



Bangladesh Red Crescent Society

National Head Quarter (NHQ)

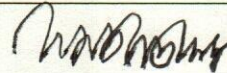
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka 1217.

PABX: +88-02-48310188-9, Ext: 258, Direct: +88-02-48316602, web: www.bdracs.org

INVITATION FOR TENDER

1. Invitation Reference, Tender ID No, and Date	Pro. (Log.) 220/2026, date: 12/07/2026, ID No. 31/2026
2. Procuring Entity Name	Secretary General, BDRCS
3. Name of Requisition Department	Fund Raising Department, BDRCS, Dhaka
4. Procurement for	BDRCS.
5. Invitation for	One Year Framework Agreement of Backpack
6. Procurement Method	Open Tendering Method (OTM)
7. Budget and Source of Funds	BDRCS
8. Purchase 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. 1,000/- for is applicable. This fee is non-refundable. - The purchase fee should be paid through bKash number 0189-4806393 (BDRCS Merchant Account). - Please mention the bKash transaction reference number in the tender schedule. - Please mention the bKash transaction reference number Pro.(Log.) 220/2026, Date : 12/07/2026 Failure to include the bKash transaction reference number may result in the disqualification of your bid.
9. Tender Schedule available	From 13/07/2026 to 20/07/2026
10. Tender Submission Date and Time	20/07/2026 at 12:00 PM
11. Tender Opening Date and Time	20/07/2026 at 12:15 PM
12. Address of Tender Submission	Logistics Department, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
13. Address of Tender Opening	Meeting Room, Logistics Department, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217. But if not possible in any unavoidable circumstance the tender/quotation will be opened the next office day at the same time & venue.
14. Eligibility of Tenderer	As per Tender Documents
15. Brief Description of works/ Supply/Related Services	Framework Agreement of Backpack
16. Tender Security Amount	2.5% of the total quoted Price.
17. Completion Time (In days)	One Year
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.	

Size: 3 col x 6"


Dr. Kabir M. Ashraf Alam, ndc
Secretary General





Bangladesh Red Crescent Society

National Headquarters

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

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Ref. No. Pro.(Log.) 220/2026, Date : 12/07/2026

Tender ID No. 31/2026

TENDER DOCUMENT **(Framework Agreement for 01 Year)**

The Bangladesh Red Crescent Society invites sealed tenders from bona-fide Manufacturer/Suppliers to submit competitive financial offer for supplying of the following “**Framework Agreement for Backpack**” under Fund Raising Department of BDRCS as per following terms and conditions-

1. **Tender Title:** Supplying of the Backpack under framework agreement for 01 Year.

2. **Scope of supply:**

Items/goods	Specification	Annual Requirement (Approximate)
Backpack (Premium Quality)	Color: Black, Blue Capacity: Medium (Documents & Laptop Carrying Purpose) Closure Type: Easy Zipper Main Material: Polyester Fabric (Water Resistance) Number of Main Compartments: 2 Laptop Chamber: Yes (With Laptop protection) Front Pocket: 2, Side Pocket: 2 Top Carry Handle: Soft, Back: comfortable back pad External Height: 17.5", External Length: 11", External Width: 7" Logo: BDRCS, As per office sample	2000

Special Note: The quantities are estimated and do not in any way represents a commitment from BDRCS. The exact quantity to be purchased shall depend on the actual requirements from BDRCS national operation and funds available on individual Purchase Order's against the Framework Agreement. Therefore, exact quantities may be higher or lower than the indicated above.

Other Red Cross and Red Crescent Societies shall be entitled to the same prices and terms as those contained in the offers of bidders. The above items must be fit for intended use (if applicable). The final quantity may be increased or decreased with the final order. Depending on the requirement and quality of the goods, re-order may be placed for further and price should be unchanged. The products must be of sound, fair and marketable quality and fit for human consumption.

