

Invitation for Bid

Tender Schedule

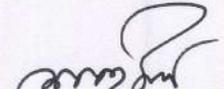
GK-MI/FD-07/Cox/065/2026 (Vehicle Rental Service for field staff pick & drop)
Ref no: TS/Log/GK-MI/04/26



Project Office Address
"GONOSHASTHYA KENERA"

Dr. Wahidul Helal Building,
Laboratory School Road (In front of Laboratory School),
Baharchara, Cox's Bazar.


Mong U Ching Marma
Chairman
Procurement Committee


Md. Shahidul Islam
Procurement & Logistic Manager
GK-MI Project
Gonoshasthaya Kendra Cox's Bazar



Ref no: GK-MI/FD-07/Cox/065/26 (TS/Log/GK-MI/04/26) Vehicle Rental Service for field staff pick & drop

Date: 3rd March 2026

To: Potential Suppliers/Transportation Service Provider.

Subject: Request for proposal for vehicle rental service for field staff pick & drop.

Dear Suppliers/Proprietors,

Gonoshasthaya Kendra (GK) office is seeking quotations on company letterhead pads from Bonafide business entities suppliers/firms/companies for vehicle Rental Service at Camp Level (Lambashia, Camp-1/E, Moynarghona, Camp-11 and Unchiprang, Camp-22) in Ukhiya and Teknaf Upazilla under Cox's Bazar District. Interested, expert & experienced service-providing agents or companies are requested to follow the instructions and submit proposals accordingly.

Please be guided strictly by the following instructions:

1. Read the whole document with proper understanding to comply and agree with all of our terms and conditions.
2. During submission of tender, you need to put your company letterhead, duly signed and sealed by the authorized person, on the bottom of each page and submit the proposal.
3. During submission of the tender please fill up the GK-MI project template with all the supporting documents in a sealed envelope marked " **Vehicle Rental Service for GK-MI project**" and mention the **GK-MI/FD-07/Cox/065/2026 (Ref: TS/Log/GK-MI/04/26)**.
4. **Tenders can be submitted in hard copy or online.**
 - a. **Tender submission process through Hard Copy.**
Tender Box
GK-MI Project Office:
Dr. Wahidul Helal Building, Laboratory School Road (In front of Laboratory School)
 - b. **Tenders should be submitted through the online process to this email address:**
procurement2@gkcox.org
5. The deadline for submission of the proposal on 15th March 2026 before/at 03.00 PM.
6. The supplier's business type or identity must be mentioned as "**Rent-a-Car/Transport Business**" in both the Trade License and BIN certificate.
7. Please do not submit more than one proposal. Submitting more than one proposal will not be acceptable only proposal will consider.
8. Tender proposal must be submitted along with the below mentioned documents (Both Technical and Financial) on the due date.

Sincerely,

Md. Shahidul Islam
Procurement & Logistics- Manager
GK-MI Project,
Cox's Bazar.

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Procurement & Logistic Manager
GK-MI Project
Gonoshasthaya Kendra Cox's Bazar

Mong U Ching Marma
Chairman of Procurement Committee
Gonoshasthaya Kendra, Cox's Bazar

Mong U Ching Marma
Chairman
Procurement Committee



1. BACKGROUN:

Gonoshasthaya Kendra (GK) started its activities as a field Hospital for the treatment of injured freedom fighters and Bangladesh refugees during the liberation war in 1971. After the independence of Bangladesh, since 1972 GK started its basic health care program but soon expanded its activities in education, women's development, agriculture, and disaster response. Presently it has concentrated efforts in six major areas: Health care, Education, Agriculture, Humanitarian Crisis Response Vocational Training for Women, and Healthcare Training of Paramedics.

GK provides health care services through 43 health centers in 27 Upazila of 19 districts. GK is now one of the largest service providers in the health sector outside of the Government of Bangladesh. GK established a University, Medical College, Institute of Health and Science, Vocational Institute and Dental College, Motor Driving School exclusively for women, and a Dialysis Center in Dhaka city where 100 patients could be served at a time.

