the service provider will be required to submit Tax invoice with proof of valid VAT payment with mandatory particulars/contents of legal VAT requirements and acceptable to government VAT authority, please note the details below:
 - (a) Original VAT Challan(s) issued in favor of UNICEF-BCO mentioning relevant Purchase Order Number duly countersigned and sealed by the VAT authorities of the Government of Bangladesh.
 - (b) VAT amount must be mentioned in the original VAT Challan (Mushok-11) and the same amount should be deposited to the Government account by Treasury Challan(s) mentioning UNICEF Purchase Order Number.
 - (c) Copy(ies) of the Treasury Challan(s) duly countersigned and sealed by the respective VAT Authority in support and proof of VAT payment must be submitted with the Invoice.
 - (d) VAT charged to UNICEF must not be mixed with Service Provider's other business transactions so that UNICEF may duly receive the reimbursement from Government according to set procedures.
 - (e) The VAT percentage rate must be stated in the space provided in the Bid Response Form. Where VAT is not applicable, bidder should indicate "ZERO" percentage and MUST provide prove from the Government Authority that the items are "ZERO" rated or the bidder is exempted from paying VAT otherwise bid will be invalidated.