

Terms of Reference (ToR)

Food items for COVID-19 special food package for UCEP Bangladesh

Underprivileged Children's Educational Programs, UCEP Bangladesh is working with the distressed urban working children, is seeking offers from local organizations legally registered in Bangladesh and able to deliver food materials as per specification of UCEP Bangladesh.

A. Required Qualifications

- 1) The Supplier company/vendor must have relevant experience with renowned organizations.
- 2) The Supplier company/vendor must have updated valid trade license, VAT Registration Certificate, TIN Certificate to operate in Bangladesh.

General Instructions to Vendor/Suppliers:

1. Quotes are submitted at the sole risk and cost of the Vendor/Supplier. UCEP shall bear no responsibility to pay costs associated with preparation and submission of any Quote. All prices to be quoted in BDT.
2. Vendor/Suppliers are encouraged to submit best offer Quote.
3. UCEP reserves the right to conduct negotiations once a successful bid is identified, or to make an award without conducting negotiations based solely on the written proposals if it decides it is in its best interest to do so.
4. UCEP reserves the right to reject any elements of the cost proposal.
5. In addition, UCEP reserves the right not to make any award.
6. Documents should be submitted on a company memo which clearly states company name, registration number, address and telephone numbers.
7. Quotes must have authorized signature and company seal.
8. All correspondence in connection with the Quote and the Purchase Order is to be in English.
9. Awarded Vendor/Suppliers must submit **2.5% earnest money of total quoted price** in the form of pay order/bank guarantee issued from any schedule bank drawn in favor of UCEP Bangladesh for the period of successful goods delivery. The period will be counted from the date of the commissioning certificate/acceptance certificate to be issued by the UCEP Bangladesh on successful implementation and commissioning. Certificate of the proper commissioning issued by the UCEP Bangladesh shall be final and it cannot be called in question in any manner whatsoever.
10. If the successful Vendor/Supplier after award of the work order does not come forward to fulfill its obligations and fails to deliver, install, configure, implement and commission the item as per terms & conditions of this schedule, the **security deposit** shall be forfeited.

Contents of Offer:

Vendor/Suppliers are required to submit Technical and Financial Offer as two separate forms.

Failure to fully address each of these items will result in a lower score, or a rejection of the Offer.

- A. Company Profile and Responsibility of Vendor/Supplier - Company profile should contain company name, the year when the company was registered, company activity, number of employees, organizational chart, previous experience and completed projects that are relevant for this tender and financial documentation. Responsible Vendor/Supplier has



the technical expertise, management capability, workload capacity, and financial resources to perform the work as evidenced by favorable past performance references. Vendor/Supplier must include information on financial resources, company size, management capability and workload capacity to perform the work. Lack of this information will result in rejection of the proposal.

- B. Full response to requirements stated in the Scope of Work and Technical Specifications.
- C. References: Vendor/Supplier must provide a minimum of two (2) references of past performances for similar services that have been provided including the value in local currency of the performed work.

B. Time Frame

- 1) Duration to complete the required work will be (10) days, starting from the date of contract signing/work order to the selected supplier or vendor at **Khulna, Rajshahi and Rangpur regional office**.
- 2) Due to any unavoidable circumstances, if the work stops require to post-pond or need to delay for any program of UCEP Bangladesh or any other legal issues, time extension of the delayed works will be mutually decided by the supplier/vendor and UCEP Bangladesh upon written approval.

C. Payment Terms

- 1) There is no provision for advance payment. The payment will be made after successfully delivery of the product as mentioned places within 15 working days after receiving the Final Bill.
- 2) Payment will be made through A/C payee cheque in favor of supplier/vendor upon deduction of VAT & TAX as per Govt. rules. The supplier must provide Mushok 6.3 along with the bill as per Govt. rules.
- 3) All products must be delivered at UCEP designated locations at vendors own cost and all the products must be well packed as per required quality and quantity provided by UCEP Bangladesh.

D. Penalty

- 1) Quality must be maintained as per specification. There will be no compromise about the material & workmanship Quality. All the materials must be given as per scheduled specification.
- 2) Any kind of low quality or damage or date expired material will not be accepted by the UCEP Bangladesh. If any low quality or damage material found, must be replaced by the supplier/vendor at his/her own cost.
- 3) Failure to deliver the service within PO mentioned time, a penalty will be claimed as per below mentioned ratio:
 - * 1% of total PO value for first 7 calendar days after delivery deadline period
 - * 2% of total PO value after second 7 calendar days and so on
 - * PO will be void after one month from the delivery date (if the delivery is not accepted by UCEP Bangladesh)

E. Safety & Security

- 1) Must include: the delivery of foods must have expiry date (should be at least 3 months).



