



Bangladesh Red Crescent Society

National Headquarters

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217, Bangladesh

Office: +88-02-48310188-9 ext.: 258,222,218. <http://www.bdracs.org>

Pro (Log) 91/2024, date:21/04/2024, Tender ID-18/2024

TENDER DOCUMENT

Name of the Tenderer	
Tender Schedule Price	
Bkash Transaction Number	
Date & Time	
Mobile Number	

The Bangladesh Red Crescent Society (BDRCS) requests **the bona-fide Suppliers /Firms** to submit the best price offer for supply of **“02 unit of Vehicle”** as per following term and conditions:

1. **Tender Title:** Procurement of 02-unit Vehicle.

2. **Scope of Supply:**

Lot No	Items	Quantity (unit)
1	Brand New Vehicle, 16-Seater, 2023-2024 Model	1 Unit
2	Brand New Vehicle, 7-Seater, 2023-2024 Model	1 Unit
3	BRTA Registration with TAX Token and 1 st party insurance policy.	2 Unit

Special Note: Detailed specification is attached in **Annexure-1**

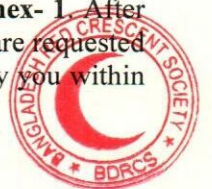
- The products must be of sound, fair and marketable quality.
- Authorized vendors/ Importers/ dealers of the respective brands would be preferred. Please provide the proof of authorization. Please refer to clause 10 for required documents and ensure the product is available in market for quick supply.
- The technical specifications are available with Annex- 1.
- The above-mentioned product/item should include the following:
 1. Warranty details (Replacing full set or partially)
 2. After sales service details.

3. **Specifications of the items:** The detailed technical specification of the item is provided in **Annex- 1**. After placing the contract/order, no alternative item will be acceptable. Before submitting the offer, you are requested to check and make sure that the vehicle you are offering are in ready stock and will be supplied by you within the offered timeframe if the order/contract placed to you.

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Signature

Signature



4. Availability of Tender Document: Tender documents and schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdracs.org.

Tender Schedule Download Link: <https://bdracs.org/tender/>

Important Details:

- Interested bidders are requested to collect the tender documents within the stipulated timeframe from the mentioned link/BDRCS website.
- A Tender Schedule purchase fee of BDT 3,000.00 (Three Thousand) is applicable. This fee is non-refundable.
- The purchase fee should be paid through Bkash number 01811 458521 (BDRCS Merchant Account).
- Please mention the Bkash transaction reference number in the tender schedule.
- Failure to include the Bkash transaction reference number may result in the disqualification of your bid.

5. Tender Submission: Sealed Quotations/Tender documents (with signed specification-annex-1 and price format-annex-2) will be received in the tender box at Logistics Dept. of BDRCS, NHQ, Dhaka latest by **07 May 2024 at 11:30 AM** marking on top of envelop- "**Procurement of 02_unit of Vehicle**" and must be accompanied by all the information/documents as per RFQ. Tender/Quotations will be opened at **11:45 AM on 07 May 2024** at the Meeting Room of BDRCS, NHQ in presence of bidders if any.

6. Delivery/installation destinations:

All fully assembled Vehicles are to be delivered and must be useable at BDRCS National Head Quarter, Dhaka BDRCS. Supplier shall be responsible for all costs arising from delivery and assembling/services of the Vehicle to actual point of delivery including BRTA registration, TAX Token under BDRCS, marking, loading, unloading, transportation and first party insurance. BDRCS authority will inform the selected supplier of the detail delivery plan (in written) and the supplier will be fully responsible to deliver completely assembled vehicles with services as per work order.

7. Quality Criteria: The Vehicle must comply with the specifications and must be ready for operation. All the Vehicles must be in good condition and be ready without any damage and interruption.

8. Delivery/Completion Period: The contract period for the work will commence immediately after signing the contract/receiving the work order. The Vehicles must be completely assembled and ready to be operational at the destination within 90 working days.

