Bangladesh Red Crescent Society

Standard Tender Document
(For Procurement of Goods and Related Service)
Open Tendering Method (OTM)

Department: DCRM Dept.

Project: Responsive Grant Bangladesh Project

Tender ID: 57/2026
Name of Package: Procurement of First Aid Box with Kits
Ref. No.: Pro.(Log.) 573/2026, date: 16/11/2026

Tender Schedule Purchase detailed (bKash Transition reference):

Name of the Tenderer	
Tender Schedule Price	
bKash Transaction number	
Date and time	
Mobile Number	

Bangladesh Red Crescent
National Headquarters
684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka-1217
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Guidance Notes on the Use of the Tender Document

These guidance notes have been prepared by the BDRCS to assist the Procuring Entity in the preparation, using the Standard Tender Document (STD), for the procurement of Goods and Related Services. This Document may be used for both Open Tendering Method **(OTM)** and Limited Tendering Method **(LTM)** as described in the BDRCS Procurement Manual. Moreover, the STD is suitable of framework contract. The STD is based upon internationally acceptable model formats which have been adapted to suit the particular needs of procurement within BDRCS. STD has 5 Sections, of which **Section 1: Instruction to Tenderer** and **Section 3: General Conditions of Contract** must not be altered or modified under any circumstances. The Procuring Entity addresses its specific needs through the information provided in the **Tender Data Sheet (TDS)** and the **Particular Conditions of Contract (PCC)** as well as in the detailed requirements of the procurement in the **Price and Delivery schedule of Goods & Related Services**, the **Technical Specifications & Compliance Sheet.** STD provides all the information that a Tenderer needs in order to prepare and submit a Tender. This should provide a sound basis on which the Procuring Entity can fairly, transparently and accurately carry out a Tender evaluation process on the Tenders submitted by the Tenderers.

The following briefly describes the Sections of the STD and how a Procuring Entity should use these when preparing a particular Tender Document.

Section 1. **Instructions to Tenderers (ITT)**

The Instruction to Tenderer (ITT) specifies the instructions and procedures that govern the tendering process. This Section also contains the criteria to be used by the Procuring Entity to determine the lowest evaluated Tender and the qualifications of the Tenderer to perform the Contract. The Instructions to Tenderer (ITT) are therefore not a part of the Contract. **The text of the clauses in this Section shall not be modified.**

Section 2. **Tender Data Sheet (TDS)**

The Procuring Entity shall specify in the TDS only the information that the ITT instructs to be specified in the TDS. To facilitate the preparation of the TDS, its Clause Numbers are numbered with the same numbers of the corresponding ITT Clauses.

Section 3. **General Conditions of Contract (GCC)**

This Section provides the General Conditions of Agreement (GCA) that shall apply to the Contract for which this Tender Document is issued. The provisions contained in this Section shall not be modified. The GCA identifies the general terms and conditions governing the Framework Agreement. However, the Contractor/Supplier shall perform the supply of Goods and related Services only upon issuance of a Requisition Slip or Call-off Order by the Procuring Entity (PE) under the Framework Agreement. No supply or contractual obligation shall arise unless such Call-off Order is issued by the PE.

Section 4. **Particular Conditions of Contract (PCC)**

This Section provides clauses specific to the particular Contract that modify or supplement **Section 3: General Conditions of Contract.** The Procuring Entity should include at the time of issuing the Tender Documents all possible information that the GCC indicate, shall be provided in the PCC. Its Clause Numbers are numbered with the same numbers of the corresponding GCC Clauses.

Section 5. **Tender & Contract Forms**

Tender Forms

These following tender forms along with required documents mentioned in the ITT will constitute the Tender, to be submitted by the Tenderers.

a) Tender Submission Letter (Form STD3-1);
b) Price Schedule (Form STD3-2);
c) Technical Specifications and Compliance Sheet (Form STD3-3);
d) Bank Guarantee for Tender Security, (Form STD3-4) when applicable;
e) Bank's Letter of Commitment for Line of Credit (Form STD3-5) if required.

Contract Forms

a) Notification of Award (Form STD3-6), *[issued by PE]*
b) Contract Agreement for framework agreement (Form STD3-7)
c) Bank Guarantee for Performance Security (Form STD3-8) *[furnished by the successful Tenderer, when required].*





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Section 1. Instructions to Tenderers

1. Scope of Tender

1.1 The Procuring Entity, as indicated in the Tender Data Sheet **(TDS)** issues this Tender Document for the supply of Goods, and related services as specified in the **TDS**. Tenders are invited for an estimated quantity of Supplies, as specified in the TDS, under a Framework Arrangement.

2. Source of Fund

2.1 The Purchaser has been allocated funds as indicated in the **TDS** and intends to apply a portion of the funds to eligible payments under the contract for which this Tender Document is issued.

2.2 For the purpose of this provision, "funds" means any monetary resources appropriated to BDRCS, or revenues generated by BDRCS and its entities or aid grants and donations by PNSs and the development partners through the Government or directly through bilateral agreement/ understanding.