- 2) UCEP Bangladesh is an educational institute, hence supplier / vendor must ensure the safety and security of the work. If any occurrence or damage happen at UCEP Bangladesh's premise during the work by the contracting firm, it should be re-construct by the contractor's own cost.
- 3) During the construction period for any kind of safety issue should be handle by the contractor. UCEP Bangladesh will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the services or any claims, demands, suits, judgments, arising there from, including for any injury to the Contractor's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Contractor's work or performance under the Contract.
- 4) Supplier/vendor must handle all his/her material, equipment, manpower at his own risk and responsibility.

F. Responsibility of the Supplier / vendor

- 1) UCEP Bangladesh will provide the required quantity in details, vendor/Supplier will pack all the required items in standard way.
- 2) Supplier/vendor will deliver the food packets at UCEP Bangladesh designated locations at their own cost
- 3) Supplier/vendor must ensure the quality of foods items as per approved sample
- 4) Supplier/vendor will provide all items sample to UCEP Bangladesh office along with quotation and must be approved by UCEP Bangladesh.

G. Requirements in Detail

SL	Name of Item	Specification	Qty	UoM	Unit Price	Total Price
1	Rice	Guti Sarna -10 KG	32000	KG		
2	Anchor Dal	Teer/Fresh/ACI/Equivalent (2 KG)	6400	KG		
3	Soyabean Oil	Teer/Fresh/ACI/Rupchanda Equivalent (1ltr)	3200	LTR		
4	Sugar	Teer/Fresh/ACI/Equivalent (1KG)	3200	KG		
5	Atta	Teer/Fresh/ACI/Equivalent (2KG)	6400	KG		
6	Salt	Teer/ACI/Fresh/Equivalent 1 Kg	3200	KG		
7	Soap for hand wash - 1 pcs	Lifeboy Red/Savlon/Equivalent 100 Gm	3200	PCS		
8	Soap for Cloth wash - 1pcs	Wheel/Equivalent 130 Gm	3200	PCS		
9	Transport & Packaging (All goods in one bag. The design will be confirmed by UCEP Authority)	Plastic bag with UCEP branding	3200	PCS		

All food packets should be in one plastic bag (Quantity of item will be: Rice 10 KG, Anchor Dal - 2 KG, S. Oil - 1 Ltr. Sugar - 1 KG, Atta - 2 KG, Salt - 1 KG, Lifeboy Red 100 Gm- 1 pcs, Wheel Soap for Cloth wash - 1pcs).



H. Delivery and Contact information

1) The location of the delivery of the food package in 03 district level as mentioned below.

SL	Location	No of food package (approximate)
1.	Khulna Region, UCEP Mohsin Khulna TVET Institute, Junction Road, Baikali Boyra, Khulna.	800 Pkt
2.	Rajshahi Region, UCEP Rajshahi TVET Institute, Shontospur, Poba, Rajshahi.	1200 Pkt
3.	Rangpur Region, UCEP Rangpur TVET Institute, Taluk Dharmadas, Rangpur	1200 Pkt

Contact Information:

For bids/contract related issues, please contact:

Name: Md. Bapparaz

Designation: Officer, SCM

Email: md.bapparaz@ucepbd.org

Cell: 01783733617

I. Required Documents

The supply/vendor of the works, and the execution of the project are the subject of this contract and must be therefore planned and undertaken in compliance with the technical and administrative directions contained in this Terms of Reference.

The Vendor/Supplier shall submit the following documents:

- 1) A forwarding letter in official letterhead pad along with offer (technical and financial)
- 2) A time frame sheet along with work description
- 3) Company profile
- 4) A copy of trade license (updated)
- 5) VAT registration (BIN registration)
- 6) Income Tax certificates (updated)
- 7) Copy of UCEP Money receipt worth of BDT
- 8) Relevant working Experience certificate

The shortlisted Vendor/Suppliers must present the actual documents, if asked by UCEP Bangladesh.

J. Evaluation of Bids

All the vendors are requested to submit sample of the product. UCEP Authority will evaluate the product as per sample and quality.

K. Deadline and Submission

The proposal will be submitted in the tender box kept at **UCEP Head Office (2nd floor), Plot #2 & 3, Mirpur-2, Dhaka-1216** no later than 1.30 pm, **25th April 2022**. All are requested to clearly marked and address as follow:

Expression of Interest for **“COVID-19 special food package”**

Manager Admin
UCEP Bangladesh
Plot 2 & 3, Mirpur 2, Dhaka 1216

UCEP Bangladesh reserves the right to accept or reject any or all the tenders without assigning any reason at any time.

