



বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট)  
Bangladesh Legal Aid and Services Trust (BLAST)

**YMCA Development Center, 1/1 Pioneer Road,  
Kakrail, Dhaka-1000, Bangladesh**

## **Procurement of Goods& Related Services**

Request for Quotation (RFQ)  
*for*  
**[Hygiene Material]**

**Issued Ref.: BLAST/Proc/1182/0921**

**Issued On: 23, September, 2021**



**YMCA Development Center, 1/1 Pioneer Road,  
Kakrail, Dhaka-1000, Bangladesh**

**Request for Quotation (RFQ)  
for  
[Hygiene Material]**

**Issued Ref.: BLAST/Proc/1182/0921**

**Issued On: 23, September, 2021**

To

.....  
.....  
.....

1. **Bangladesh Legal Aid and Services Trust (BLAST)** (hereinafter called “the Purchaser”) has been allocated funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. The Quotation shall be prepared and submitted using the ‘**RFQ Document**’.
3. The Quotation shall be completed properly, duly signed and dated on each page by the authorized signatory and submitted by the date stated to the address as specified in **Para 5** below.
4. Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security maybe required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
5. Quotation shall be made through electronic mail in a single **pdf file** and shall be submitted to [purchase@blast.org.bd](mailto:purchase@blast.org.bd) or send hard copy to **BLAST Head Office, 3<sup>rd</sup> Floor, YMCA Bhaban, Kakrail, Dhaka 1000 on or before 30 September, 2021, 03:00 PM**. Quotations received later than the time specified herein shall not be accepted.
6. Quotations shall be received through electronic mail in a single **pdf file** by the Purchaser duly marked as stated in **Para 5** above and all Quotations thus received shall be sent to the Evaluation Committee for evaluation by the same date of closing the Quotation.
7. The Purchaser may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to a threshold of **ten (10) days**.
8. All Quotations must be valid for a period of at least **sixty(60) days** from the closing date of the Quotation.
9. No public opening of Quotations received by the closing date shall be held.
10. The Quotationer’s rates or prices shall be inclusive of profit, transportation cost and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
11. Rates shall be quoted and, subsequent payments under this Contract shall be made in **BDT**. The price offered by the Quotationer/Tenderer, if accepted shall remain fixed for the duration of the Contract.
12. Tender security issued by any scheduled bank, **3%** of the total quoted value on each lot to be submitted by the quotationer/tenderer in the form of **pay order or DD in favor of “Bangladesh Legal Aid and Services Trust”**. Any unsuccessful Tenderer’s Tender Security will be discharged or returned as soon as possible. The



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## Bangladesh Legal Aid and Services Trust (BLAST)

Tender Security of the successful Tenderer will be discharged upon the Tenderer's furnishing of the performance security and signing of the Agreement/Purchase Order/Contract. Tender security may be forfeited if successful tenderers/quotationers refuse to accept a signing the Agreement/Purchase Order/Contract or fail to furnish Performance Security.

13. One Quotationer is allowed to participate in **all three lots or less** under the name of one organisation/proprietorship as desire. The Quotationer must quote all items in a lot; failure to quote all items in single lot will found non-responsive.
14. The Quotationer shall have the legal capacity to enter into a contract. The Quotationer, in support of its qualifications, shall be required to submit scanned copies of the latest documents related to
  - a) **Valid Trade License,**
  - b) **Tax Identification Number (TIN),**
  - c) **VAT Registration Number,**
  - d) **Bank Solvency Certificate/Bank statement (most recent 6 months),**
  - e) **Minimum 2 years of general experience (purchase orders/contract agreement before July, 2021) and experience in supplying similar goods may get priority (Purchase orders/contract agreement),**
  - f) **Tender Security (3%) on each lot,**without which the Quotation may be considered non-responsive.
15. Quotations shall be evaluated by the organisation's Procurement Evaluation Committee based on information and documents submitted with the Quotations and in connection with the **BLAST Procurement Guidelines 2018**. Quotations will be evaluated based on each lot; **one vendor can have awarded for 3 lots**. Combination of which will provide maximum benefit to BLAST considering the award of contracts for all the Lots.
16. **After technical evaluation BLAST will asked to supplier for submit sample. Quotation may be rejected on the basis of the sample evaluation report.**
17. **Hygiene Materials will be delivered in a total of 03 districts on the basis of regional zones for each lot – see Appendix 1.**
18. In the 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. The Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
19. The supply of goods and related services shall be completed within **10 days** from the date of issuing the Purchase Order.
20. The Purchase Order that constitutes the contract binding upon the Supplier and the Purchaser shall be issued within three (3) days of receipt of approval from the Approving Authority.
21. The Purchaser reserves the right to reject all the Quotations or annul the procurement proceedings.