2. PRICE SCHEDULE:

Services/Assignment: Vehicle rental services for movement of field staff of GK-MI project from 1st April 2026 to 30th September 2026 as per the table below:

SL no	Description of Vehicle	Destination	Unit	Qty	Frequency	Unit Price BDT	Total Unit Price (BDT)
1	On a monthly basis rental non-AC 18–20 Seater coaster Including vehicle body rent, driver, support staff, Parking, Fuel and all kinds of maintenance, etc.	** Starting Point Vehicle-01: Ukhiya Shahid Minar to Lambashia, Camp-1/E (Up & Down Trip) Approx. distance coverage-16 km Start Time: Moring 8:00am and return 4:00pm	Vehicle	03	06 Months		
** Starting Point Vehicle -02: Ukhiya Shahid Minar to Moynarghona, Camp-11 (Up & Down Trip) Approx. distance coverage- 30km Start Time: Moring 7:45am and return 4:00pm							
** Starting Point Vehicle -03: Ukhiya Shahid Minar to Unchiprang, Camp-22 (Up & Down Trip). Approx. distance coverage- 60 km Time: Moring 7:30am and return 4:00pm							
Sub-Total							
VAT (15%) As per Government rules							
Grand Total (Including VAT)							

Note:

**** **Initially, the contract will be for 6 months. However, there is a highly possibility of extension subject to the availability of donor funding and Government approval.**

** Those who will be initially selected by the Procurement Committee from among the vehicle supplier companies will have to be present at GK Hospital grounds Baharchhara, Cox's Bazar with the vehicle and legal documents on the scheduled date.

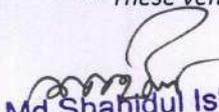
** At the time of physical verification, all updated vehicle documents, including the registration copy, tax token, fitness certificate, route permit, and driving license, must be submitted.

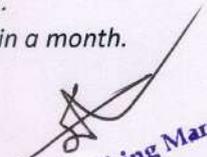
** Ensure timely arrival and compliance with all requirements.

** Vehicle Suppliers company will be selected based on the vehicle seat, body with engine conditions and updated documents.

** After the finalization of the vehicles by the procurement committee, vehicles can't be moved on Government holidays under any circumstances except as required by GK.

** These vehicles are expected to operate at least 26 days in a month.


Md. Shahidul Islam
 Procurement & Logistic Manager
 GK-MI Project
 Gonoshasthaya Kendra Cox's Bazar


Mong U Ching Marma
 Chairman
 Procurement Committee



3. "TERMS & CONDITION":

Quotation: We request that you submit your bid (i-Technical Bid & ii-Financial Bid) in separately in one envelope both envelopes should be sealed in a big size one envelope.

i For Technical Bid Mandatory required documents:

- a. Company/Suppliers Profile with detailed information.
- b. Update Trade License.
- c. TIN (Tax Identification Number).
- d. Proof of latest organizational Tax return copy
- e. Authorization letter for the person signing bid documents from bidder side.
- f. BIN (Business Identification Number or VAT registration certificate & other documents to provide the company's legal status.
- g. Copy of Relevant Purchase Order(s) or Agreement/Framework Agreement Copy to meet the work experience, length of service, and client (If any).
- h. Client List
- i. Sign copy of full Tender Schedule including seal & signature.

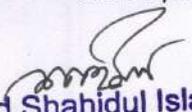
ii For Financial Bid:

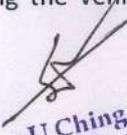
- a. Complete price offer. The price offered should be your company letterhead pad and filled with the tender price schedule.
- b. Offer/bid validity.
- c. Delivery lead-time.
- d. Offer price should ideally include VAT and mention it clearly in the bid (Appropriate adjustment of VAT will be made as per bill of entry).
- e. Copy of last two months' Bank Statement (Transaction).

