

## Job Specification for Supplying Agricultural Inputs

**Type of the Job:** Quotation for Supplying Agricultural Inputs for NABAPALLAB Project. (Supplied as per Specifications.)

**Deliverables:** Agricultural Inputs. All deliverables must be reached at Practical Action, Field Area Paikgacha/Koyra, Khulna.

- Timely delivery of seed samples, seeds, tools, and organic fertilizers.
- Maintaining visibility, branding and standard
- Quality assurance reports for each batch of inputs.
- Respective user guidelines for tools and equipment; cultivation procedures; manual; necessary documents for cultivation and practices farmers on sustainable farming practices.

### Requirements of Vendor:

- Registered agricultural supplier/vendor with DAE
- Demonstrated experience in supplying Climate-adaptive agricultural inputs
- Compliance with organic farming standards.
- Financial stability and capacity for bulk procurement.
- Must have updated Vat and Tax documentation and record

**Quotation submission deadline: 28 February 2024**

## WHO WE ARE

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group of problem solvers, knowledge mobilisers and expert advisors. We work together to multiply our impact and help shape a world that works better for everyone. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service.

We believe in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

## **Background and purpose of the assignment:**

### **Background**

Practical Action is an innovative international development organization that puts ingenious ideas to work to change the lives of people living in poverty. We help people find solutions to some of the world's toughest problems, namely catastrophic climate change, and persistent gender inequality. Our modality is that to start small can grow big and bring people together in bold collaborations, combining knowledge with innovation to change the systems that keep people poor and vulnerable. We partner with communities to develop ingenious solutions for water and waste management, agriculture, climate resilience, and access to clean energy. We then share what has been proven to work with others so that many more people can change their world and we also believe in the power of small to change the big picture.

The UK Foreign, Commonwealth and Development Office (FCDO) has selected a CARE Bangladesh led consortium to implement the project titled 'Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB/ নবপল্লব)' in two Ecologically Critical Areas (ECA) – Sundarbans and Hakaluki Haor. The other consortium members are CNRS, CordAid, C3ER-BRAC University, Dushtha Shasthya Kendra (DSK), Friendship, Humanity & Inclusion (HI), iDE, and Practical Action. It is a key component of the Bangladesh-UK Accord on Climate Change and will deliver the adaptation outcome of the FCDO's flagship Bangladesh Climate and Environment Programme (BCEP). The programme will make a significant contribution in Bangladesh to progress against GoB's policies and priorities e.g., National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), commitments to biodiversity conservation, ongoing 8th Five Year Plan, etc. And it will also contribute to UK's commitment to International Climate Finance (ICF).

One of the components of the project is to facilitate Solar Home System. The system will support the energy required for the households. The solar panel will be mounted in the household's premises and the system will be connected with electricity line, if the house has no electricity connection, then it will be separated.

Hence, we are inviting suitable vendor/company to submit a plan and associated quotation to complete procurement, transport, and installation of the Solar home system.

## **KEY DELIVERABLES & DETAIL SPECIFICATIONS**

The selected vendor must provide the following deliverables:

Agricultural Inputs						
Sl. No	Articles	Specifications	Unit	Quantity	Price / Unit (BDT)	Total Price (BDT)

1	Household's regenerative agricultural inputs (According to attached specification)	Seeds- (as per specification)	Nos.	660		
		Pheromone trap	pcs	1320		
		Yellow Sticky Insect Traps	Pcs	3960		
		CGI tin for pit compost shade	pcs	1320		
		Sack bag for Spice (ginger, turmeric etc.) cultivation	pcs	3300		
		Organic fertilizer (Vermicompost)-25 kg	Sacks	660		
		Watering plastic can	pcs	660		
		Garden tool 3 pcs set	set	660		
2	Farming level regenerative agricultural inputs (According to attached specification)	Seeds- (as per specification)	Nos.	100		
		Pheromone trap	pcs	1200		
		Yellow Sticky Insect Traps	Pcs	3000		
		CGI tin for pit compost shade	pcs	1200		
		Sack bag for Spice (ginger, turmeric etc.) cultivation	pcs	3000		
		Organic fertilizer (Vermicompost)-25 kg	Sacks	600		
		Water tank for Drip Irrigation (300 Lit)	Nos	200		
	<b>Total price without VAT &amp; Tax</b>					
	<b>VAT</b>					
	<b>Tax</b>					
	<b>Total price including VAT &amp; Tax</b>					