2.3 Payments by the donor, if indicated in the TDS, will be processed at the request of the Bangladesh Red Crescent Society (BDRCS) and subject to the donor's approval in accordance with the terms and conditions specified in the relevant aid grants and donation or Grant Agreement. All disbursements will strictly adhere to the provisions outlined in the Agreement between BDRCS and the donor

3. Corrupt, Fraudulent, Collusive or Coercive Practices

3.1 The BDRCS requires that the Procuring Entity as well as the Tenderers shall, observe the highest standard of ethics during implementation of the Procurement proceedings and the execution of Contracts.

3.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer or Supplier, Procuring Entity shall –

a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or

b) reject any recommendation for award that had been proposed for that concerned Tenderer or;

c) declare, at its discretion, the Tenderer concerned to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.

4. Eligible Tenderers

4.1 This Invitation for Tenders is open/limited to Tenderers as specified in the **TDS**.

4.2 Tenderers shall have the legal capacity to enter into the Contract under the Applicab Law.

4.3 Tenderers shall be enrolled in the relevant professional or trade organizations registered in Bangladesh.

4.4 Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.

4.5 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest.

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4.6 Tenderers in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 3.

4.7 Tenderers are not restrained or barred from participating in Public Procurement on grounds of poor performance in the past under any Contract.

4.8 Tenderers shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing.

4.9 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity will reasonably request.

5. Eligible Goods & Relate Services

5.1 All Goods and Related services to be supplied under the contract are eligible unless their origin is from a country specified in **TDS**;

5.2 'Origin' means the place where the goods are mined, grown, produced or the place from which the services are supplied

B. Tender Document

6. Tender Document

6.1 All the Sections provided in this Document shall comprise the Tender Document and shall be read in conjunction with any addendum issued under ITT Clause 8.

7. Clarification of Tender Documents

7.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address and within time as indicated in the **TDS.**

8. Addendum to Tender Documents

8.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity for any reason, on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an Addendum.

8.2 Any Addendum issued shall become an integral part of the Tender Document and shall have communicated in writing to all those who have purchased the Tender Documents.

8.3 If an Addendum is issued when time remaining is less than one-third of the time allowed for the preparation of Tenders, the Procuring Entity shall extend the deadline by an appropriate number of days for the submission of Tenders.

C. Qualification Criteria

9. General Criteria

9.1 Tenderers shall possess the necessary qualifications and competence, which entails setting pass/fail criteria, which if not met by the Tenderers, will result in consideration of its Tender as non-responsive.

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9.2 In addition to meeting the eligibility criteria, as stated under ITT Clause 4, the Tenderer must satisfy the other criteria stated under ITT Clause 10 to 12 inclusive.

9.3 To qualify for multiple number of lots in a package for which Tenders are invited in the Invitation for Tenders, the Tenderer shall demonstrate having resources sufficient to meet the aggregate of the qualifying criteria for the individual lot.

10. Experience Criteria

10.1 Tenderers shall have the following minimum level of supply experience to qualify for supplying the Goods and related Services under the contract:

a) Minimum experience of satisfactory completion of supply of Goods similar to the proposed goods in at least one contract with a minimum value, over the period, as specified in **TDS,** if required.

11. Financial Criteria

11.1 Tenderers shall have the availability of minimum liquid assets, net of other contractual commitments, of the amount as specified in the **TDS**, if required.

D. Tender Preparation

12. Only One Tender

12.1 A Tenderer shall submit only one Tender for the total requirement. A Tenderer who submits or participates in more than one Tender will cause all the Tenders with that Tenderer's participation to be rejected.

13. Issuance, Sale and Language of Tender Document

13.1 The Procuring Entity shall make Tender Documents available immediately to the potential Tenderers without any pre-condition at the corresponding price by the date the advertisement has been published in the newspaper or such other invitation, as applicable. Tenders shall be written in English and correspondences and documents relating to Tender may be in English or Bangla.

14. Contents of Tender Submission

14.1 The Tender prepared by the Tenderer shall comprise of the following:

(a) Completed Tender Submission Letter **(Form STD3-1)**;
(b) Completed priced Schedule for Goods and related services **(Form STD3-2)**;
(c) Completed Specifications Submission and Compliance Sheet **(Form STD3-3)**;
(d) Tender Security;
(e) Valid Trade License;
(f) documentary evidence of Tax Identification Number (TIN) and VAT as a proof of fulfilment of taxation obligations;
documentary evidence as stated in TDS establishing the Tenderer's eligibility and minimum qualifications required to be met for due performance of the Goods and related services under the Contract; and
(g) any other document as specified in the **TDS.**

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15. Tender Prices

15.1 Tenderers shall fill in unit rates for the items of the Goods both in figures and in words as described in the Price and Delivery Schedule of Goods and Related services **(Form STD 3-2).**

15.2 Tenders being invited either for one or more items on an 'item-by- item' basis or for a single lot/package or. for a number of lots on 'lot- by-lot' basis, as specified in the **TDS**, the price quoted for an item shall correspond to full quantity under that particular item; otherwise, the Tenders shall be considered non-responsive.

15.3 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates and the Total price submitted by the Tenderers.

16. Tender Currency

16.1 Tenderers shall quote all prices in the Tender Submission Letter and in the Price Schedule in Bangladesh Taka (BDT) currency.