3. 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. 1,000/-** for is applicable. This fee is non-refundable.
 - The purchase fee should be paid through bKash number **0189-4806393** (BDRCS Merchant Account).
 - Please mention the bKash transaction reference number in the tender schedule.
 - Please mention the bKash transaction reference number **Pro.(Log.) 220/2026, Date : 12/07/20256**
- Failure to include the bKash transaction reference number may result in the disqualification of your bid.



4. **Tender Submission:** Sealed Tender (with signed BoQ/Specifications) will be received in the tender box at Logistics Dept. of BDRCS NHQ, Dhaka latest by **12:00 pm on 20 July 2026** marking on top of envelop-
“**Framework Agreement for Backpack**” and must be accompanied by all the information/documents as per tender schedule. Tender will be opened at **12:15 pm on 20 July 2026** in the Logistics Room of BDRCS NHQ in presence of bidders, if any.
5. **Delivery Destination:** Supplier will deliver all items/goods in **NHQ, BDRCS at Fund Raising Dept. Dhaka**. Please state that goods are available in the stock and state delivery period. Supplier shall be responsible for all costs arising from forwarding and delivering goods to destination of delivery including loading and unloading, VAT & Tax etc.
6. **Placement of Order:** The required partial order will be placed towards selected vendor as and when required against contract value mutually agreed. Once the contract agreement signed by both party's vendor are requested to comply partial delivery.
7. **Delivery Period:** All items must be delivered by successful bidder at a time as case-to-case basis at the delivery destination soonest but within a maximum period **21 Days** from the date of signing of purchase order or goods must be completely assembled and ready to be operational at the destination as per delivery plan and schedule mutually agreed upon. Delivery deadline will be strictly followed.
8. **Quality Criteria:** All the items must comply with the specifications and must be ready for operation. All the items must be in good condition and be ready without any damage and interruption.
9. **Packaging and Marking with BDRCS Logo:** All the individual items will be packed in a good condition. The items must be in good condition to be transported, loaded, and unloaded are done without any damage to the products up to the final destination (as per clause-06).
10. **Price:** Price should be quoted in the given format in **Annexure- A**, and as per **Unit** in BDT (Bangladeshi Taka) inclusive of all costs loading, unloading, transportation, packing, marking (Logo), labelling (text), taxes, duties, levies, and insurance etc. for delivery at the destination mentioned above in clause-6. 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 quoted amount, then the unit rate shall prevail both for the evaluation of quotations and for the subsequent supply. Once the quoted prices are agreed mutually, it will be locked up **to 01 Year**.
11. **Validity:** **The Tender/Offer must be fixed remain valid for 1 (one) year from the submission of the bids.**
If the BDRCS needs to extend the delivery and delivery period, the selected supplier must deliver Backpack as per the same price and specification/selected samples.
12. **Document:** Supplier will provide following documents with Schedule and signed documents.
- Valid Trade license
 - Valid TIN certificate
 - VAT registration certificate
 - Experience certificate if any
 - Signed copy of Tender documents
 - Tender Schedule Purchased receipt.
 - Forwarding in your letterhead.
13. **Commitment Letter:** The Suppliers are requested to provide a “commitment letter” stating the following:
- The Supplier commits itself to supply the Souvenir items/Goods under the Framework Agreement only from the qualified and positively.
 - The supplier commits that no extra charge or price is paid by BDRCS for same product sold except the transportation, to other agencies under similar circumstances. Branch of this shall be deemed a breach of a material term of the Framework Agreement.

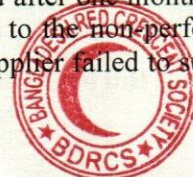
Failure to provide accurate information in the letter shall result in automatic rejection of the bid/offer.

The commitment letter will be required as an annexure to your offer.