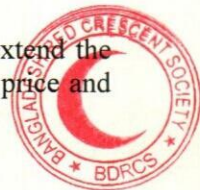
9. Price: Price should be quoted in the given format in **annexure 2**, and as per **Unit (per Vehicle)** in BDT (Bangladeshi Taka) inclusive of all costs with ost, loading, unloading, transportation, packing, marking (Logo), labelling (text), taxes, duties, levies and first party insurance etc. for delivery at the destination mentioned above in clause 4. Income Tax & VAT will be deducted at source as per Govt. rules at the time of final payment. In case of any arithmetical discrepancy between the unit rate and the total amount quoted, then the unit rate shall prevail for the evaluation of quotations and for the subsequent supply.

10. Required Documents/Certificates:

- a. Valid Trade License.
- b. Valid TIN Certificate.
- c. VAT registration certificate.
- d. Bank solvency Certificate.
- e. Experience Certificate (if any).
- f. Forwarding in letterhead pad of the firm.
- g. Delivery Completion plan (as per clause-8).
- h. Brand/Specification ensured in supplier's letterhead pad by the supplier.

11. Samples: Please submit a sample of the catalogue/brochure and the technical specification details of the items (if available).

12. Validity: Offer must remain valid for **90 days** from the date of offer. If the BDRCS needs to extend the delivery and delivery/installation period, the selected supplier must deliver Vehicles as per the same price and specification.



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13. Inspection on the completion of the work: Fully assembled Vehicle must meet the required specifications and must conform to our standard specifications mentioned in this schedule. Quality inspections will be carried out by the BDRCS inspection team. If the fully assembled Vehicles do not meet the specification, will not be accepted by the BDRCS and in that eventuality, the supplier must replace the Vehicle and bear the inspection cost and/or other losses/penalty, as may be fixed by the buyer.

14. Liquidated Damages: Complete delivery of the Vehicles after mutually agreed delivery schedule will be subject to deduction of damages/penalty from the invoice per day up to maximum 0.05% of the total value of the contract for a maximum period of 30 days. If the supplier fails to deliver the Vehicles after 30 days of the delivery period, the contract will be null and void and the earnest money and the security money will be forfeited besides other action for non-performance of the contract.

15. Payment: Within 30 days from the date of submission of invoice/bill with all supporting documents i.e. commercial invoice, duly signed delivery challan by the field personnel (BDRCS/IFRC/British Red Cross) and the satisfactory delivery with full assembled and operational of the Vehicles with inspection report.

16. All price offers should clearly state the following:

- a) Unit Price of the item, and total amount for the delivery (including words/language)
- b) Price should be net after deduction of any discount and should be inclusive of all cost, taxes, and duties (Please refer to clause -09).
- c) **Confirm dates for completion of delivery of the Vehicle at delivery points along with the *detail delivery plan/schedule if necessary.***

17. Pertinent Information:

Vehicle is required for Operational support and therefore it is essential that Vehicles are delivered as a matter of urgency.

18. Tender Security/Bid Amount: Bidders must submit along with their quotation a bid amount of 2.5% of the total quoted amount in the form of Pay Order/Demand Draft/Bank guarantee in favour of the Bangladesh Red Crescent Society from the scheduled bank. Cheque will not be accepted. Bid amount of unsuccessful bidders will be returned as soon as the purchase contract (s) is signed with the successful bidder(s). Bid amount of successful bidder will be added with Performance Security/Security Money. Offers not accompanied with the adequate bid amount will not be considered. For any reason the bid amount if taken back by any bidder before the final decision then their quotation/tender will be considered to be invalid. If the work-order/purchase contract not accepted by the successful bidder within 10 calendar days after invitation to sign contract/agreement the bid amount 2.5% will be forfeited.

19. Security Money /Performance Security: The successful bidder(s) will have to deposit 7.5% of the total value of the contract/order as performance security in the form of a pay order/demand draft/bank guarantee from the scheduled bank in favor of Bangladesh Red Crescent Society at the time of signing the contract/purchase agreement/order. This security money/performance bond will be refunded after 06 (six) months of satisfactory completion of the total contract (defect liability period). If the contract is partially cancelled due to the non-performance by the supplier, all rights of refund of security money will be forfeited. Earnest money may be adjusted with Security money for qualified bidders.