17. Documents Establishing the Conformity of the Goods

17.1 To establish the conformity of the Goods and related services to the Tender Documents, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods and related services conform to the technical specifications and standards in Section 7: Technical Specifications.

18. Validity Period of Tender and its Extension

18.1 Tenders shall remain valid for the period specified in the **TDS** after the date of Tender submission deadline prescribed by the Procuring Entity.

18.2 In exceptional situations, before the expiry of the Tender validity period, the PE may seek the consent of Tenderers for an extension of the validity period for their Tenders. All related communications, including the request and responses, must be documented in writing. If a Tenderer does not respond or declines the extension request, shall not forfeit its Tender Security, but its Tender will no longer be considered in the evaluation proceedings.

19. Tender Security

19.1 Tenderers shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the Tenderer, a Tender Security in original form (not copy) and in the amount, as specified in the **TDS.**

19.2 The Tender Security shall be at the Tenderer's option, be either in the form of Bank Draft or Pay Order or irrevocable unconditional Bank Guarantee issued by any scheduled Bank of Bangladesh, in the format **(Form STD3-4)**.

19.3 The authenticity of the Tender Security submitted by a Tenderer may be examined and verified by the Procuring Entity at its discretion in writing from the Bank issuing the security. A Tender not accompanied by a valid Tender Security shall be considered as non- responsive.

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19.4 No Tender Security shall be returned to the Tenderers before contract signing.

19.5 The Tender Security may be forfeited if a Tenderer:

(a) modifies, substitutes or withdraws its Tender after Opening; or
(b) fails to furnish Performance Security; or
(c) refuses to sign the Contract; or
(d) does not accept the correction of the Tender price following the correction of arithmetic errors,

19.6 In the event, this Tender is invited under LTM; the ITT Clause 19 shall not be applicable, as indicated in the **TDS**.

E. Tender Submission

20. Sealing & Marking of Tender

20.1 Tenders may be submitted in hard copy, as specified in the Tender Data Sheet (**TDS**). If submitted in hard copy, the Tenderer should place all the document in envelope and clearly labelling them tender reference number and package name.

21. Tender Submission Deadline

21.1 Tenders shall be submitted to the Procuring Entity at the address specified in the **TDS** and not later than the date and time specified in the **TDS**. No Tender shall be received by the Procuring Entity after the deadline for submission of Tenders.

21.2 Where Tenders are submitted in hard copy must be dropped in the tender box is kept at procuring Entity office.

22. Modification, Substitution or Withdrawal of Tender

22.1 A Tenderer may withdraw, modify or substitute its Tender after it has been submitted by sending a written notice, duly signed by the original authorized representative.

In the case of a withdrawal, modification or substitution be submitted in a sealed envelope, clearly marked on the top of the Envelope as **"WITHDRAWAL", "MODIFICATION"** or **"SUBSTITUTE"**

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F. Tender Opening and Evaluation

23. Tender Opening

23.1 Tenders shall be publicly opened immediately after the deadline for submission of Tenders at the place as specified in the **TDS** but not later than ONE HOUR after expiry of the submission date line. Tenderers or their authorized representatives shall be allowed to attend and witness the opening of Tenders and shall sign a Tender Opening Sheet evidencing their attendance.

23.2 Tender Opening Committee (TOC) shall prepare a Tender Opening Report (TOR) in a prescribed form duly signed by the committee.

24. Evaluation process

24.1 Tender Evaluation Committee (TEC) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after Tender opening following three steps:

(a) Technical Examinations and Responsiveness;

(b) Financial evaluation and price comparison;

(c) Post-qualification of the lowest evaluated responsive Tenders. (if required)

25. Technical Examinations & Responsiveness

25.1 If a Tender is not responsive to the mandatory requirements set out in the Tender Document as prescribed form (Form No. TER-1), shall not subsequently be made responsive by the Tenderer by correction of the material deviation, reservation, or omission.

25.2 There shall be no requirement as to the minimum number of responsive Tenders.

25.3 TEC may examine the adequacy and authenticity of the submitted documentary evidence which meets each of the qualification criterion specified in the **TDS**

26. Clarification on Tender

26.1 TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to facilitate the examination and evaluation of the Tenders.

26.2 Any request for clarifications by the TEC shall not be directed towards making an apparently non-responsive Tender responsive and reciprocally the response from the concerned Tenderer shall not be articulated towards any addition, alteration or modification to its Tender.

26.3 If a Tenderer does not provide clarifications of its Tender by the date and time set in the TEC's written request for clarification, its Tender shall not be considered in the evaluation.

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27. Correction of Arithmetical Errors

27.1 TEC shall correct any arithmetic errors that are discovered during the examination of Tenders, and shall promptly notify the concerned Tenderer(s) of any such correction(s) for due acceptance by the Tenderer. If the Tenderer that does not accept the correction of the Tender amount following correction of arithmetic errors its Tender shall be considered non-responsive.

27.2 In case of discrepancy between words and figures, the rate quoted in word in the completed Price Schedule shall prevail.

28. Financial Evaluation

28.1 TEC will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the requirements set out in the Tender Document.

28.2 To evaluate a Tender, TEC will consider the following:

a) Tender price for Item(s) or Lot

b) adjustment for correction of arithmetical errors;

29. Price Comparison

29.1 TEC will compare all responsive Tenders to determine the lowest-evaluated Tender, as prescribed form (Form No. TER-2).