**Mohammad Iqbal Mahamud**

Deputy Director, HR & Administration, BLAST  
YMCA Development Center, 1/1 Pioneer Road,  
Kakrail, Dhaka-1000, Bangladesh

**Distribution:**

1. Notice Board.
2. Office File



## Quotation Submission Letter

**Issued Ref.: BLAST/Proc/1182/0921**

**Issued On: .....,2021**

**To**

**Mohammad Iqbal Mahamud**

Deputy Director, HR & Administration, BLAST

YMCA Development Center, 1/1 Pioneer Road,

Kakrail, Dhaka-1000, Bangladesh

I/We, the undersigned, offer to execute in conformity with the Terms and Conditions for delivery of the Goods and related services named[**Hygiene Material**], **Lot No:....**

**The total Price of my/our Quotation is BDT .....**

**In Words (BDT):**

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of **para 18 of the Terms and Conditions** and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date.....]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal

Date:



**Price Schedule for Goods and Related Services**

Issued Ref.: BLAST/Proc/1182/0921

Issued On: 23, September, 2021

Lot Dhk	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & AIT (BDT)
1	2	3	4	5	6	7
	01	<b>Hand Sanitizer</b> Pack Type – Pump Pack, Quantity/Capacity- 200 ml, Ingredients- Ethanol, Carbomer, Glycerin, Polyethylene Glycol TEA, Aqua and Perfume Form of liquid- Gel, Color of liquid – Water color	Pcs	275		
	02	<b>Bath Soap Bar</b> Weight/Capacity- 150gm Ingredients- Sodium Soap, Aqua, Tetra sodium EDTA, Etidronic Acid, Silver Oxide, VP/VA Copolymer, Thymol, Terpineol, Perfume. Variants- Mild Care	Pcs	10,390		
	03	<b>Face Masks (3 Layer Cloth)</b> -Inner layer of absorbent (Water- absorbing Fabric) material, such as cotton. - Middle layer of non-woven non- absorbent material, such as polypropylene. - Outer layer of non-absorbent (Water-resistant fabric) material, such as polyester or polyester blend. - Includes Nosepiece for excellent fit. Dimensions 25cm x 11cm - Lightweight and Cooling - Washable and Adjustable Ear loop	Pcs	10,000		



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Lot Dhk	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & AIT (BDT)
1	2	3	4	5	6	7
	04	<b>Bleaching Powder</b> Size: 1 kg per pack Bleach powder for water treatment and as a bleaching agent. <ul style="list-style-type: none"> <li>• As a disinfectant and germicide especially in the sterilization of drinking water.</li> <li>• For manufacture of chloroform.</li> <li>• For making wool unshrinkable.</li> <li>• As an oxidizing agent in industry.</li> <li>• Mainly as bleaching agent for cotton, linen and wood pulp.</li> </ul>	KG	60		
	05	<b>Disinfectant (HTH)Chlorine,</b> Size: 1 kg per pack Calcium hypochlorite in granular form, highly soluble in water. Granular size: More than 90% retained on a 150-micron standard sieve. More than 85% passes through 1.4mm standard sieve. Available chlorine: 68% Stability: 10% loss in the initial available chlorine. Moisture content: 5.5 to 10%.	KG	100		
	06	<b>Sanitary Napkins for Menstrual Hygiene Product</b> <ul style="list-style-type: none"> <li>• Feature: ADL Strip, Air-Laid Paper, Super Absorbent Polymer (SAP), Cotton Soft Top Cover, Leak Proof, Scented, 490mm Long (unfolded), Regular Flow</li> <li>• Variant: Belt System</li> <li>• Length: 490 mm (unfolded)</li> <li>• Pack sizes: 8 pads pack.</li> </ul>	Pack	200		
<b>Grand Total (BDT)</b>						
<b>Total BDT in word (Including VAT &amp; AIT):</b>						