20. All or None Clause: BDRCS reserves the right to accept or reject any or all offers, and the lowest bid need not be accepted without assigning any reason. Failure to comply with any of the above requirements will justify rejection of the quotation. Should your offer be accepted, you will be required to sign, stamp and return our formal Purchase Contract(s) confirming your acceptance of the agreed terms and conditions as per this RFQ.

21. Conditions/Last Date for submitting offers: Your offer must be submitted in the 'Tender Box' located in the following address latest by **07 May 2024 by 11:30 AM to (address):**

Director, Logistics Department
Bangladesh Red Crescent Society
National Headquarters
684-686 Red Crescent Sarak, Bara Moghbazar
Dhaka-1217, Bangladesh.



Please send your documents with marking on the envelop “Supply of 02 Unit of Vehicle”. Please acknowledge receipt of this request and indicate your intention to bid.

22. Principles of Conduct Clause: The Supplier seeking to work with the BDRCS shall respect the following principles:

- a. **Anti-Corruption Clause:** “No offer, payment, consideration, or benefit of any kind which could be regarded as an illegal or corrupt practice shall be made – neither directly nor indirectly – as an inducement or reward in relation to tendering award of the contract or execution of the contract. Any such practice will be grounds for the immediate cancellation of this tender/ contract and for such additional action civil and/or criminal as may be appropriate.
- b. **Business Ethics:** The Supplier is expected to maintain the highest degree of business ethics when working with the BDRCS.
- c. **Transparency of information provision:** Contractor/Supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
- d. **Fair competition:** Supplier shall not be involved in any corrupt, collusive or coercive practices.
- e. **Officials not to benefit:** The Supplier represents and warrants that no official of the BDRCS has been, or shall be, admitted by the Contractor to any direct or indirect benefit arising from this Tender/Request for Quotation, Work Order/Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Tender/Work Order/Contract. If at any time during tender or the supply process the BDRCS determines that the Contractor/supplier is in violation of the above-mentioned principles, that Contractor’s request for registration or bid may be rejected as ineligible. In such case, all costs in relation to the cancellation of contracts shall be borne by the Contractor.

23. Confirmation: Please acknowledge your acceptance to bid by signing on the Request for Quotation (RFQ) each page along with the terms and conditions and attach it with the quotation.


24. General condition: BDRCS reserves the right to accept proper quality and increase or reduce the quality of goods and cancel the order in any violation of the terms and condition.

25. Tender/quotation opening: 11:45 AM on 07 May 2024 at the BDRCS Conference Room, 684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217 in presence of one representative of each bidder, if any.

N.B. Kindly submit your best firm offer as negotiation will not be entered.

Bids shall not be sent to the above email.

With Thanks,


Kazi Shofiquil Azam
Secretary General
Date:.....

Enclosures:

Annexure-1 – Specification

Annexure-2 – Bill of Quantity (BoQ)/Bid Form



Annexture-01

Technical Specification

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Technical Specifications

Technical Specification of Brand New 16 Seater Microbus with Essential Accessories.

Sl. No.	Description	Specification (Required)	Specification (Proposed)
1.	Brand Name	To be mentioned by bidder	
2.	Year of Manufacturing	Not before 2023	
3.	Country of Origin	Japan, Europe, USA or Thailand	
4.	Country of Manufacturer	Japan, Europe, USA or Thailand	
5.	Make & Model: (a) Engine Model (b) Chassis Model (c) Model Code (d) Color	To be mentioned by bidder	
6.	Engine Type	To be mentioned by bidder	
7.	Piston Displacement	To be mentioned by bidder	
8.	Minimum Output	To be mentioned by bidder	
9.	Fuel System	To be mentioned by bidder	
10.	Transmission	To be mentioned by bidder	
11.	Steering system	Power steering	
12.	Suspension system: a) Front b) Rear	To be mentioned by bidder	
13.	Brake System a. Front b. Rear	To be mentioned by bidder	
14.	Minimum turning radius	6 meters	
15.	Fuel tank capacity	Minimum 60 liter.	
16.	Spare Wheel	To be mentioned by bidder	
17.	Fuel type	Diesel	
18.	Tire size	To be mentioned	
19.	Seating capacity	Minimum 16 person	
20.	Drive	RHD	
21.	Overall Length (mm)	To be mentioned by bidder	
22.	Overall Width (mm)	To be mentioned by bidder	
23.	Overall Height (mm)	To be mentioned by bidder	
24.	Wheel Base (mm)	To be mentioned by bidder	
25.	Ground Clearance	To be mentioned by bidder	
26.	Gross Vehicle Weight	To be mentioned	
27.	Air Conditioner	To be mentioned by bidder	
28.	Seat Type	To be mentioned by bidder	
29.	Standard tools	As per manufactured standard.	
30.	Color	As per purchaser choice	