29.2 In case of tie, successful Tenderer shall not be selected through lottery under any circumstances

Tie tenderer shall be selected by measuring the following factors-

a) proven track record with BDRCS;
b) good record with other humanitarian organizations;
c) experience in the market and proven financial capacity.

30. Negotiation

30.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer.

31. Post-qualification

31.1 The determination on post-qualification shall be based upon an examination of the documentary evidence of the Tenderer's eligibility and qualifications submitted by the **Lowest responsive Tenderer**, if required.

31.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in non-responsiveness of the Tenderer's Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform the Contract satisfactorily, if awarded.

32. Procuring Entity's Right to Accept any or to Reject Any or All Tenders

32.1 The Procuring Entity reserves the right to accept any Tender or to reject any or all the Tenders any time prior to contract award and, to annul the Procurement proceedings with prior approval of the Chairman or Approving Authority.

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G. Contract Award

33. Award Criteria

33.1 The Procuring Entity shall award the Contract to the Tenderer whose Tender is responsive to all the requirements of the Tender Document and that has been determined to be the successful lowest evaluated Tender, provided further that the Tenderer is determined to be post- qualified.

34. Issue of Notification of Award (NOA)

34.1 Prior to the expiry of the Tender Validity period and within one (1) week of receipt of the approval of the award by the Approving Authority, the Procuring Entity shall issue the Notification of Award (NOA) to the successful Tenderer.

34.2 The NOA, attaching the contract as per the sample **(Form STD3-6)** to be signed, shall state:

a) The price at which the contract is awarded;
b) the amount of the Performance Security and its format;
c) the date and time within which the Performance Security shall be furnished; and
d) the date and time within which the contract shall be signed, if required.

34.3 Until a formal contract is signed, the NOA shall constitute a Contract, which shall become binding upon the furnishing of a Performance Security and the signing of the Contract by both parties.

35. Performance Security

35.1 Performance Security shall be furnished by the successful Tenderer in BDT currency, of the amount as specified in the **TDS**, in the form of a Bank Draft, Pay Order or an irrevocable unconditional Bank Guarantee within Seven (07) calendar days from the date of issuance of the NOA.

35.2 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

35.3 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the bank issuing the Pay Order, Bank Draft or irrevocable unconditional Bank Guarantee, if required.

36. Contract Signing

36.1 If required, Procuring Entity shall sign the contract with successful tenderer within **ten (10) days** of the issuance of NOA.

36.2 Failure to contract sign with the successful Tenderer, the Procuring Entity may award the Contract to the next lowest evaluated responsive Tenderer(s), who is determined by the TEC to be qualified to perform the Contract satisfactorily.

37. Debriefing of Tenderers

37.1 Debriefing of Tenderers by the Procuring Entity shall outline the relative status and weakness only of his or her Tender requesting to be informed of the grounds for not accepting the Tender submitted by him or her, without disclosing information about any other Tenderer.

38. Right to Complain

38.1 Tenderer has the right to complain in accordance with the BDRCS procurement Manual, 2025.

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Section 2. Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics and under lined mentioned for the relevant Clauses.

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers

A. General

ITT 1.1 The Procuring Entity is: Secretary General, BDRCS
The Name of the Tender is: **Procurement of First Aid Box with kits**
Tender ID No: 57/2026
Tender Ref: Pro.(Log.) 573/2026, date: 16/11/2026

ITT 2.1 The source of funds is: IFRC- AmCross

ITT 4.1
- All potential Tenderers from Bangladesh are eligible to participate in the procurement process.
- Manufacturing Company/ Experienced Suppliers/ Distributor are encouraged to participate.

ITT 5.1 Goods and related Services from the following countries are not eligible: *Israel*

B. Tender Document

ITT 7.1 Availability of Tender Documents/Schedule:
Tender documents and schedules with detailed information are available at the Bangladesh Red Crescent Society (BDRCS) website: www.bdrcs.org.
Tender Schedule Download Link: https://bdrcs.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 1,000.00** .This fee is non-refundable.

The purchase fee should be paid through bKash number **01894806393** (BDRCS Merchant Account).

Please mention the bKash transaction reference number (Pro.(Log.) 573/2026) on top of the tender schedule.

Failure to include the bKash transaction reference number may result in the disqualification of your bid.

For **clarification of Tender Document purposes** only, the Procuring Entity's address is: Secretary General, National Headquarters, Bangladesh Red Crescent Society (BDRCS), 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
Attention: Director Logistics
Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
Telephone: PABX: +88-02-48310188-9, Ext: 222, 258, Direct: +88-02-48316602
e-mail address: logistics@bdrcs.org
and contact Procuring Entity within: Secretary General

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C. Qualification Criteria

ITT 10.1(a)

- The minimum specific experience as a Supplier/ Distributor of similar Goods/Works shall be at least two to three (2-3) years except, manufacturing Company and authorized distributors.
- The Manufacturer/Supplier must have **successfully completed at least two (2) contracts** for the supply of similar Goods/Works during the last **two (2) years**.