- A. **Quantity:** The vehicle quantity mentioned on this schedule may increase or decrease.
- B. **Description of Work/Services:** GK is inviting proposals for supplying vehicle/bus rental services to GK as and when required basis.
- C. **Service Locations:** Services will be conducted in Rohingya camps (Lambashia, Camp-1/E, Moynarghona, Camp-11 and Unchiprang, Camp-22) in Ukhiya and Teknaf Upazilas of Cox's Bazar District and occasionally services may also be conducted in Cox's Bazar as per GK-MI project requirements.
- D. **Duration:** The agreement will be initially for 06 months (From 1st April 2026 to 30th September 2026) with the possibility of renewal for a further period based on the satisfactory performance of the service provider and mutual understanding of both parties.
- E. **Price and offer validity:** Prices for this offer should be valid for ONE Year from the date of agreement signing. The prices must be inclusive of VAT and all other relevant costs. **Applicable VAT and Tax will be deducted at source as per Government rules.**
- F. GK shall not accept responsibility for any traffic fine offense incurred.
- G. **Necessary Documents and Instructions:** All the vehicles provided by the Service Provider to GK must carry the following updated documents and materials:
 - i. Valid Fitness Certificate, Registration copy, Tax-Token, Route Permit, Valid Driver's License.
 - ii. Spare tyres, jack and wheel spanner are available.
 - iii. Vehicles should be registered with BRTA- Bangladesh Road Transport Authority.
 - iv. Vehicles should not have pending cases with the traffic police or any other entities (i.e. Transport Association).
 - v. Vehicles should have standard road safety equipment, i.e. Functioning door lock, tires including spares, toolbox, fire extinguisher, first aid box, and primary and emergency brakes.
 - vi. Vehicles should be properly cleaned, disinfected, and have enough Hygiene and Sanitization items i.e. tissue box, Hand sanitizer, etc.
 - vii. Vehicles should be roadworthy and refueled before a journey.
 - viii. **The service provider will arrange their vehicle parking by their own management.**



- H. **Drivers:** The suppliers/service providers should ensure the drivers below requirements:
- i. Driver's Qualification:
 - a. Valid driving license as a professional driver.
 - b. Minimum 3 (three) years of working experience as a professional driver.
 - ii. The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits bonuses, and other facilities.
 - iii. The Service Provider will provide a vehicle that uses fuel, and no gas cylinder is kept in the vehicle.
 - iv. Driver Aged at least 20 years, trained, competent, and sufficiently experienced to drive the type of vehicle being used.
- I. **Replacement of vehicle in case of any breakdown:** The service provider will be responsible for ensuring that the vehicles provided to GK are properly maintained and are physically in perfect condition and fit for traveling. In case of any breakdown, the service provider should coordinate with GK and do its best to make available a replacement as soon as possible.
- J. **Service provider's Security:** The service provider shall be responsible for the security of the driver, vehicle, or any items coming along with the rented vehicle. GK will not be responsible for any loss whatsoever due to security risks, negligence of the driver, or otherwise. GK promotes no arms/ammunition policy, therefore no arms/ammunition will be allowed while working with GK. The vehicle under use by GK will only be strictly used by GK Staff. Lifts or sharing the vehicle with non-GK staff is not permitted unless it is approved by the GK authority.
- K. **Penalty:** As per the GK policy the penalty will be imposed for any delay and the GK management decision will be final if any incident occurred by the service provider.
- L. **Termination:** Contract may be terminated earlier for unsatisfactory performance. GK reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider ONE month's notice in writing. If the successful service provider wishes to terminate the contract, then they are to provide two months' notice in advance to GK. GK's decision is final in case of any dispute that arises in connection with these termination arrangements.
- M. **Payment Terms:** Payment will be made through Account Payable Cheque or BEFTN/Online Bank transfer in favor of the successfully rendered services within 26 days of satisfactory service delivery, inspection (if required) and submission of required documents to the Logistic Department.
- No advance payment will be entertained.
 - No Cash Payment.
 - No partial payment
 - The payment process will start after the submission of the bill to GK, and the date will count from the receiving date by the GK representative.
 - Mushak 6.3 has to be submitted by the name of Gonoshasthaya Kendra (GK) at the time of submission of the invoice/bill.
 - Applicable VAT and Tax will be deducted at source as per Government rules.
- N. **Bank details must be mentioned in the quotation.**
- O. **Negotiation:** Negotiation may be conducted with a qualified supplier.
- P. Any sorts of persuasion on solicitation are strictly prohibited, and similar attempts will result in disqualifying the supplier without any further evaluation.
- Q. The suppliers must adopt all sorts of safety and security measures while driving so that no Rohingya/host community inhabitants or children are injured during these activities. If anything happens the risks and responsibilities for the victim have to be carried by the suppliers at his own cost. If any accident/incident occurs the service provider should immediately report to the nearest police station and as well as that report to GK. All responsibilities take over as the Service Provider.
- R. Fully prohibited unauthorized drug carrying the vehicle, if any incident occurs all responsibilities go to the service provider.