Lot Ctg	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & AIT (BDT)
2	2	3	4	5	6	7
	01	<b>Hand Sanitizer</b> Pack Type – Pump Pack, Qunatity/Capacity- 200 ml, Ingredients- Ethanol, Carbomer, Glycerin, Polyethylene Glycol TEA, Aqua and Perfume Form of liquid- Gel, Color of liquid – Water color	Pcs	150		
	02	<b>Bath Soap Bar</b> Weight/Capacity- 150gm Ingredients- Sodium Soap, Aqua, Tetra sodium EDTA, Etodronic Acid, Silver Oxide, VP/VA Copolymer, Thymol, Terpeneol, Perfume. Variants- Mild Care	Pcs	7,390		
	03	<b>Face Masks (3 Layer Cloth)</b> -Inner layer of absorbent (Water- absorbing Fabric) material, such as cotton. - Middle layer of non-woven non- absorbent material, such as polypropylene. - Outer layer of non-absorbent (Water-resistant fabric) material, such as polyester or polyester blend. - Includes Nosepiece for excellent fit. Dimensions 25cm x 11cm - Lightweight and Cooling - Washable and Adjustable Ear loop	Pcs	7,000		



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## Bangladesh Legal Aid and Services Trust (BLAST)

Lot Ctg	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & AIT (BDT)
2	2	3	4	5	6	7
	04	<b>Bleaching Powder</b> Size: 1 kg per pack Bleach powder for water treatment and as a bleaching agent. <ul style="list-style-type: none"> <li>• As a disinfectant and germicide especially in the sterilization of drinking water.</li> <li>• For manufacture of chloroform.</li> <li>• For making wool unshrinkable.</li> <li>• As an oxidizing agent in industry.</li> <li>• Mainly as bleaching agent for cotton, linen and wood pulp.</li> </ul>	KG	40		
	05	<b>Disinfectant (HTH)Chlorine,</b> Size: 1 kg per pack Calcium hypochlorite in granular form, highly soluble in water. Granular size: More than 90% retained on a 150-micron standard sieve. More than 85% passes through 1.4mm standard sieve. Available chlorine: 68% Stability: 10% loss in the initial available chlorine. Moisture content: 5.5 to 10%.	KG	80		
	06	<b>Sanitary Napkins for Menstrual Hygiene Product</b> <ul style="list-style-type: none"> <li>• Feature: ADL Strip, Air-Laid Paper, Super Absorbent Polymer (SAP), Cotton Soft Top Cover, Leak Proof, Scented, 490mm Long (unfolded), Regular Flow</li> <li>• Variant: Belt System</li> <li>• Length: 490 mm (unfolded)</li> <li>• Pack sizes: 8 pads pack.</li> </ul>	Pack	700		
<b>Grand Total (BDT)</b>						
<b>Total BDT in word (Including VAT &amp; IT):</b>						