ITT 11.1

The minimum amount of liquid assets i.e working capital or credit line(s) of the Tenderer shall be Tk 10 lac.

D. Preparation of Tender

ITT 14.1(j)

The Tenderer shall submit with its Tender the following additional documents:

a) Valid Trade License
b) Valid TIN Certificate
c) VAT registration certificate
d) Bank solvency Certificate
e) Manufacturer's Authorization Letter (if any)
f) Printed Brochure/ Catalogue, etc.
a) Similar Experience Certificate
b) Singed & sealed all tender documents (pages)
c) Tender documents purchased receipt
d) Forwarding in letterhead pad of the firm
e) Delivery Schedule Plan

ITT 15.3 Tenders being invited for a single lot.

ITT 18.1 The Tender Validity period shall be *120 days*.

ITT 19.1 The amount of Tender Security shall be **2.5 %** of the total value of the item(s) quoted by the Tenderer in favour of **Bangladesh Red Crescent Society**.

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E. Submission of Tender

ITT 21.1 For **Tender submission purposes** only, the Procuring Entity's address is: Secretary General, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
Attention: Director Logistics.
Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217.
The deadline for submission of Tenders is: **29/11/2026 at 12:00 PM**

F. Opening and Evaluation of Tenders

ITT 23.1 The Tender opening shall take place at:
Address: Logistics Department Room, National Headquarters, BDRCS, 684-686 Red Crescent Road, Bara Maghbazar, Dhaka-1217
Time & Date: **29/11/2026 at 12:15 PM**

ITT 24-31 Tender Evaluation Committee (TEC) Shall evaluate the Tender considering the criteria as stated in ITT clause 24-32.

G. Contract Award

ITT 35.1 The amount of Performance Security shall be 7.5% (Seven-point five percent) of the Contract Price and, no Retention Money shall be deducted from the successful Tenderer's payable invoices during Contract implementation, if awarded the Contract.

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Section 3. General Conditions of Contract

1.Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined term:

(a) **Completion Schedule** means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;

(b) **Contract Agreement** means the Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein;

(c) **Contract Documents** means the documents listed in the Contract Agreement, including any amendments thereto;

(d) **"The Framework Agreement"** is the agreement with suppliers, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and quantity; this agreement sets out terms and conditions under which specific purchases (call –offs) can be made throughout the term of the Agreement.

(e) **"Call-Off Order"** is a particular order within a Framework Agreement indicating the quantity and timing of supplies to be supplied by the Supplier to the Purchaser.

(f) **"Standing Offer"** means the Supplier agrees to provide the Goods from time to time and when authorized by the Purchaser by the issue of Call – off order. The Supplier agrees that the Purchaser is not obliged to order a specific number of, or any, Goods during the term of the Contract.

(g) **Contract Price** means the price stated in the Notification of Award and thereafter as adjusted in accordance with the provisions of the Contract; ;

(h) **Day** means calendar days unless otherwise specified as working days;

(i) **Delivery** means the transfer of ownership of the Goods from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract;

(j) **Goods** means raw materials, products and equipment and objects in solid, liquid or gaseous form, electricity, and related Services if the value of such Services does not exceed that of the Goods themselves ;

(k) **Government** means the Government of the People's Republic of Bangladesh;

(l) **Procuring Entity** means a Entity having administrative and financial powers to undertake Procurement of Goods, Works or Services using BDRCS fund; also funded by PNSs and other donor agencies, as specified in the **PCC**;

(m) **Related Services** means Services linked to the supply of Goods contracts;

(n) **Supplier** means a Person under contract with a Procuring Entity for the supply of Goods and related Services;

(o) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.

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2. Supplier's Responsibilities

2.1 Delivery of the Goods and completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Price and Delivery Schedule of Goods & Related services **(Form: STD3-2)** of Section 5. The documents to be furnished by the Supplier shall be specified in the **PCC.**

2.2 **In case of Framework contract:** The supplier shall supply all the Goods and related services as per call-off order basis in accordance with the Delivery and Completion Schedule specified in the Price and Delivery Schedule of Goods & Related services (Form: STD3-2) of Section 5. The period of Contract is stated in the **PCC**. The Contract may commence from the specified date stated in the PCC.

3. Procuring Entity's Responsibilities

1.1 The Procuring Entity shall pay the Supplier, in consideration of the provision of Goods and Related Services, the Contract Price under the provisions of the Contract at the times and manner prescribed in the NOA and if applicable in Contract Agreement.

1.2 **In case of Framework contract:** The Procuring Entity shall pay the supplier in accordance to call order consideration of the provision of rate of Goods and related services prescribed in the Contract Agreement.

4. Acceptance

4.1 Acceptance by the Procuring Entity shall be completed in the form of an Acceptance Certificate, unless any defects in the supply, any damage during transportation or any failure to meet the required performance criteria of the supply are identified and reported to the Supplier.

4.2 Procuring Entity shall commence the inspection and acceptance process within short-time hours from delivery of the goods, and shall complete the same as soon as practicable.