**Required items for individual Household (HH)****SS****A. Seed Package for individual Household (HH)**

Specification/Requirement for each package (HH)					
SL	Seed	Seed Variety	Required amount per HH in gm*	Required Pack Size in gm**	Remarks***
1	Bitter gourd	Open-pollinated (OP), suitable for summer season	5	5 gm*1 pack	
2	Yard long bean		20	10 gm*2 pack	5/10 gm pack is also acceptable
3	Bottle Gourd		5	5 gm*1 pack	
4	Snake Gourd		10	10 gm*1 pack	5/10 gm pack is also acceptable
5	Ridge gourd		3	3 gm*1 pack	
6	Cucumber		1	1 gm*1 pack	
7	Papaya		1.5	0.5 gm*3 pack	3 packs of 0.5 gm
8	Stem Amaranth		40	10 gm*4 pack	5/10/20 gm pack is also acceptable



\*Please provide relevant information, e.g. germination rate and expiry date for over 1 year, etc. The minimum germination rate must be 70%.




\*\* The package size must be followed Strictly.

\*\*\* All these seeds should be packed separately and supplied as a Package with NABAPALLAB approved Branding.



**Total No of packages: 660 Package**

**B. Requirement of Agriculture input support for individual Household (HH)**

Sl	Items (with specification)	Unit measure	Total requirements	Indicative images
1.	Watering plastic can 6L Branding : designed by NABAPALLAB	Piece	660 pcs	
2.	Garden tool 3 pcs set (10-12 inch each)	Set	660 set	

3.	Pheromone trap (2 lure per packet)	Packet	1320 packets	
4.	Yellow Sticky Insect Traps	Piece	3960 pieces	
5.	Organic fertilizer (25 KG bag)- Vermicompost Branding : Designed by CARE	25 kg/bag	660 Bag	

### C. Requirement of other input for individual Household (HH)

SI	Items (with specification)	Quantity per HH	Unit measure	Total requirements	Indicative images
1.	CGI tin for pit compost shade Corrugated Iron Sheet Height : at least 7 Feet, Thickness : at least 22 mm Branding : Designed by CARE	2	Piece	1320 pieces	
2.	Geo-grow Bag 7 Gallon Bag Size: Dia-14" & Height-10" Material: Geo Hard Felt Fabric Quality: 600 GSM Color: Grey/white Branding : Designed by CARE	5	Nos	3300 Bag	

## Required items for Smallholder Farming (up to 30 decimal land)

### A. Seed procurement for individual farmers

Specification/Requirement for each farmer					
SL	Seed**	Seed Variety	Required amount per farmer in gm***	Required Package Size in gm***	Total requirements
1	Bitter gourd	Open-pollinated (OP),	300	50 gm*6 pack	600 Package
2	Bottle Gourd		300	50 gm*6 pack	600 Package
3	Snake Gourd		600	100 gm*6 pack	600 Package




4	Ridge gourd	suitable for summer season	150	25 gm*6 pack	600 Package
5	Cucumber		60	10 gm*6 pack	600 Package
6	Papaya		15	2.5 gm*6 pack	600 Package
7	Stem Amaranth		90	15 gm*6 pack	600 Package

\*Please provide relevant information, e.g. germination rate and expiry date for over 1 year, etc. The minimum germination rate must be 70%.


\*\* The package size must be followed Strictly.

\*\*\* All these seeds should be packed separately and supplied as a Package with NABAPALLAB approved Branding.