Lot Gaz	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & IT (BDT)
3	2	3	4	5	6	7
	01	<b>Hand Sanitizer</b> Pack Type – Pump Pack, Qunatity/Capacity- 200 ml, Ingredients- Ethanol, Carbomer, Glycerin, Polyethylene Glycol TEA, Aqua and Perfume Form of liquid- Gel, Color of liquid – Water color	Pcs	65		
	02	<b>Bath Soap Bar</b> Weight/Capacity- 150gm Ingredients- Sodium Soap, Aqua, Tetra sodium EDTA, Etodronic Acid, Silver Oxide, VP/VA Copolymer, Thymol, Terpineol, Perfume. Variants- Mild Care	Pcs	12,895		
	03	<b>Face Masks (3 Layer Cloth)</b> -Inner layer of absorbent (Water- absorbing Fabric) material, such as cotton. - Middle layer of non-woven non- absorbent material, such as polypropylene. - Outer layer of non-absorbent (Water-resistant fabric) material, such as polyester or polyester blend. - Includes Nosepiece for excellent fit. Dimensions 25cm x 11cm - Lightweight and Cooling - Washable and Adjustable Ear loop	Pcs	12,700		
	04	<b>Bleaching Powder</b> Size: 1 kg per pack Bleach powder for water treatment and as a bleaching agent.	KG	140		



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Lot Gaz	Sl. No.	Description of Goods	Unit	Qty	Unit Price Including VAT & IT (BDT)	Total Price Including VAT & IT (BDT)
3	2	3	4	5	6	7
		<ul style="list-style-type: none"> <li>• As a disinfectant and germicide especially in the sterilization of drinking water.</li> <li>• For manufacture of chloroform.</li> <li>• For making wool unshrinkable.</li> <li>• As an oxidizing agent in industry.</li> <li>• Mainly as bleaching agent for cotton, linen and wood pulp.</li> </ul>				
	05	<b>Disinfectant (HTH)Chlorine,</b> Size: 1 kg per pack Calcium hypochlorite in granular form, highly soluble in water. Granular size: More than 90% retained on a 150-micron standard sieve. More than 85% passes through 1.4mm standard sieve. Available chlorine: 68% Stability: 10% loss in the initial available chlorine. Moisture content: 5.5 to 10%.	KG	140		
	06	<b>Sanitary Napkins for Menstrual Hygiene Product</b> <ul style="list-style-type: none"> <li>• Feature: ADL Strip, Air-Laid Paper, Super Absorbent Polymer (SAP), Cotton Soft Top Cover, Leak Proof, Scented, 490mm Long (unfolded), Regular Flow</li> <li>• Variant: Belt System</li> <li>• Length: 490 mm (unfolded)</li> <li>• Pack sizes: 8 pads pack.</li> </ul>	Pack	430		
<b>Grand Total (BDT)</b>						
<b>Total BDT in word (Including VAT &amp; IT):</b>						

Goods to be supplied to	As per Appendix 1 and 2
Delivery Offered	[.....days] from the date of issuing purchase order



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[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until ..... [insert Quotation Validity date].

Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

## Note:

1. Cols. 1, 2, 3, 4 & 5 to be filled in by the Purchaser and Cols. 6 & 7 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of goods and related services in all respects to the satisfaction of the Purchaser.



## Technical Specification of the Goods Required

Issued Ref.: BLAST/Proc/1182/0921

Issued On: 23, September, 2021

Lot No: .....

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
01	<b>Hand Sanitizer</b> Pack Type – Pump Pack, Quantity/Capacity- 200 ml, Ingredients- Ethanol, Carbomer, Glycerin, Polyethylene Glycol TEA, Aqua and Perfume Form of liquid- Gel, Color of liquid – Water color	
02	<b>Bath Soap Bar</b> Weight/Capacity- 150gm. Ingredients- Sodium Soap, Aqua, Tetra sodium EDTA, Etodronic Acid, Silver Oxide, VP/VA Copolymer, Thymol, Terpeneol, Perfume. Variants- Mild Care	
03	<b>Face Masks (3 Layer Cloth)</b> -Inner layer of absorbent (Water-absorbing Fabric) material, such as cotton. - Middle layer of non-woven non-absorbent material, such as polypropylene. - Outer layer of non-absorbent (Water-resistant fabric) material, such as polyester or polyester blend. - Includes Nosepiece for excellent fit. Dimensions 25cm x 11cm - Lightweight and Cooling - Washable and Adjustable Ear loop	
04	<b>Bleaching Powder</b> Size: 1 kg per pack Bleach powder for water treatment and as a bleaching agent. • As a disinfectant and germicide especially in the sterilization of drinking water. • For manufacture of chloroform. • For making wool unshrinkable. • As an oxidizing agent in industry.	



# বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট)

## Bangladesh Legal Aid and Services Trust (BLAST)

Sl. No.	Technical Specification and Standards for required goods and related services	Full Technical Specification and Standards offered by the Quotationer
1	2	3
	<ul style="list-style-type: none"> <li>Mainly as bleaching agent for cotton, linen and wood pulp.</li> </ul>	
05	<b>Disinfectant (HTH)Chlorine,</b> Size: 1 kg per pack Calcium hypochlorite in granular form, highly soluble in water. Granular size: More than 90% retained on a 150-micron standard sieve. More than 85% passes through 1.4mm standard sieve. Available chlorine: 68% Stability: 10% loss in the initial available chlorine. Moisture content: 5.5 to 10%.	
06	<b>Sanitary Napkins for Menstrual Hygiene Product</b> <ul style="list-style-type: none"> <li>Feature: ADL Strip, Air-Laid Paper, Super Absorbent Polymer (SAP), Cotton Soft Top Cover, Leak Proof, Scented, 490mm Long (unfolded), Regular Flow</li> <li>Variant: Belt System</li> <li>Length: 490 mm (unfolded)</li> <li>Pack sizes: 8 pads pack.</li> </ul>	

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove.

Signature of Quotationer with Seal	Date:
Name of Quotationer	

### Note:

1. Quotationer should mention Lot no. Quotationer may participate in all three lots under the name of one company/organisation or proprietorship.
2. Cols. 1 & 2 to be filled in by the Purchaser and Col. 3 by the Quotationer.
3. Specifications are to be filled in by the Purchaser. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Purchaser. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and related services to be



procured. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.

4. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Purchaser specified in this document.

## Terms and Conditions for [Hygiene Material]

1. Terms and Conditions contained herein shall be binding upon both the Purchaser and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BLAST.
3. The Supplier shall have to complete the delivery in all respects within **[10 days]** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Purchaser delays in receiving the goods and related services or if a Force Majeure situation occurs or for any other reasons acceptable to the Purchaser on justifiable grounds duly recorded. Apart from that, the Liquidated Damage shall be calculated at 0.5% per week or part thereof for delays from mentioned delivery date until actual delivery, up to a maximum deduction of 5% from the contract price.
5. Performance security issued by any scheduled bank, at 3% of total contract value shall be submitted by the winning vendor on each awarded lot in the form of **pay order or DD in favor of the “Bangladesh Legal Aid and Services Trust”**. The performance security may be refunded after successful completion of supply. Performance security may be forfeited if the vendor fails to deliver the total quantity and fails to provide goods as per specifications.
6. All delivery under the Contract shall at all times be open to examination, inspection, measurement, testing, commissioning, and supervision of the Purchaser or his/her authorized representative.
7. The Purchaser shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any defects found.
8. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Purchaser may reject the supplies by giving due notice to the Supplier, with reasons.
9. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
10. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of






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## Bangladesh Legal Aid and Services Trust (BLAST)

the Contract price of the Goods and related services shall be paid in A/C payee cheque after submission and acceptance of the Delivery Challan.

11. The Supplier's rates or prices shall be inclusive of profit and overhead and all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
12. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
13. The Supplier shall keep the Purchaser harmless and indemnify the Purchaser from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Purchaser or any third party while delivering the Goods and related services.
14. Any claim arising out of a delivery of goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
15. The Quantity may change based on circumstances by the purchaser, but the vendor is not allowed to change any quoted unit price due to changing of quantity.
16. No modification to Scope of Supply and no Variations to the quantities ordered as per purchase order shall be permitted under any circumstances by the supplier.
17. The Purchase shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.
18. The Purchaser may, by written notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Purchaser, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
19. The Purchaser and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
20. The Supplier shall be subject to, and aware of a provision on corruption, fraudulence, collusion and coercion with the applicable law.

