

# Invitation for Bid

## Tender Schedule

GK-MI/FD-07/Cox/149/2026 (Food Items for Emergency Support in Disaster Response)  
Ref no: TS/Log/GK-MI/05/26



### Project Office Address

"GONOSHASTHYA KENERA"

GK-MI Project

Shanti Neer, Opposite Cox's Bazar Laboratory School,  
A Salam Road, Ward-10, Baharchara, Cox's Bazar.

**Md. Shahidul Islam**  
Logistic Manager  
GK-MI Project  
Gonoshasthya Kendra, Cox's Bazar.

**Md. Nur A Alam Hira**  
Chairman  
Procurement Committee

Ref: PR/GK-MI/FD-07/Cox/149/2026 (TS/Log/GK-MI/05/26)

Date: 15<sup>th</sup> June 2026

To: Potential Supplier/Providers.

**Subject: Invitation for Tender (IFT) Submission for Supply of Food Items for Emergency Disaster Response Support under the GK-MI Project.**

Dear Suppliers/Proprietors/Trader/Dealer,

Gonoshasthaya Kendra (GK) is inviting tenders on official company letterhead from Bonafide business entities potential suppliers/company/Trader or authorized distributors for the supply of Food Items under the GK-MI project. Interested potential, experienced & expert Suppliers/Companies/Traders or Authorized Distributor are requested to submit their tenders in the accordance with the instruction provided below.

Please be guided strictly by the following instructions:

1. Read the whole document with proper understanding to comply with all of our terms and conditions.
2. During submission of tender, all proposal documents must be printed on the bidder's official company letterhead and duly signed and sealed by an authorized representative. Each page of the proposal must bear the signature and company seal and be submitted as part of the complete tender package.
3. During submission of tender, please fill up the GK-MI project template with all supporting documents in a sealed envelope marked "**Supply of Food Item for GK-MI Project**" and mention the GK-MI/FD-07/Cox/149/2026(Ref no: TS/Log/GK-MI/05/26).
4. The tender must be submitted in hard copy to the address specified below on or before the stated submission deadline.

Tender Box Address:

GK-MI Project Office

Shanti Neer, Opposite Cox's Bazar Laboratory School, A Salam Road, Ward-10,  
Baharchara, Cox's Bazar.

5. The deadline for submission of the tenders on or before 25<sup>th</sup> June 2026 at 5.00 PM.
6. Please do not submit more than one proposal. Submitting more than one proposal will not be acceptable only proposal will consider.
7. The bidder shall submit a refundable bid security money deposit of 2.5% of the total price through pay order in favor of Gonoshasthaya Kendra at the time of submission of proposal.
8. If you do not submit the samples and 2.5% bid security money (Pay Order) at the time of submission of the proposal, your proposal will be automatically canceled.
9. Tender proposal shall be submitted along with below mentioned documents (both Technical and Financial) on the schedule date.
10. Reference samples are available at the GK-MI Project Office. Interested suppliers are encouraged to visit the samples to gain a clear understanding of the required specifications and quality standards prior to submitting proposals.

Sincerely,

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

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

Md. Nur A Alam Hira  
Chairman of Procurement Committee  
Gonoshasthaya, Cox's Bazar  
**Md. Nur A Alam Hira**  
Chairman  
Procurement Committee

Stockpiling Goods Procurement of GK-MI Project, June 2026

Page 2 of 7



## 1. BACKGROUND:

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:

Goods/Services/Assignment: Supply of Stockpiling Goods (Food Item) under GK-MI Project at Kutubdia field office as per the below table:

SL no.	Name of Item with Description	Unit	Qty	Unit Price BDT	Total Unit Price (BDT)
1	1. Rice (Semi Boiled), Variety: Brri-28, Total Quantity: 24,000kg (Each packet will be 05kg). 2. Lentil (Desi Masurier Dal), Total Quantity: 3,200Kg (Each packet will be 01 kg). 3. Cooking Oil-Refined (Soybean Oil), Total Quantity: 3,200kg Each Bottle will be 01 liter. 4. Sugar: Total Quantity: 1,600Kg (Each packet will be 01 kg) 5. Packaging & Leveling with 4 multicolor logo print, Total Quantity: 1,600 Carton (Carton Size: 5mm Standard, Carton Materials: Paper 05 ply hard, 2" Inch Binding Tape, Goods Carrying Capacity: 20Kg). 6. All costs will be borne by the supplier including loading/unloading, packaging, transport, labor, and jetty/Ghat charges for delivery of goods to the Romai Para Kutubdia, GK-MI project office 1 <sup>st</sup> Floor.	Carton	1,600		
<b>Sub-Total</b>					
<b>VAT</b>					
<b>Grand Total (Including VAT)</b>					

