



Eco-Social Development Organization (ESDO)

Collegepara (Gobindanagar), Thakurgaon

Open Tendering Method (OTM)

(Tender Document/Schedule- for the contract agreement)

Description of Goods: Provide food (tiffin) support to the children, days: 255 days x 8 school x 100 children for Strengthening Right to education for child laborer in Dhaka City Project Funded by KOICA & implementation by Eco-Social Development Organization (ESDO).

DATE: 29.01.2023

REFERENCE: ESDO/Purchase/126/111/2022-2023

To

Bidder Name:

Address:

Dear Respected Bidder,

The Eco-Social Development Organization (ESDO) is hereby requesting you to submit your bid proposal of **food (tiffin)** Purchase for **Strengthening Right to education for child laborer in Dhaka City Project as per Annex- III** of this Tender Document.

Tender must be submitted on or before **04.02.2023, 4:00 PM** via **courier/post office or directly** to the address below:

**Convener, Central Purchase Committee
Eco-Social Development Organization (ESDO)
ESDO Dhaka Office, Ring Road,
Road # 8, House # 748, Baitul Aman Housing Society,
Adabor, Dhaka-1207**

The quotation should be submitted in sealed envelopes in the above-mentioned “**Quotation for food (tiffin)**”.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by Eco-Social Development Organization (ESDO) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supplabove-mentionedmentioned good/s:

Exact Address of Delivery Locations	As per Annex-I
Latest Expected Delivery Date and Time	100% should be delivery Daily maximum 800 Packet at actual present (<u>10.30 AM of Saturday to Thursday. (Excluding Govt Holiday)</u>) up to 31 December 2023 (Initial contract up to 2 months) . The Contract may be extended depending on the quality and satisfactory service)
Preferred Currency of Tender	<input checked="" type="checkbox"/> Local Currency: BDT (Taka)
Value Added Tax on Tender Price	<input checked="" type="checkbox"/> It should be included all applicable taxes, delivery charge, packing, etc
After-sales services	<input checked="" type="checkbox"/> Replace the sub-standard items within a possible short time. Any



	defect in manufacture will not be accepted. Tiffin should consider all present students in the day. Shortage or rotten food should be replaced with in short possible time.
Deadline for the Submission of Tender	04.02.2023 (Those who will submit the tender are invited to present at the time of tender opening). Tender Opening time: 4.02.2023, 4.30 PM.
Price Tender, Bill/Invoice from Supplier side, shall be in this language	<input checked="" type="checkbox"/> English (Technical Specification and other correspondence from/to Suppliers may be in Bangla).
Documents to be submitted for Eligibility Criteria	Bidders must have the legal capacity to enter into Contract. Bidder, in support of its qualification, must be submitted the following documents i) Valid Trade License, ii) Tax Identification Number (TIN), iii) Latest Tax Return Certificate. iv) 13 Digit BIN Number v) Latest VAT Certificate. vi) Bank Solvency Certificate. N.B: All Prospective bidders must submit the above documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, Eco-Social Development Organization (ESDO) may request the Vendor to extend the validity of the Tender beyond what has been initially indicated in this Tender Document. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Tender document.
Partial Bid	<input checked="" type="checkbox"/> Tiffin package should be delivered as per the approved list. Bidder should be offered for the food/tiffin mentioned in the schedule. Incomplete/ partial offer will be treated as a disqualification for this bid.
Payment Terms	<input checked="" type="checkbox"/> Payment will be made after satisfactory delivery as per Terms and Conditions under Annex-IV.
Performance Security	<input checked="" type="checkbox"/> The selected vendors should deposit 2% of the total awarded amount in form of a Pay Order. The Performance Security will be returned to the supplier after successfully completing awarding the PO after one month (28/twenty-eight days).
Liquidated Damages	0.5% per week on the total value of delayed delivery. In case the delay is more than 1 (One) day without having any approval the Work Order/PO might be canceled.
Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance to eligibility requirements, technical responsiveness, lowest price, and goodwill. <input checked="" type="checkbox"/> Full acceptance of the Purchase Order (PO)/ Terms and Conditions of the Contract. <input checked="" type="checkbox"/> Others: Bid Validity, Delivery Period etc.
Procuring Entity will award to:	<input checked="" type="checkbox"/> Two or more suppliers.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO) <input checked="" type="checkbox"/> Another Type/s of Contract (as per Annex-VI)
Special conditions of Contract	<input checked="" type="checkbox"/> Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by procuring entity will result in the cancellation of the PO.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance of goods based on full compliance with PO/ Contract requirements after agreed delivery and successful installation at



	the delivery point.
Annexes to this Tender Document	<input checked="" type="checkbox"/> Annex I: Address of Delivery Locations & Time. <input checked="" type="checkbox"/> Annex II: Price Schedule for Goods and Related Services. <input checked="" type="checkbox"/> Annex-III: Description/ Specifications of Goods. <input checked="" type="checkbox"/> Annex-IV: Terms and Conditions for Supply of Goods and Payment <input checked="" type="checkbox"/> Annex-V: Tender Submission Letter. <input checked="" type="checkbox"/> Annex-VI: Contract Agreement.
Contact Person for Inquiries (Written inquiries only)	Md. Siraj Uddin Assistant Manager Procurement, ESDO, College Para (Gobindanagar), Thakurgaon. Email: <u>Siraj.esdo@gmail.com</u>