5.Transportation

5.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination as specified in the Price and Delivery Schedule of Goods & Related services **(Form: STD3-2) of Section 5.**

6.Terms of Payment

6.1 The method and conditions of payment to be made to the Supplier under this **Contract shall be as follows:**

On Delivery and Acceptance: Hundred *(100)* percent of the Contract Price of the Goods delivered shall be paid after submission of documents specified in GCC Clause 2, supported by the Acceptance Certificate issued by the Procuring Entity pursuant to GCC Clause 4.

7. Performance Security

7.1 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract and, the Procuring Entity shall not make any claim under the security, except for amounts to which the Procuring Entity is entitled under the Contract.

7.2 The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations as stated under GCC Clause 9, provided that there are no claims field against the Supplier.

8. Tests

8.1 The Procuring Entity shall have the right to test the Goods to confirm their conformity to the Contract specifications. The Supplier shall at its own expense and at no cost to the Procuring Entity, carry out all such tests of the Goods and related services as required under the Contract.

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9. Warranty

9.1 Warranty shall be required from the Supplier for a minimum period as specified in the PCC. The Warranty Period of the Supplies shall start from the date of completion of delivery in the form of, submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan/Invoice.

10. Delays in Delivery and Extensions of Time

10.1 The Supplier shall deliver the Goods or perform the services within the period, as specified in the Delivery and Completion Schedule.

10.2 The Procuring Entity may extend the Delivery and Completion time on reasonably acceptable grounds subjected to the approval of the Chairman of BDRCS or Approving authority.

11. Liquidated Damages

11.1 If the Supplier fails to complete the delivery of Goods and related services within the Delivery and Completion Schedule specified in the contract or as extended, the Procuring Entity shall as Liquidated Damages, deduct from the Contract Price, a sum at the percent-rate per day of delay as specified in the PCC, of the contract value of the undelivered Goods and related services or part thereof delivered after the Delivery and Completion Schedule or as extended. The total amount of Liquidated Damages shall not exceed the amount specified in the PCC.

12. Consequences of Force Majeure

12.1 The Supplier shall not be liable for forfeiture of its security, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

12.2 The Procuring Entity may suspend the delivery or contract implementation, wholly or partly, by written order for a certain period of time, as it deems necessary due to Force Majeure as defined in the Contract

12.3 Delivery shall be made either upon the lifting or the expiration of the suspension order. However, if the Procuring Entity terminates the contract as stated under GCC Clause 13, resumption of delivery cannot be done.

12.4 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice within fourteen (14) days after the party became aware, to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented.

12.5 After receiving notice under GCC Sub Clause 12.4, the Procuring Entity shall proceed to determine these matters under the provisions of the Contract.

12.6 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

13. Termination

13.1 **Termination for Default**:

The Procuring Entity without prejudice to any other remedy for breach of Contract, by giving 7 (Seven) days written notice of default sent to the Supplier, may terminate the Contract in whole or in part, if:

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a. the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 10.2; or

b. the Supplier fails to perform any other obligation under the Contract; or

c. the Supplier, in the judgment of the Procuring Entity has engaged in corrupt, fraudulent, collusive or coercive practices, as stated under ITT Clause 3, in competing for or in executing the Contract; or

d. when the deductable amount due to Liquidated Damage reaches its maximum as stated under GCC Clause 11.

13.2 In the event the Procuring Entity terminates the Contract in whole or in part, as stated under GCC Clause 13.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or related services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

13.3 **Termination for Convenience:**

The Procuring Entity, by giving twenty-eight (28) days written notice sent to the Supplier, may terminate this Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring Entity's convenience, the extent to which performance of the Supplier under the contract is terminated, and the date upon which such termination becomes effective.

13.4 The Goods that have been delivered and/or performed or are ready for delivery or performance within twenty-eight (28) days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices.

14. Contract Amendment

14.1 The Procuring Entity shall amend the Contract, incorporating the changes approved by the Chairman of BDRCS or Approving Authority and, introduced to the original Terms and Conditions of the Contract.

15. Settlement of Disputes

15.1 **Amicable Settlement**:

The Procuring Entity and the Supplier shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

15.2 **Arbitration**

a. If the Parties are unable to reach a settlement under GCC Clause 15.1 within Fourteen (14) days of the first written correspondence on the matter of disagreement, then either Party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub Clause 15.2 (b);

b. The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and in the place shown in the **PCC**.

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Section 4. Particular Conditions of Contract

Instructions for completing the Particular Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant GCC Clauses

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1 (l)	The Procuring Entity is the Secretary General, BDRCS
GCC 9.1	The Warranty Period shall be as per manufacturer's policy and 7.5% Performance Security money will be realized after 3 (three) month after satisfactory completion of the total supply
GCC 11.1	The amount of Liquidated Damages is **Zero point two Zero (0.20%) percent** of the contract value of the undelivered Goods or any part thereof delivered after expiry of the Delivery and Completion Schedule or extended Delivery and Completion Schedule, as applicable, per day of delay. The maximum amount of Liquidated Damages for the undelivered Goods or any part thereof is **Ten (10%) percent** of the final Contract Price of the whole of the Goods and related services.
GCC 15.2(b)	Arbitration shall take place at BDRCS National Headquarters, Bara Moghbazar, Dhaka

Mohammad Lutfor Rahman
Director, Logistics
Date

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Section 5. Tender & Contract Forms