### B. Requirement of Agriculture input support for individual farmers

Sl	Items (with specification)	Unit measure	Total requirements	Indicative images
1.	Pheromone trap (2 traps per packet)	Piece	1200 pieces	 Pheromone trap lure, 02 piece/pack
2..	Yellow Sticky Insect Traps	Piece	3,600 pieces	 Yellow Sticky Insect Traps
3.	Organic fertilizer (25 KG bag)- Vermicompost Branding : designed by CARE	25 kg/bag	600 Bag	

### C. Requirement of other input support for individual farmers

Other input per farmer				
Sl	Items (with specification)	Unit measure	Total requirements	Indicative images
1.	Water tank for Drip Irrigation (300 Lit)	Piece	200 nos	

**Safety Security & Losses clauses:**

Vendors will solely be responsible for–

- Vendors will be responsible to look after all over logistics during the contract period
- Any kind of loss such as theft or other losses in vendor warehouse/storage/transportation need to be recovered/fill up properly.

**Duration:**

This Quotation/**proposal must be valid for at least 90 Days.**

**Specific Tasks, Outputs and Time Frame**

Task	Timeline	Delivery location
1. Quotation submission	28 Feb'24	Practical Office Dhaka
2. Quotation review and CS	05 March'24	-
5 Sample delivery of the required inputs*	03 March 2024	Practical Office Dhaka
6 Sample delivery of the required number of seeds	03 March 2024	Practical Office Dhaka
7 Germination test of supplied seeds and result preparation	10 March 2024	Practical Office Dhaka
8 Delivery of the required number of seeds	25 March 2024	Paikgacha/Koyra, Khulna
9 Delivery of Pheromone trap	25 March 2024	Paikgacha/Koyra, Khulna
10 Delivery of Yellow Sticky Insect Traps	25 March 2024	Paikgacha/Koyra, Khulna
11 Delivery of CGI tin for Pit compost shade	25 March 2024	Paikgacha/Koyra, Khulna
12 Delivery of Geo grow Bag	25 March 2024	Paikgacha/Koyra, Khulna
13 Delivery of Vermicompost	25 March 2024	Paikgacha/Koyra, Khulna

\*No separate cost is entitled for sample seed and delivery.

Required Sample Size for each item

	Item	Quantity of sample
1.	Bitter gourd	05 gm (30-32 seeds)
2.	Yard long bean	05 gm (32-35 seeds)
3.	Bottle Gourd	10 gm (40-42 seeds)
4.	Snake Gourd	10 gm (40-42 seeds)

5.	Ridge gourd	10 gm (50-52) seeds)
6.	Cucumber	1 gm (40-45 seeds)
7.	Papaya	0.5 gm (40-45 seeds)
8.	Stem Amaranth	0.25 gm (100+ seeds)

## DEADLINE

The items have to be delivered to under Practical Action. All deliverables must be reached at Practical Action, Field Area Paikgacha/Koyra, Khulna, by March 25, 2024

## ROLE OF PRACTICAL ACTION

- Practical Action will provide the technical details with the work order.
- Practical Action and the consortium partner will provide all necessary support, directions, and suggestions to the awarded vendor/company in order to complete the tasks mentioned.
- Practical Action will not pay any extra payment to the vendor/company in case of any loss and damage happened.
- Practical Action holds the authority to take any decision at any stage or moment in the work process.

## ROLE OF THE AGENCY

- The vendor/company is responsible to deliver all the deliverables above mentioned address.
- The vendor/company has to change the tasks as mentioned in above until the satisfactory output comes.
- The vendor will ensure 6 months after sales service which will be counted after installation of boom into the river.

## EXCLUSIVITY

The vendor cannot share the concept, methodology, content, raw artworks and the final products with any other party anywhere in the world during at any time, without written consent from Practical Action.



# OWNERSHIP AND COPYRIGHT

Practical Action will own the copyright of all the documents/ products/ materials (in full and every single component) to be generated from this assignment and will preserve the right to share it, if required, with any other party as it might find appropriate. Organisations might be allowed to use these products only for non-commercial purpose, subject to written approval from Practical Action.