Instructions to Tenderers:

1. Tender Schedule shall be completed properly, duly signed-dated on each page by the authorized signatory, and submitted by the date to the office as stated above.
2. Goods offered shall be reviewed based on completeness and compliance of the Bid with the minimum specifications described above and any other annexes providing details of Eco- Social Development Organization (ESDO)'s requirements.
3. The tender that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
4. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by ESDO. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on ESDO's re-computation and correction of errors, its Tender will be rejected.
5. ESDO management has every right to accept or cancel the Tender biddings without mentioning any reason.

Thank you and we look forward to receiving your Tender.

Sincerely yours,



Convener,

**Central Purchase Committee, ESDO,
Collegepara (Gobindanagar), Thakurgaon**



Address of Delivery Location & Time

The Food (Tiffin) will be delivered according to the below School address:

Contact Person	Office Address & 8 School
Md. Kamal Hossain Mobile No 01713149228	ESDO- Strengthening Right to education for child laborer in Dhaka City Project Project Office, Road # 8, House # 748, Baitul Aman Housing Society, Adabor, Dhaka-1207
	School No 01: Lalbag
	School No 01: Kamrangirchar
	School No 01: Hazaribag 1
	School No 01: Hazaribag 2
	School No 01: Rayerbazar.
	School No 01: Mohammadpur 1
	School No 01. Mohammadpur 2
	School No 01. Sunibir Housing

*****Delivery Time: 10.30 AM of Saturday to Thursday. (Excluding Govt Holiday).**



Price Schedule for Food (Tiffin) Items

Sl.	Items Name	Description/ Specifications	Unit	Quantity (Pcs)	Unit Price (BDT)	Total Price (BDT)
1	2	3	4	5	6	7
1.	Package A	<p>Noodles Brand: Equivalent to top 5 brands Box Size/ Gram: -----gm Product Type: Cooked with vegetable/egg Food value: Calories, Carbs, fat. Box: one-time box Delivery:</p> <p>Egg Hen egg. Color: Red Size: Medium / Regular size Type: Boiled Packing: Good quality</p>	Packet	29142		
2.	Package B	<p>Cake Quantity: 2 Pc Brand: Equivalent to top 5 brands Size: Gm: Above ----- GM</p> <p>Banana Quantity: 1 Pc Sopri kola Gm: Above -----GM</p> <p>Egg Quantity: 1 Pc Hen egg. Color: Red Size: Medium / Regular size Type: Boiled Packing: Good quality</p>	Packet	29142		
3	Package C	<p>Vegetable Khichuri Type: Rice: Chinigura: 2000 grams after cocked Dal: Deshi Mug dal 20 gm Vegetable: 30 grams after cocked Rice, Dal, vegetable Mix Weight: .250 Gm</p> <p>Fish fry Fish Name: Rui/ Katla / Size: 70Gm after cocked Packing: Good quality</p>	Packet	29142		
4	Package D	<p>Sandwich: Type: Chicken Sandwich Weight: Gm</p>	Packet	29142		
	Package E	<p>Bunn: Cream Bunn Brand: Equivalent to top 5 brands Weight: Gm Packing: Good quality</p>	Packet	29142		



6	Package F	<u>Chicken Khichuri:</u> Rice: Chinigura: 200 grams after cocked Chicken Sonali: 50 grams after cocked Dal: Deshi Mug dal 20 gm Type: Rice, Dal, Chicken Mix Weight: 250 Gm Packing: Good quality	Packet	29142		
7	Package F	<u>Thehari:</u> Rice: Chinigura: 200 grams after cocked Chicken Sonali: 50 grams after cocked Weight: 250 Gm Packing: Good quality	Packet	29148		
Total Prices include TAX, Packing & Transportation costs.						

(In words: only.)

Note 1: Price shall include all duties, and taxes as applicable if Contract is awarded and shall be **the delivered price in** destination or at point of delivery.

Note 2: The Tender will complete these columns (Col # 6 and 7) as appropriate.