<b>For the Purchaser:</b>  Mohammad Iqbal Mahamud, Deputy Director, HR & Administration Date: 23, September, 2021	<b>For the Supplier:</b>  Signature of the Supplier with name Designation Date
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(বাংলা ভাষায়)



# বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট) Bangladesh Legal Aid and Services Trust (BLAST)

## শর্তাদি এবং শর্তাবলী [স্বাস্থ্যকর উপাদান]

১. এই চুক্তি প্রশাসন ও পরিচালনার উদ্দেশ্যে ক্রেতার এবং সরবরাহকারী উভয়কেই এখানে অন্তর্ভুক্ত থাকার শর্তাদি এবং শর্তাবলী বাধ্যতামূলক থাকবে।
২. এই শর্তাবলী বাস্তবায়ন ও ব্যাখ্যা সাধারণভাবে ব্লাস্টের প্রকিউরমেন্ট পদ্ধতির আওতায় থাকবে।
৩. সরবরাহকারীকে শর্তাদি ও শর্তাবলী মেনে ক্রয়আদেশ জারির [১০ দিনের মধ্যে] সমস্ত ক্ষেত্রে সরবরাহ সম্পূর্ণ/নিশ্চিত করতে হবে।
৪. সরবরাহকারী যদি পণ্য/সেবা অথবা এতদসম্পর্কিত পরিষেবাগুলি গ্রহণে বিলম্ব করেন বা যদি কোন ফোর্স ম্যাজিউর পরিস্থিতি দেখাদেয় বা যথাযথ কারণে নথিভুক্ত ভিত্তিতে ক্রেতার কাছে গ্রহণযোগ্য অন্য কোন কারণে সরবরাহকারী সরবরাহের সময়সূচির সম্প্রসারণের অধিকারী হবেন। এতদ্ব্যতীত, লিকুইডিটি ডেমেজের পরিমাণ প্রতি সপ্তাহে ০.৫% বা তার অংশের জন্য উল্লিখিত বিতরণ তারিখ থেকে প্রকৃত বিতরণ পর্যন্ত বিলম্বের জন্য, চুক্তিমূল্য থেকে সর্বোচ্চ ৫% ছাড়ের জন্য গণনা করা হবে।
৫. যে কোন তফসিলী ব্যাংকের প্রদত্ত পারফরম্যান্স সিকিউরিটি, মোট চুক্তি মূল্যের ৩% হারে বিজয়ী বিক্রেতাকে প্রতিটি লটে পে-অর্ডার বা ডিডি মাধ্যমে “**Bangladesh Legal Aid and Services Trust**” নামে জমা দিতে হবে। পারফরম্যান্স সিকিউরিটি যথাযথ মান অনুযায়ী পণ্য/সেবা সরবরাহের সাথেসাথে ফিরিয়ে দেওয়া যেতে পারে। যদি বিক্রেতা চুক্তিঅনুযায়ী যথাযথ পরিমাণ সরবরাহ করতে ব্যর্থ হয় এবং তদানুসারে পণ্য সরবরাহ করতে না পারে, তবে চুক্তি অনুযায়ী পারফরম্যান্স সিকিউরিটি বাজেয়াপ্ত করা হতে পারে।
৬. চুক্তির অধীনে সরবরাহকৃত সমস্ত পণ্য / সেবা ক্রেতা বা তার অনুমোদিত প্রতিনিধির দ্বারা পরীক্ষা, পরিদর্শন, পরিমাপ, কমিশন এবং তদারকির জন্য সর্বদা উন্মুক্ত থাকবে।
৭. ক্রেতা তার প্রযুক্তিগত বৈশিষ্ট্যের সাথে সঙ্গতি রেখে সরবরাহকৃত ডেলিভারিটি যাচাই বাছাই করতে পারবেন এবং গ্রহনকৃত কোন পণ্য / সেবায় কোন প্রকার ত্রুটি থাকলে তা সরবরাহকারীকে অবহিত করবেন।
৮. যদি জিনিস গুলি ত্রুটি যুক্ত বা অন্যথায় নির্দিষ্টকরণ অনুসারে না পাওয়া যায়, তবে ক্রেতা সরবরাহকারীকে কারণ উল্লেখ করে যথাযথ নোটিশ দিয়ে সরবরাহ প্রত্যাখ্যান করতে পারবেন।
৯. বাংলাদেশ সরকারের প্রযোজ্য আইনের অধীনে সমস্ত কর, শুল্ক, ফি, এবং এই জাতীয় অন্যান্য শুল্ক প্রদানের জন্য সরবরাহকারী সম্পূর্ণরূপে দায়বদ্ধ থাকবেন।
১০. অন্য যে কোন অনুশীলন সত্ত্বেও, মূল্যনির্ধারিত সময়সূচি এবং বিবরণীর সাথে সামঞ্জস্য রেখে পণ্য গুলির প্রতিটি আইটেমের পরিমাণের ভিত্তিতে অর্থ প্রদান করা হবে। পণ্য এবং সম্পর্কিত পরিষেবাদি গুলির ১০০% চুক্তিমূল্যের ভিত্তিতে এবং চালানের জমা স্বীকৃতিতে A/C পে চেক প্রদান করা হবে।
১১. সরবরাহকারীর হার বা মূল্য প্রযোজ্য আইনের অধীনে প্রদেয় মুনাফা এবং ওভারহেড এবং সমস্ত প্রকারের কর, শুল্ক, ফি, শুল্ক এবং অন্যান্য চার্জসহ অন্তর্ভুক্ত থাকবে।
১২. সরবরাহকারী প্রযোজ্য আইনের অধীনে দায়িত্ব পালন করতে দায়বদ্ধ থাকবেন।



# বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট) Bangladesh Legal Aid and Services Trust (BLAST)

১৩. সরবরাহকারী পণ্য/সেবা এতদসম্পর্কিত পরিষেবাদি সরবরাহের সময় ক্রেতা নিজের বা তার নিজের কর্মকর্তা বা কর্মচারী, ক্রেতা বা তৃতীয় পক্ষের কোন দাবী, সম্পত্তি বা প্রাণহানি বা এতদসংক্রান্ত বিষয়ে ক্রেতা ক্ষতিগ্রস্ত হলে তার ক্ষতিপূরণ সরবরাহকারী প্রদান করবেন।
১৪. জিনিসপত্র এবং সম্পর্কিত পরিষেবাদি সরবরাহের ফলে উত্থাপিত যেকোন দাবি সরবরাহকারী তার নিজের ব্যয় এবং দায়বদ্ধতার ভিত্তিতে নিষ্পত্তি করবেন।
১৫. ক্রেতার পরিস্থিতির ভিত্তিতে পরিমাণ পরিবর্তন হতে পারে তবে পরিমাণ পরিবর্তনের কারণে বিক্রেতাকে কোন উদ্ধৃত ইউনিটের দাম পরিবর্তন করা যাবে না।
১৬. পণ্যসরবরাহের ক্ষেত্রে কোন প্রকার পরিবর্তন এবং ক্রয়ের আদেশ অনুসারে অর্ডারকৃত পরিমাণ গুলিতে সরবরাহকারীর দ্বারা কোন পরিবর্তন বা এধরনের কোন পরিস্থিতি বা দাবীগ্রহণযোগ্য হবেনা। প্রয়োজনে ক্রেতা ক্রয়াদেশ রহিত করন করতে পারবেন।
১৭. ক্রেতা তার প্রয়োজনীয় অনুমোদনের পরিবর্তে প্রযোজ্য আইনের সাথে সামঞ্জস্যরেখে মূলশর্তাদি এবং শর্তাবলীতে প্রয়োজনীয় পরিবর্তনগুলি অন্তর্ভুক্তকরে সংশোধন করতে পারবেন।
১৮. সরবরাহকারীকে প্রেরিত লিখিত নোটিশের মাধ্যমে ক্রেতা পুরোপুরি বা আংশিকভাবে চুক্তিটি যেকোন সময়ে রদবদল বা বাতিল করতে পারবেন, যদি সরবরাহকারী:  
ক। বিতরণকৃত শিডিউল এবং তদানুসারে পণ্য/সেবা বা এতদসম্পর্কিত পরিষেবাদি সরবরাহ করতে ব্যর্থ হয়।  
খ। ক্রেতার বিচারে, কোন পণ্য/সেবা এবং এতদসম্পর্কিত পরিষেবাদির জন্য বা বিতরণ করার প্রতিযোগিতা বা প্রতিযোগিতায় কোনপ্রকার দুর্নীতি, জালিয়াতি, সমষ্টিগত বা জবরদস্তি মূলক আচরণে জড়িত থাকে।  
গ। চুক্তির অধীনে অন্য কোন বাধ্যবাধকতাগুলি সম্পাদন করতে ব্যর্থ হয়।
১৯. ক্রেতা এবং সরবরাহকারী এইচুক্তি বা এর ব্যাখ্যার সাথে বা এর সাথে সংঘবদ্ধভাবে উদ্ভূত সম্ভাব্য সমস্ত বিবাদ মীমাংসা করার জন্য তাদের সর্বোত্তম প্রচেষ্টা ব্যবহার করবে।
২০. সরবরাহকারী প্রযোজ্য আইনের সাথে দুর্নীতি, জালিয়াতি, জোটবদ্ধকরণ এবং জবর দস্তির বিধানের সাপেক্ষে এবং সচেতন থাকবে।