### In Words BDT:


Note:

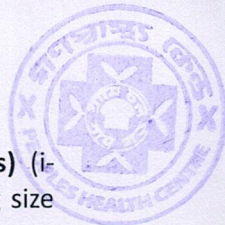
- \*\* The brand name of each item offered must be clearly specified in the proposal. Failure to provide the brand name may result in the item being excluded from the evaluation process.
- \*\* All supplied items must have a minimum shelf life of one (1) year from the date of manufacture. For items manufactured in June/July 2026, the expiry date must not be earlier than June/July 2027.
- \*\* Items that do not comply with the required specifications, quality standards, or other state requirements will not be considered during the evaluation process.
- \*\* All items offered under this tender must be approved and certified by the Bangladesh Standards and Testing Institution (BSTI).

Stockpiling Goods Procurement of GK-MI Project, June 2026

Page 3 of 7

  
**Md. Shakidul Islam**  
Logistic Manager  
GK-MI Project  
Gonoshasthaya Kendra, Cox's Bazar.

  
**Md. Nur A Alam Hira**  
Chairman  
Procurement Committee



### 3. "TERMS & CONDITION":

We request to submit your tender proposal for **Supply of Stockpiling Goods (Food Items)** (i- Technical & ii-Financial) separately in one envelope; both envelopes should be sealed in a big size one envelope.

#### i For Technical Bid Mandatory required documents:

- a. Suppliers/Company/Trades or Authorized Distributors Profile with detailed information.
- b. Update Trade License (2025-22026).
- c. TIN (Tax Identification Number) Certificate.
- d. Proof of latest organizational Tax return copy
- e. Authorized letter for the person signing the proposal documents from the bidder side.
- f. Last two months of the bank statement not bank solvency certificate .
- g. BIN (Business Identification Number or Vat registration certificate & other documents to provide the company's legal status.
- h. 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 and filled with the tender price schedule.
- b. Offer/Bid/Proposal validity.
- c. Delivery lead-time.
- d. Offer price should ideally include VAT and mention it clearly in the proposal. (Appropriate adjustment of VAT will be made as per bill of entry).

A. Quantity: The quantities stated in this schedule are subject to change and may be increased or decreased based on the availability of donor funds, programmatic needs, and the required approvals from the relevant government authorities.

B. Scope of Goods/Works: Upon being notified by the GK Procurement Team, the selected bidder shall promptly confirm the availability and delivery of the required goods, works, or services within the specified timeframe. Bidders will be selected based on compliance with the required specifications, quality standards, delivery capacity, and the competitiveness of their quoted unit prices.

C. Quality: To ensure the quality of the Goods/product.

D. Delivery Lead Time & Location:

- The goods/products should be delivered to the GK-MI Project field office storeroom Romai Para, Kutubdia, Cox's Bazar.
- The goods should be delivered within 10 working days after getting Purchase Order (PO).
- The expiry date, manufacturing date and all other relevant product information must be clearly stated in the delivery challan. Failure to provide this information may result in the goods being rejected and not accepted into the store/warehouse. In addition, all items must be supplied with suitable packaging that ensures safe transportation, carrying, handling, and storage without damage or deterioration.
- The supplier shall bear all costs associated with the supply of the goods including (loading/unloading, packaging, transportation, labor, and applicable jetty/Ghat or handling charges) until it reaches the store/warehouse.

E. Mandatory Terms must be fulfilled:

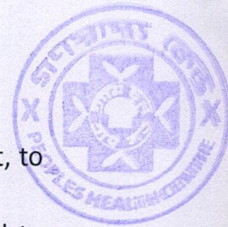
- 2.5% Bid Security Money of the total value and samples of the proposed products/goods must be submitted while submission of the proposal. If you do not submit the samples at the time of submission of the quotation, your quotation will be automatically canceled.
- If the product there is any fault/dispute, it must be returned.
- The bank details must be mentioned in the proposal.