Form	Title
	Tender Forms
STD3 – 1	Tender Submission Letter
STD3 – 2	Price and Delivery Schedule for Goods & related services
STD3 – 3	Specifications Submission and Compliance Sheet
STD3 – 4	Bank Guarantee for Tender Security (*if applicable and, when this option is chosen*)
STD3 - 5	Bank's Letter of Commitment for Line of Credit *(when this option is chosen)*
	Contract Forms
STD3 – 6	Notification of Award
STD3 – 7	Contract Agreement
STD3 – 8	Bank Guarantee for Performance Security *(when this option is chosen)*

Forms STD3-1 to STD3-5 comprises part of the Tender.
And
Forms STD3-6 to STD3-8 comprises part of the Contract.

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Tender Submission Letter (Form STD 3–1)

[This letter shall be completed and signed by the Tenderer on the Letter-Head pad].

Date:

To:

[Name and Address of the Procuring Entity]

.....

.....

Subject: Tender submission Letter for *[Package Description.....]*

Tender ID No: *[state Tender ID, if applicable]*

Tender Ref: *[state official memo No. or other references which applicable]*

Lot No(s): *[state Lot No. in case of lot-by-lot tender, if applicable]*

We, the undersigned, offer to supply in conformity with the Tender Document for the above subject mentioned Goods and Related Services and also offering the following prices including VAT & applicable Tax in accordance with ITT Clauses 15 and 16.

The Tender Price is: (ITT Clause 15)	*Taka [insert amount, in figures]* *and* *Taka [insert amount, in words]*

In signing this letter, and in submitting our Tender, we also confirm that:

a) our Tender shall be valid for the period stated in the Tender Document (ITT Sub-Clause 18.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

b) we have examined and have no reservations to the Tender Document, issued by you including Addendum, if any.

c) a Tender Security is attached in the form of a *[Pay Order / Bank Draft / Bank Guarantee]* in the amount stated in the Tender Document (ITT Clause 19.1) in case of Open Tendering Method. (Not applicable for LTM).

d) we, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document (ITT Clause 4);

e) furthermore, we are aware of ITT Clause 3.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;

f) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written issued Notification of Award (NOA), shall become a binding Contract between us, although no formal Contract is signed later on.

Signature:	*[insert signature of the Tenderer]*	
Name:	*[insert full name of signatory with National ID]*	
In the capacity of:	*[insert full name of signatory]*	

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Price and Delivery Schedule of Goods & Related services (Form STD 3-2)

Tender ID No:	57/2026
Package Description	Procurement of First Aid Box with Kits
Tender Ref:	Pro.(Log.) 573/2026, date: 16/11/2026

A: PRICE OF GOODS (Procurement of First Aid Box) AND DELIVERY SCHEDULE-

Sl. No	Item description	Quantity	Unit	Unit Price BDT	Total Price in BDT.	Sample Submission	Point of Deliver	Delivery Period
1	**First Aid Box with kits**	178	Nos			Mandatory	Warehouse, BDRCS, NHQ, Dhaka	Within 10 Days after workorder
				Grand Total In BDT.:				

Total (in words) =

Note 1: All unit rates and prices quoted by the Tenderers against each basic item or activity shall include the Tenderer's profit, overheads, VAT and all other charges including corresponding incidental service charges for banking and, shall be the delivered price in final destination or at point of delivery and, thus forth the total Tender Price quoted by the Tenderers.

Signature:	
Name:	
In the capacity of:	

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Technical Specifications and Compliance Sheet (Form STD3-3)

Tender ID No:	57/2026
Package Description	Procurement of First Aid Box with Kits
Tender Ref:	Pro.(Log.) 573/2026, date: 16/11/2026

Specification	Quantity	Brand	Country of Origin	Make and Model (when applicable)	Full Technical Specification and Standards
First Aid Box with kits					
1. First Aid Box with logo (size L-32 cm, W- 17cm, H-19 cm)	1 Pcs				
2. Roll bandages, 2" ×6 yard	1 Doz				
3. Roll bandages, 4" ×6 yard	1 Doz				
4. Elastic Creap bandage	2 Pcs				
5. Arm sling, Medium Size	6 Pcs				
6. Roll Cotton, 100 mg	2 Pcs				
7. Microspore, 1''-2"	2 Pcs				
8. Dressing forceps 6"	1 Pcs				
9. Scissor- stainless steel, 6"	1 Pcs				
10. Artery forceps	1 Pcs				
11. Thermometer Digital	1 Pcs	Filled in by Tenderer	Filled in by Tenderer	Filled in by Tenderer	Filled in by Tenderer
12. Eye shields	1 Pair				
13. Towels	1 Pcs				
14. Kidney tray	2 Pcs				
15. Sterile packet gauge	1 Doz				
16. Tourniquet 18"	1 Pcs				
17. Wooden splints 6"	3 Pcs				
18. Wooden splints 12"	3 Pcs				
19. Surgical gloves latex, size 6.5	1 Pair				
20. Surgical gloves latex, size 7	1 Pair				
21. Safety pins 2"	1 Doz				
22. Chlorhexidine 50 ml	1 Pcs				
23. ORS sachets	5 Pcs				
24. Plastic sheet 6'*3'	1 Pcs				
25. A material list with Laminating	1 Pcs				