31.	Features	Air Bag- Driver + passenger, Anti Lock Braking System (ABS), Anti Theft System- Immobilizer	
32.	Warranty	12 Months/20,000 Km and 04 Free after sales service.	
33.	Vehicle delivery	To be mentioned	

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Technical Specifications

Technical Specification of Brand New 7 Seater Microbus with Essential Accessories.

Sl. No.	Description	Specification (Required)	Specification (Proposed)
1.	Brand Name	To be mentioned by bidder	
2.	Year of Manufacturing	Not before 2023	
3.	Country of Origin	Japan, Europe, USA or Thailand	
4.	Country of Manufacturer	Japan, Europe, USA or Thailand	
5.	Make & Model: (a) Engine Model (b) Chassis Model (c) Model Code (d) Color	To be mentioned by bidder	
6.	Engine Type	To be mentioned by bidder	
7.	Piston Displacement	To be mentioned by bidder	
8.	Minimum Output	To be mentioned by bidder	
9.	Fuel System	To be mentioned by bidder	
10.	Transmission	To be mentioned by bidder	
11.	Steering system	Power steering	
12.	Suspension system: a) Front b) Rear	To be mentioned by bidder	
13.	Brake System a. Front b. Rear	a. Ventilated Disc b. Leading Trailing Drum or equivalent	
14.	Maximum turning radius	6 meters	
15.	Fuel tank capacity	Minimum 60 liter.	
16.	Spare Wheel	01 unit Complete spare wheel	
17.	Fuel type	Disel	
18.	Tire size	To be mentioned	
19.	Seating capacity	Minimum 7 person (Including Driver)	
20.	Drive	RHD	
21.	Overall Length (mm)	To be mentioned by bidder	
22.	Overall Width (mm)	To be mentioned by bidder	
23.	Overall Height (mm)	To be mentioned by bidder	
24.	Wheel Base (mm)	To be mentioned by bidder	
25.	Ground Clearance	To be mentioned by bidder	
26.	Gross Vehicle Weight	To be mentioned by bidder	
27.	Air Conditioner	To be mentioned by bidder	
28.	Seat Type	To be mentioned by bidder	
29.	Standard tools	As per manufactured standard.	

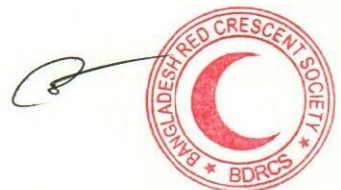
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30.	Color	To be mentioned by bidder	
31.	Features	Air Bag- Driver + passenger, Exhaust Emission Control- EURO 4, Anti Lock Braking System (ABS), Vehicle Stability Control (VSC), Brake Assist (BA), Hill Staring Assist Control (HAC), Anti Theft System- Immobilizer + Alarm	
32.	Warranty	12 Months/20,000 Km and 04 Free after sales service.	
33.	Vehicle delivery	To be mentioned	

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Bangladesh Red Crescent Society

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217

Annex-2
Page-01

BoQ Form

N.B-Please quote your price without duty

SI No	Description	Quantity/units	Rate (Tk.) Per Unit	Total Price/Total Amount
1	Brand New Vehicle, 16-Seater, 2023-2024 Model	01 Nos		
2	Brand New Vehicle, 7-Seater, 2023-2024 Model	01 Nos		
3	BRTA Registration with TAX Token and 1 st party insurance policy	02 Set		
Total amount in BDT				

Total price in word:

Bidder's Signature :