## Application and submission procedure:

All interested vendor/company are requested to submit a quotation (including VAT and TAX) with the details company profiles including reference of relevant work experience, relevant experience including activities and milestones, BIN, TIN certificate, budget details, time frame and contact details.

Electronic copy of the quotations with budget details duly signed should be submitted to: [procurement.bd@practicalaction.org.bd](mailto:procurement.bd@practicalaction.org.bd) with the subject line: "Agricultural inputs." by no later than **28 February 2024**.

## Terms of Payment for the vendor/company:

The payment will be made upon satisfactory completion of services. The release of funds will be made in three instalments:

- 25% upon signing the contract.
- 30% after submission and acceptance of a complete set of deliverables e.g., the final delivery of the equipment to the site (Faridpur)
- 45% after installation the equipment into the river.

**Note:** Tax and VAT will be deducted at source from the bills payable to the selected vendor.

## Resignation and cancellation/termination of contract:

Penalty Clause – in case of unauthorised delays in the submission of the document, a 2% penalty will be deducted from the total payment for each day delayed. The selected firm/team must pay back the total amount of the advance money if it fails to submit agreed deliverables and/or withdraws from the contract. The selected vendor/company must notice Practical Action, in writing, if it needs to extend the submission date.

Practical Action in Bangladesh reserves the right to cancel, amend, and defer the contract agreement.

Our

# STANDARD TERMS AND CONDITIONS

Practical Action practices the following terms and conditions stated below applicable to signing any contract with external agencies/consultants:

- *All project records and copies of records, data sets, electronic data and photocopies, etc., which the organization remains for the successful execution of the assignment, shall remain the exclusive properties of Practical Action;*
- *During the period of the Agreement or afterwards, the organization shall not issue any written material or express public or personal opinions concerning the services under the Agreement to parties outside except with the prior written approval of Practical Action;*
- *The organization assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the organization shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. Practical Action will deduct Income Tax and VAT at source as per Govt. rules;*
- *The organization shall not without first obtaining the consent in writing of Practical Action, permit any of its duties or obligations made under the Agreement to be performed or carried out by any other person, or reassign his/her interest in the Agreement;*
- *In the event that the organization requires additional time to complete the Agreement, over and above that previously agreed to, without Practical Action changing the scope of the Agreement, Practical Action's prior written concurrence to the same is necessary in order to charge Practical Action for Agreement expenses incurred during an Agreement extension;*
- *However, Practical Action may, by written order, make general changes within the scope of the Agreement affecting the services to be performed or the time of performance. If any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the Agreement, Practical Action shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement in writing accordingly;*
- *The organization may communicate with parties external to Practical Action through and with prior intimation to Practical Action, while performing services under the Agreement;*
- *Notwithstanding anything contained in the Agreement or in these conditions Practical Action may at any time by notice in writing terminate the Agreement in whole or in part by requiring the organization to stop performing the work or any part thereof, in which event the organization shall have no claim against Practical Action by reason of such termination other than payment of expenses actually incurred by the organization plus a fair and reasonable fee to be in proportion to the work performed under the Agreement, less any sum previously paid on account thereof. However, if the Agreement is cancelled by Practical Action due to negligence on the part of the organization, termination expenses shall be borne by him. In this later case, Practical Action's independent determination of negligence on the part of the organization shall be considered to be final and non-negotiable;*
- *The organization shall not hold Practical Action liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the Agreement;*
- *Practical Action reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever; Practical Action reserves the right to monitor the quality and progress of the work during assignment;*

- *Further items/tasks might be incorporated by Practical Action and in such case, budget will be revised accordingly;*
- *Payments will be made by account payee cheque or bank transfer in the name of the organization or individual as per the contract.*

Sign:

Shamim Ahmed  
TA -Aquaculture  
NABAPALLAB

Sign:

Salim Moral  
Programme Manager  
NABAPALLAB

Sign:

Tazeen Hossain  
Head of Programme  
Delivery and Operations

Sign

Shawkat Ara Begum  
Country Director  
Practical Action.