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Procurement & Logistic Manager
GK-MI Project
Gonoshasthaya Kendra Cox's Bazar


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- S. The service provider cannot run the vehicle using GK Logo, after GK official duty. The logo must be taken off once the duty is completed. If any unethical business is run by a Service Provider, then the service provider is responsible for that.
- T. GK ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements and to hold discussions with any and all respondents.
- U. GK will not be responsible for, or in any way liable for, any costs incurred by suppliers in the preparation of any responses or presentations relating to this tender schedule.

GENERAL INSTRUCTION TO TENDERER/VEHICLE SUPPLIERS

1. **Corrupt, Fraudulent, and Coercive Practices:** GK requires that all GK Staff, manufacturers, service providers, or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. GK shall reject any Quotation put forward by Service Providers, or where applicable, terminate their contract if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, GK defines for purposes of this paragraph the terms set forth below as follows:

- Corruption practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or contract execution. ■ Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

2. **Conflict of Interest:** All Service Providers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Service Provider may be considered to have conflicting interests under any of the circumstances set forth below:

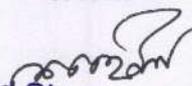
- A Service Provider has controlling shareholders in common with another Service Provider.
- A Service Provider receives or has received any direct or indirect subsidy from another Service Provider.
- A Service Provider has the same representative as that of another Service Provider for purposes of this quotation.
- **Bidders to sign a conflict-of-Interest Declaration Form (Attached Form).**
- A Service Provider has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process.
- A Service Provider submits more than one Quotation in this Quotation process.
- A Service Provider who participated as a consultant in the preparation of the design or technical specifications of the Services and related services that are subject to this quotation process.

3. **Eligible Service Providers/Company/vendor Supplier:** Only Service Providers/Company/vendor Supplier determined to be qualified shall be considered for award.

4. **Cost of Preparing the Quotation:** The Service Provider shall bear all costs associated with the preparation and submission of his Quotation and GK will not be responsible and liable for the costs incurred.

5. **Errors, omissions, inaccuracies, and clarifications:** The documents and forms requested to solicit Quotations shall form part of the Contract; hence care should be taken to complete these documents. Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

6. **Confidentiality and Non-Disclosure:** All information given in writing to or verbally shared with the Service Provider in connection with this General Instruction is to be treated as strictly confidential. The Service Provider shall not share or invoke such information to any third party without the prior written approval of GK. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful.


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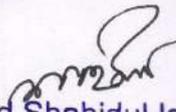
7. Settlement of Dispute: In the event of any dispute arising from the performance or interpretation of this Agreement, the parties will attempt to settle the dispute amicably. In the absence of an amicable agreement, any disputes or claims arising out of or relating to this Agreement, or its interpretation or performance shall be decided by the court of Cox's Bazar, Bangladesh.