Name :

Name of the Firm :

Address :

Cell Phone:

e-mail (if yes):

(Organization stamp)





(BDRCS Seal)



Bangladesh Red Crescent Society

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217

Annex-2
Page-02

BoQ Form

N.B-Please quote your price inclusive with duty

SI No	Description	Quantity/units	Rate (Tk.) Per Unit	Total Price/Total Amount
1	Brand New Vehicle, 16-Seater, 2023-2024 Model	01 Nos		
2	Brand New Vehicle, 7-Seater, 2023-2024 Model	01 Nos		
3	BRTA Registration with TAX Token and 1 st party insurance policy	02 Set		
Total amount in BDT				

Total price in word:

Bidder's Signature :

Name :.....

Name of the Firm :.....

Address :.....

Cell Phone:.....

e-mail (if yes):.....

(Organization stamp)

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(BDRCS Seal)



আজ সোমবার

১৬ পৃষ্ঠা

সংবাদ, বিশ্ব সংবাদ ও
বিশ্ববাসন প্রতিদিনসহ

মূল্য ১২.০০ টাকা
THE DAILY ITTEFAQ
www.ittefaq.com.bd
www.chicjournal.com

ক্রমিক-তারিখ ৮৪
২১তম বর্ষ
১১৪তম সংখ্যা
৯ মে মাস ১৪০১ বঙ্গাব্দ
১২ পাণ্ডুল ১৪৪৫ বিক্রি
২২ এপ্রিল ২০২৪

দৈনিক ইত্তেফাক

প্রতিষ্ঠাতা অক্ষয়কল হোসেন শালিক মিয়া



Bangladesh Red Crescent Society

National Head Quarter (NHQ)

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka 1217

PABX: +88-02-48310188-9, Fax: 222, 258, Direct: +88-02-8333430, Web: www.bdrccs.org

INVITATION FOR TENDER

1. Invitation Reference, Tender ID No and Date	Pro (Log) 91/2024, date:21/04/2024, Tender ID-18/2024
2. Procuring Entity Name	Secretary General, BDRCS
3. Name of Requisition Department	Logistics Department, BDRCS, Dhaka.
4. Procurement for	BDRCS Transport Section
5. Invitation for	Supply of Vehicle
6. Procurement Method	Open Tendering Method (OTM)
7. Budget and Source of Funds	BDRCS Own Fund.
8. Purchase of Tender document	Tender documents and schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdrccs.org Tender Schedule Download Link: https://bdrccs.org/tender/ Important Details: <ul style="list-style-type: none">Interested bidders are requested to collect the tender documents within the stipulated timeframe from the mentioned link/BDRCS website.A Tender Schedule purchase fee of BDT 3,000.00 (Three Thousand) is applicable. This fee is non-refundable.The purchase fee should be paid through Bkash number 01811 458521 (BDRCS Merchant Account).Please mention the Bkash transaction reference number in the tender schedule.Failure to include the Bkash transaction reference number may result in the disqualification of your bid.
9. Tender Documents Available from	From 22-04-2024 to 06-05-2024
10. Tender Submission Date and Time	07-05-2024 at 11:30 AM
11. Tender Opening Date and Time	07-05-2024 at 11:45 AM
12. Address of Tender Submission and Opening	Logistics Department, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
13. Pro-Tender Meeting Details	11:30 AM on 26 April 2024 in the Meeting Room, Logistics Department, BDRCS, Dhaka
14. Eligibility of Tenderer	As per Tender document.
15. Brief Description of works/ Related Services	Supply of Brand-New Vehicle.
16. Tender Security Amount	The bidder(s) will have to deposit 2.5% of quoted value of the consignment as Tender Security Money (refundable) in the form of a Demand Draft/Pay Order/Bank guarantee from the scheduled bank in favor of 'Bangladesh Red Crescent Society' at the time of submission of bid(s).
17. Completion Time of the Contract	90 (Ninety) Days

The Bangladesh Red Crescent Society reserves the right to accept or reject any or all tender or split the order without assigning any reason whatsoever and will not be bound to accept the lowest bid.

Kazi Shofiqul Azam
Secretary General