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15. **Sample:** Sample as per specification must be submitted together with the quotation but not more than one Sample for a particular item. Bidders are requested to visit office samples for understanding. Each sample should mention the supplier's name. The quotations not accompanied by the samples will not be considered. **Selected sample(s) are non-returnable.** Pre-supply samples are only the representative samples for viewing/inspections. Supplies must be strictly according to the specifications. If a purchase order/contract agreement is placed to the selected supplier, the quality of the item will strictly follow as per the given specifications and your submitted offer & approved sample. After placing the contract/order, no alternative sample/goods will be acceptable. Before submitting the offer and the samples you are requested to check and make sure that the products you are offering is available in stock and will be supplied by you within the offered time if the order/contract is placed to you.
16. **Validity:** Offer must remain valid for **01 Year** from the date of offer. If the BDRCS needs to extend the food delivery period, the selected supplier must deliver the Relief items as per the same price and specification.
17. **Inspection:** All the Souvenir Items must meet the required specification/sample and must conform our specifications /sample mentioned in the tender schedule. Quality inspection will be carried out by the user's representative/selected team of BDRCS. If the supplied Souvenir Items don't meet the specifications/sample, will not be accepted by the BDRCS and eventuality, the supplier must replace the Souvenir Items.
18. **Liquidated Damages/Penalty Clause:** Arrival of goods after agreed delivery schedule will be subject to deduction of damages/penalty from the invoice **per day up to maximum 0.2% of the total value** of the contract for a maximum period of **10 days**. If the supplier fails to deliver the goods after **10 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.*
19. **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) and the satisfactory receiving of the goods/Relief items with inspection report.
20. **All price offers should clearly state the following:**
- a) Unit Price of each Souvenir Items and total amount for the supply (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 11).
 - c) **Confirm dates for starting and completion of delivery at delivery points along with the detailed delivery plan/schedule.**
21. **Pertinent Information:**
1. Therefore, it is essential that goods are delivered as a matter of urgency.
 2. The BDRCS authority reserves the right to split up the order among suppliers if necessary.
22. **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 7 days after invitation to sign contract/agreement the bid amount 2.5% will be forfeited.*
23. **Security Money /Performance Bond:** The successful bidder(s) must deposit 7.5% of the total value of the order as performance security in the form of a demand draft/pay order/Bank guarantee from the scheduled bank in favour of **Bangladesh Red Crescent Society** at the time of signing the purchase agreement/order. This security money/performance bond will be refunded after one month of satisfactory completion of the total supply. If the contract is partially cancelled due to the non-performance by the supplier, all rights of refund of security money will be forfeited. If the supplier failed to supply the goods



as per the contract due to non-availability of the products or any other reasons in the market, the security money will be forfeited.

- 23. 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 Tender documents.
- 24. Conditions/Last Date for submitting offers:** Your quotation/offer and the samples must be submitted in the 'Tender Box' located in the following address latest by **20 July 2026 by 12:00 pm 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 "**Framework Agreement for Backpack**". Please acknowledge receipt of this request and indicate your intention to bid.

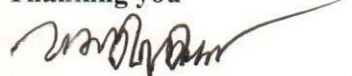
- 25. Principles of Conduct Clause:** The Supplier seeking to work with the BDRCS shall respect the following principles:

- 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.

- 26. Confirmation:** Please acknowledge your acceptance to bid by signing on the Request for Quotation (RFQ) along with the terms and conditions and attach it with the quotation.
- 27. 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.

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

Thanking you



Dr. Kabir M. Ashraf Alam, ndc
Secretary General



Annexure-A – Bill of Quantity (BoQ)



Bangladesh Red Crescent Society

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

Annex-A

Bill of Quantity (BOQ) Form

Sl No	Name of the Items	Quantity	Unit Price in BDT.	Total Price in BDT
1	Backpack (Premium Quality)	2000		
Grand Total				

Total price in word :

.....

- Bidder's Signature:

Name:.....

Name of the Firm:.....

Address:.....

Cell Phone:.....

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

(Organization stamp)

(BDRCS Seal)