8. GK's policy against Terrorism: All service providers or suppliers found to have any involvement in terrorism shall be disqualified from participating in the procurement process or the contract will be terminated and banned for life. GK keeps the right to check any potential involvement of the terrorist activities of the supplier/service provider as per its requirements.

9. Child Labor: "Use of child labor (Age under 18) and use of forced or involuntary labor is strictly prohibited". If found the supplier will be disqualified to participate in the procurement process.

10. Post Qualification: Before award, post-qualification may be carried out by GK if required to further determine the selected Service Provider's technical and financial capability to fulfil the contract. GK may verify and validate any documents/information submitted and shall conduct a visual inspection of the office, plant, and equipment if GK needs and feels the necessity.

End


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CONFLICT OF INTEREST DECLARATION FORM

(For Vendors/Suppliers)

Section 1: Vendor Information

- **Company Name:** _____
- **Registered Address:** _____
- **TIN Number:** _____
- **Contact Person:** _____
- **Designation:** _____
- **Email:** _____
- **Phone Number:** _____

Section 2: Declaration of Conflict of Interest

As a vendor/supplier providing goods/services to **Gonoshasthaya Kendra**, I/we declare the following:

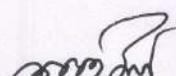
1. No Conflict of Interest:

I/we confirm that neither our company nor any of its representatives have any financial, personal, or professional relationships with employees, officers, or board members of *Gonoshasthaya Kendra* that could improperly influence procurement decisions.

2. Disclosure of Potential Conflicts:

- We disclose any existing or potential conflicts of interest, including but not limited to:
 - Family relationships with employees of *Gonoshasthaya Kendra*
 - Shared financial interests with any organization personnel
 - Previous employment with *Gonoshasthaya Kendra* within the last ... years
 - Having an ownership in another vendor competing for the tenders / contracts
 - Having a consulting or advisory role that may affect the procurement decisions

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- Receiving gifts or favors from *Gonoshasthaya Kendra* personnel
- Any other circumstances that could create the appearance of a conflict

If any conflicts exist, please provide details:

3. Changes in Conflict-of-Interest Status:

- We agree to promptly notify *Gonoshasthaya Kendra* if any situation arises that may lead to a potential conflict of interest.

4. Potential Conflict of Interest (if applicable):

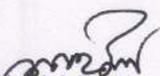
I/we declare that our company has a relationship with a concern or subsidiary of *Gonoshasthaya Kendra*, which may be a potential vendor. Details are provided below:

- **Name of Concern/Subsidiary:** _____
- **Nature of Relationship:** _____
- **Type of Goods/Services Provided:** _____
- **Steps Taken to Avoid Conflict of Interest:**

- _____
- _____

5. Commitment to Fairness & Transparency:

- We affirm that we will conduct all business with integrity and in full compliance with the procurement policies and ethical standards of *Gonoshasthaya Kendra*.
- We agree to clarify in advance in case of any potential repercussions for failing to disclose conflicts, such as disqualification from the tenders or contract termination.
- We agree to confirm that we will not subcontract or engage third parties with conflict of interest.


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Section 3: Acknowledgment & Signature

I/we hereby declare that the information provided above is accurate and complete. I/we understand that any misrepresentation or failure to disclose conflicts of interest may result in disqualification from procurement processes or termination of existing contracts.

Authorized Representative Name: _____

Designation: _____

Company Name: _____

Signature: _____

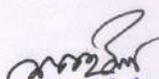
Date: _____

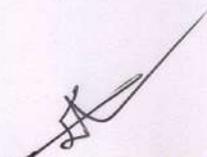
For Official Use Only

Reviewed by: _____

Designation: _____

Date: _____


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