Tender Clause: Offered products shall be brand new, unused, genuine, and fully compatible with the specified equipment. Equivalent or higher specifications may be accepted subject to approval by the Procuring

Note: *Tenderer may use the later head pad*

Signature:	
Name:	
In the capacity of:	

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Sample of Image



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Bank Guarantee for Tender Security (Form STD3-4)

[this is the format for the Tender Security to be issued by a scheduled Bank of Bangladesh]

Tender ID No:	57/2026
Package Description	Procurement of First Aid Box with Kits
Tender Ref:	Pro.(Log.) 573/2026, date: 16/11/2026

TENDER GUARANTEE No: [insert number]

We have been informed that *[insert name of Tenderer]* (hereinafter called "the Tenderer") intends to submit to you its Tender dated *[insert date of Tender]* (hereinafter called "the Tender") for the supply of *[description of goods and related services]* under the above Invitation for Tenders (hereinafter called "the IFT").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we *[insert name of Bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

a. has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security ; or
b. failed to furnish Performance Security within the period as stipulated in the NOA; or
c. efused to sign the Contract Agreement by the time specified in the NOA; or
d. did not accept the correction of the Tender price following the correction of the arithmetic errors in accordance with the ITT; or

This guarantee will expire:

(a) if the Tenderer is the successful Tenderer, upon our receipt of a copies of the contract signed by the Tenderer and the Performance Security issued to you in accordance with the ITT; or

(b) if the Tenderer is not the successful Tenderer, twenty-eight (28) days after the expiration of the Tenderer's Tender Validity period, being [*date of expiration of the Tender Validity plus twenty-eight (28) days]*

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature	Seal

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Letter of Commitment for Bank's Undertaking for Line of Credit (Form STD 3-5)

[This is the format for the Credit Line to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 17.1(d)]

Invitation for Tender No: 57/2026 Date:
Tender Package no.: **Procurement of First Aid Box with Kits**

To:

[*Name and address of the Procuring Entity*]

COMMITTMENT No:

We have been informed that *[name of Tenderer]* (hereinafter called "the Tenderer") intends to submit to you its Tender (hereinafter called "the Tender") for the supply of Goods of *[description of Goods and related services]* under the above Invitation for Tenders (hereinafter called "the IFT").

Furthermore, we understand that, according to your conditions, the Tenderer's Financial Capacity i.e. Liquid Asset must be substantiated by a Letter of Commitment of Bank's Undertaking for Line of Credit.

At the request of, and arrangement with, the Tenderer, we *[name and address of the Bank]* do hereby agree and undertake that [*name and address of the Tenderer*] will be provided by us with a revolving line of credit, in case awarded the Contract, for delivery of Goods and related services [*insert name of supply*], for an amount not less than BDT[*in figure*] (*in words*) for the sole purpose of the supply of Goods and related services under the above Contract. This Revolving Line of Credit will be maintained by us until issuance of "**Acceptance Certificate**" by the Procuring Entity.

In witness whereof, authorized representative of the Bank has hereunto signed and sealed this Letter of Commitment.

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Notification of Award (Form STD 4-7)

Contract No: Date:

To:

[Name & address of Supplier/Contractor]

This is to notify you that your Tender dated *[insert date of tender opening]* for the execution of Works for *[name of contract]* for the Contract Price of Tk *[state amount in figures and in words]* as corrected and modified in accordance with the Instructions to Tenderers, has been approved after evaluation.

You are thus requested to:

i. furnish a Performance Security in the specified format and in the amount of Tk *[insert amount in figures and words]*, within 7 (seven) working days of issuance of this Notification of Award but not later than *(specify date).*
ii. sign the Contract within 10 (ten) working days of issuance of this NOA but not later than *(specify date), if required.*

You may proceed with the execution of Works only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Signed/-
Name & Designation of the Issuing Authority Date:

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BDRCS

Contract Agreement (Form STD3-7)

THIS AGREEMENT is made on: *[date of contract agreement]* between

1. **Name of the Procuring Entity**
   Address: .....

   And

2. **Name of the Supplier**
   Address: .....

WHEREAS the Procuring Entity invited Tenders for certain Goods and related services, viz, *[brief description of goods and related services]* and has accepted a tender by the Supplier for the supply of those goods and related services in the sum of Taka *[Contract Price in figures and in words]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely:
   (a) the signed Form of Contract Agreement,
   (b) the Notification of Award,
   (c) the completed Tender,
   (d) conditions of Contract,
   (e) technical Specifications,
   (f) price and delivery Schedule of Goods,
   (g) others document, if any.
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the supplier hereby covenants with the Procuring Entity to provide the Goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

	For the Procuring Entity	**The Supplier**
Signature		
Print Name		
Title		
In the presence of Name	Witness	Witness
Address		

BANGLADESH RED CRESCENT SOCIETY ★BDRCS★

Bank Guarantee for Performance Security (Form STD3-8)

[this is the format for the Performance Security to be issued by a scheduled Bank of Bangladesh]

Date:

Contract No:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the Bank]

Signature	Seal

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