Description/Specifications of Food (Tiffin) Items

SL.	Name of Item	Description	Unit	Qty
1	2	3	4	5
1.	Package A	Noodles Brand: Equivalent to top 5 brands Box Size/ Gram: -----gm Product Type: Cooked with vegetable/egg Food value: Calories, Carbs, fat. Box: one-time box Delivery: Egg Hen egg. Color: Red Size: Medium / Regular size Type: Boiled Packing: Good quality	Packet	29142
2.	Package B	Cake Quantity: 2 Pc Brand: Equivalent to top 5 brands Size: Gm: Above ----- GM Banana Quantity: 1 Pc Sopri kola Gm: Above -----GM Egg Quantity: 1 Pc Hen egg. Color: Red Size: Medium / Regular size Type: Boiled Packing: Good quality	Packet	29142
3	Package C	Vegetable Khichuri Type: Rice: Chinigura: 200 grams after cocked Dal: Deshi Mug dal 20 gm Vegetable: 30 grams after cocked Rice, Dal, vegetable Mix Weight: .250 Gm Fish fry Fish Name: Rui/ Katla Size: 70Gm after cocked Packing: Good quality	Packet	29142
4	Package D	Sandwich: Type: Chicken Sandwich Weight: Gm	Packet	29142
5	Package E	Bunn: Cream Bunn Brand: Equivalent to top 5 brands Weight: Gm Packing: Good quality	Packet	29142



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7	Package F	<u>Thehari:</u> Rice: Chinigura: 200 grams after cocked Chicken Sonalii: 50 grams after cocked Weight: 250 Gm Packing: Good quality	Packet	29148




Terms and Conditions for Supply of Goods and Payment

1. The Purchase Order will constitute the Contract and the Terms and Conditions contained herein as well as in this schedule shall be binding upon both Procuring Entities 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 the Eco-Social Development Organization (ESDO)'s Procurement Rules and procedures.
3. The Supplier shall have to complete the delivery in all respects within **31 December 2023** with the Terms and Conditions. **(Initial contract up to 2 months.** The Contract may be **extended** depending on the quality and satisfactory service)
4. All delivery under the contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
5. The procuring entity shall check and verify the delivery made by the Supplier in conformity with the technical specifications and notify the supplier of any defects found.
6. If the goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
7. **Mode of payment:** Payment will be made through Account Payee cheque/Pay order/RTGS/BFTN or DD in favour of supplying vendor.
8. As per govt. rules and regulations, the tax will be deducted at the time of payment.
9. Monthly Payment: Payment will be made after submission and acceptance of the Delivery challan along with the Invoice monthly wise.
10. The Performance Security shall be returned to the supplier within twenty-eight (28) days after successfully delivering the food (tiffin).
11. The Supplier shall keep the procurement entity harmless and indemnify from any claim, loss of property, or life to himself/herself, his/her workmen or staff, and staff of the Procurement Entity, or any third party while delivering the goods and related services.
12. Any claim arising out of the delivery of Goods and related services shall be settled by the supplier at his/her own cost and responsibility.
13. No modification to the Scope of Supply shall be permissible under any circumstances, but the variations (increase or decrease) to the quantities ordered may be changed.
14. The procuring entity 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 judgment of the procuring entity, 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.



16. The Procuring Entity 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.

For the Purchaser:  Md. Akramul Haque Mondol Senior Coordinator (Planning) Convener, ESDO Central Purchase Committee Collegepara (Gobindanagar), Thakurgaon	For the Supplier: Signature of the Supplier with name Designation
Date:	Date:.....



Tender Submission Letter

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

To: Convener Central Purchase Committee Eco Social Development Organization (ESDO) College Para (Gobindanagar), Thakurgaon-5100.	Date:
Invitation for Tender No: -----	

The following prices apply to our Tender:

The Tender Price is:	<i>Taka [state amount in figures] ----- and Taka [in words] -----</i>
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In signing this letter, and in submitting our Tender, we also confirm that:

- a) our Tender shall be valid for the period stated in the Tender Document and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document;
- c) furthermore, we are aware of the Terms and Conditions of Tender Document and accepting all the conditions in executing the Contract;
- d) We understand that your written Notification of Award shall become a binding Contract between us until a formal Contract is prepared and executed.

Signature of an authorized representative of the Tenderer:	
Full Name:	
In the capacity of (<i>designation of signatory</i>):	
Duly authorized to sign the Tender for and on behalf of the Tenderer	

Note: Written confirmation authorizing the above signatory (ies) to commit the Tenderer (if applicable) is required to attach by the bidder.



Contract Agreement

THIS AGREEMENT made the **day/month/year** between *Eco Social Development Organization (ESDO)* of the one part and **[name and address of Supplier]** (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring Entity invited Tenders for certain goods and related services and has accepted a Tender by the supplier for the supply of those goods and related services in the sum of Taka **[Contract Price in figures and in words]** (hereinafter called “the contract price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Contract hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely:
 - (a) The signed Form of Contract Agreement.
 - (b) The Purchase Order.
 - (c) The Tender and the annexes to the Tender.
 - (d) Terms and Conditions of Contract.
 - (e) Technical Specifications.
 - (f) Price Schedules and Description / Specifications of Goods and,
 - (g) Other relevant documents, as applicable.
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as herein after mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month, and year first written above.

Particulars	For the Procuring Entity:	For the Supplier:
Signature with date and stamp		
Name		
Title/Designation		
In the presence of /Witness	Name: Signature:	Name: Signature:
Address		

