

**INSTRUCTION OF AUCTION****AUC/HCR/DHK/2025/001- Auction of Admin consumable items at UNHCR Country Office Dhaka**

The UNHCR Country Office in Dhaka, Bangladesh, wishes to notify interested bidders in Bangladesh for the auction of used ICT items. The complete auction documents can be downloaded from Bdjobs.com and in case of any technical issue, by emailing [BGDDASUP@UNHCR.ORG](mailto:BGDDASUP@UNHCR.ORG). The award will be to the highest quoted bidder for the separate lots, complying with the terms and conditions.

1. The items on auction will be available for inspection **only on the dates** indicated in the table below.

Date	Time	Location	Contact person
21 April 2025 to 23 April 2025	14:00 hrs. to 17:00 hrs.	UNHCR Representation in Bangladesh. House No. NE (N) 8, Road No. 90, Gulshan-2, Dhaka, Bangladesh	Md. Juel Rana Cell # +880 17 0121 0908 E-mail: ranamd@unhcr.org

2. Participants should send an email to confirm their attendance to [BGDDASUP@UNHCR.ORG](mailto:BGDDASUP@UNHCR.ORG), mentioning their contact details (e.g., Name, email address, and cell number).
3. Bidders are requested to **submit their bids via email only to [BGDDASUP@UNHCR.ORG](mailto:BGDDASUP@UNHCR.ORG) by 24 April 2025 on or before 14:00 hrs.**, Bangladesh time. Bid must be submitted using the prescribed BID SLIP (Annex-2) along with a scanned copy of the receipt for the pay order or bank draft, and required documents. All the required documents must be attached to the email when submitting the auction bid. Any email received without the required documents and receipt of the pay order or bank draft will be considered invalid.
4. The overall requirement consists of three (3) Lots, as outlined below.

LOT Number	Name/Type of goods	Total no. of items
<b>Lot-1</b>	Air Conditioner	40 PCs
	AC Outdoor Rack	5 PCs
<b>Lot - 2</b>	Table	5 PCs
	Sofa	2 PCs
	Dining Wooden Chair	6 PCs
	Cabinet	5 PCs
	Steel Storage Rack	7 PCs
	Wall Board Cabinet	6 Pcs
	Refrigerator	2 PCs
	Microwave oven	1 PC
	UPS	3 PCs
	Geyser	3 PCs

<b>Lot - 3</b>	Server Rack	1 PC
	Shredder Machine	2 PCs
	Pest Killer	4 PCs
	Heavy Steel Door	1 PC
	Several Light & accessories	1 Package
	Electric Transformer, Switch Panel, Accessories	1 Package
	Security Walk Through Pass by Metal Detector	1 PC
	Solar panel and accessories	1 Package
	Fire Addressing System with Detectors	1 Package

5. **Bid Security:** A bid security of BDT 200,000 for all LOTs or Single LOT must be submitted along with the bid slip/offer, addressed to “Account Name: UNHCR Special Account, Account Number: 02-5625270-02” through “Pay Order” or “Bank Draft”. This security deposit will be released to the unsuccessful bidder(s) two weeks after the date of bid closure (08 May 2025). Failure to submit the bid security deposit (Pay Order/Bank Draft) for the said amount will result in disqualification. **Bid security (Hard copy of Pay Order/Bank Draft) must be submitted to the UNHCR Dhaka office by 24 April 2025 on or before 14:00 hrs., Bangladesh time. No Pay order will be received after this time.**

**A scanned copy of the receipt for the pay order or bank draft must be attached to the email when submitting the auction bid. Any email received without the receipt of the pay order or bank draft will be considered invalid.**

6. Bidders are requested to submit their offer for all Lots using the bid slip. The UNHCR auction committee will review the bids.

Following the auction, the winner will be contacted within two (2) working days from the date of the bid submission deadline.

7. For any discrepancies between the offered price in number and words, the figure submitted in words will prevail.
8. If the same highest price offer is found with more than one bidder, the UNHCR auction committee will make the final decision.
9. Items on auction will be sold based on « **AS IS, WHERE IS** ».
10. **Payment:** Following the award notification issued by UNHCR, the winning bidder/s will be required to transfer the offered amount for all lots or single lot to the UNHCR bank account within **two (2) working days.**

**Bank Information:**

Account Name: UNHCR Special Account  
Account No.: 02-5625270-02  
Bank Name: Standard Chartered Bank Ltd.  
Branch Name: North Gulshan Branch  
Routing No.: 215261900  
SWIFT Code: SCBLDDX

If the winning bidder fails to pay the total amount within two (2) working days, the security deposit will be forfeited. Consequently, the second highest responsive bidder will be awarded.

11. The winning bidder will be requested to collect the goods within **two (2) working days**, from the date UNHCR confirms receiving the bank transfer. In this regard, UNHCR will issue a Gate Pass to the winning bidder to collect the goods.
12. In case of any confusion/ambiguity and/or conditions not described in the “Instruction of Auction,” the decision of the UNHCR auction committee will be final.
13. The UNHCR auction committee reserves the right to accept or reject any or the full process of the auction notice without assigning any reason whatsoever.
14. **Required documents for Bid submission:**
  - Bid Slip (Filled, Signed and Stamped)
  - Pay Order/Bank Draft (Hardcopy) and scanned copy of the receipt with the email when sending the bid
  - Photocopy of National ID Card for the bidder/ for organization, trade license or BIN or TIN

In case you need more information, please contact the UNHCR Dhaka Office at [BGDDASUP@UNHCR.ORG](mailto:BGDDASUP@UNHCR.ORG)