ক্রেতার জন্য:  
মোহাম্মদ ইকবাল মাহামুদ,  
উপ-পরিচালক, মানবসম্পদ ও প্রশাসন  
তারিখ: ২৩ সেপ্টেম্বর, ২০২১

সরবরাহকারীর জন্য:  
নাম পদবি সহ সরবরাহকারীর স্বাক্ষর  
তারিখ:



**Sample Purchase Order  
FOR  
[Hygiene Material]**

**Purchase Order No.:**

**Date:**

**To:**

**Purchase Order Value: BDT [insert the figure]**

**Taka in words:**

**The completion date of delivery: [insert the date]**

**Delivery terms:**

- (a) The items shall be supplied as per the instructions and supervision of BLAST within the above completion date. Failure to supply the items within the completion date is a breach of contract.
- (b) VAT/Taxes, as applicable, shall be deducted at source as per law;
- (c) Payment shall be made after satisfactory completion of supply and certification of Concerned Authority.
- (d) Goods shall be delivered as per approved specification.

**Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.**

Sl. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
<b>Total Amount (BDT)</b>					

Thanking you,

By the approval of authority,

.....  
....., BLAST  
YMCA Development Center, 1/1 Pioneer Road,  
Kakrail, Dhaka-1000, Bangladesh



**Appendix 1.**

Sl No	District	Lot	Hygiene Materials
1	Dhaka	Lot 1	soaps, hand sanitizers, Face mask, Bleaching Powder, Napkins, and HTH chlorine disinfectants
2	Chattogram	Lot 2	soaps, hand sanitizers, Face mask, Bleaching Powder, Napkins, and HTH chlorine disinfectants
3	Gazipur,	Lot 3	soaps, hand sanitizers, Face mask, Bleaching Powder, Napkins, and HTH chlorine disinfectants

**Appendix 2**

Serial	Districts	Delivery Office addresses
1.	Dhaka	Bangladesh Legal Aid and Services Trust-BLAST, JPR Project Office, Dhaka, 16 Court House Street, Ground Floor, Opposite of New District Judge court Building, Dhaka
2.	Chittagong	Bangladesh Legal Aid And Services Trust (BLAST),JPR Office ,Chattogram Unite, AsfeeRangam Tower (2nd Floor)(Opposite gate of the Court Building), 45 Abdur Rahman Shark, Court Road, Kotowali Chattogram
3.	Gazipur	Bangladesh Legal Aid and Services Trust-BLAST JPR Project Office, Gazipur, F-9/3 Uttar Rajbari, PanirTanky, Gazipur City Corporation, Gazipur-1700