- F. Price and offer validity: Bidders must clearly indicate the validity period of their quotation and offer in the proposal. The quoted unit prices for all products/goods shall be inclusive of all applicable taxes, duties, VAT, transportation, loading/unloading, and any other associated costs required for the successful delivery of the goods to the designated location.
- G. Payment:
- Payment will be made to the selected suppliers through Account Payable Cheque or BEFTN/Online Bank transfer within 15 working days after successful completion of delivery subject to "satisfactory delivery verification and submission of required documents" to the Logistics Department. The payment process will start after the submission of the correct bill/invoice with challan to GK, and the date will count from the receiving date by the GK representative.
  - All documents including the delivery challan, bill/ invoice and Mushak 6.3 shall be matched with the details provided in the quotation for consistency and accuracy.
  - Mushak 6.3 has to be submitted by the name of Gonoshasthaya Kendra (GK) at the time of submission of the invoice/bill.
  - No advance payment will be entertained.
  - No Cash Payment.
  - No partial payment
  - Applicable VAT and Tax will be deducted at source as per Government rules.
- H. 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.
- I. Goods Loss/Damage: Supplier's will bear any losses occurring loss of product Damage /theft during the delivery and that losses will be adjust their upcoming invoice or pay in the form of pay Order in favor of GK.
- J. Quotation Submission Details: Quotation to be submitted directly to the GK-MI project office tender box on or before 25<sup>th</sup> June 2026 at 5:00 P.M.
- K. Negotiation: Negotiation may be conducted with a qualified supplier.
- L. Any sorts of persuasion on solicitation are strictly prohibited, and a similar attempt will disqualify the suppliers without any further evaluation.
- M. GK ultimately reserves the right throughout this process to select any service option that best meets its business requirements and to hold discussions with any and all respondents.
- N. GK will not be responsible for, or in any way liable for, any costs incurred by bidders in the preparation of any responses or presentations relating to this tender schedule/proposal.
- O. GK keeps the right to take off any components mentioned on this schedule to align its budgetary compliance.
- P. GK keeps the right to cancel part or whole of this tender schedule without showing any reason.
- Q. Interested suppliers/bidders/traders or authorized distributors must agree to the following conditions if they choose to respond to GK regarding this proposal.

### **GENERAL INSTRUCTION TO TENDERER/FOOD ITEM 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/Bidder/Supplier: Only Service Providers/Company/Bidders/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.
  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.

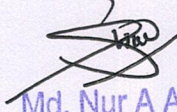


10. Post Qualification: Before award, post-qualification may be carried out by GK if required to further determine the selected Service Provider's technical and financial capability to fulfil the contract. GK may verify and validate any documents/information submitted and shall conduct a visual inspection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

**Special Note: Under no circumstances, GK is compelled to hire the lowest bidder.**

END

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

  
**Md. Nur A Alam Hira**  
Chairman  
Procurement Committee



## 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:

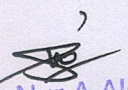
I/we confirm that neither our company nor any of its representatives have any financial, personal, or professional relationships with employees, officers, or board members of *Gonoshasthaya Kendra* that could improperly influence procurement decisions.

#### 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

Page 1 | 3

  
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GK-MI Project  
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Chairman  
Procurement Committee



- 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:**

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**3. Changes in Conflict-of-Interest Status:**

- a. 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:**

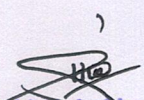
- \_\_\_\_\_
- \_\_\_\_\_

**5. Commitment to Fairness & Transparency:**

- a. We affirm that we will conduct all business with integrity and in full compliance with the procurement policies and ethical standards of *Gonoshasthaya Kendra*.
- b. 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.
- c. We agree to confirm that we will not subcontract or engage third parties with conflict of interest.

Page 2 | 3

  
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GK-MI Project  
Gonoshasthaya Kendra, Cox's Bazar.

  
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Chairman  
Procurement Committee



### 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: \_\_\_\_\_

  
**Md. Shahidul Islam**  
Logistic Manager  
GK-MI Project  
Gouoshasthaya Kendra, Cox's Bazar.

  
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