

# TENDER DOCUMENT

For Procurement Of

**MICROBUS (01 No.)**

**For  
Development Programme for the Poor (DP) Central of SEEP**

Name of the Procuring Entity	<b>Procurement Committee, of Development Programme for the Poor-SEEP</b> House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.
Contact Person	Md. Mohiuddin Mia, Convener, Procurement Committee
Mobile:	01711-540979 (ED) 01677-831353 (Convener)
Email:	<a href="mailto:seepchildrights@yahoo.com">seepchildrights@yahoo.com</a> , <a href="mailto:mohiuddin8482@gmail.com">mohiuddin8482@gmail.com</a>

**Tender Ref. No. SEEP/DP/TENDER/2016/001**

**Issued on: June 02, 2016**

**THIS DOCUMENT HAS TO BE SUBMITTED ALONG WITH OTHER RELEVANT DOCUMENTS.  
PLEASE SIGN & STAMP ON EACH PAGE TO ACCEPT OUR TERMS & CONDITIONS.**

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SEEP

## I. Advertisement for Tender

### Tender for Supplying Microbus

Ref. No. SEEP/DP/TENDER/2016/001

Date : June 02, 2016

Background	:	<b>DP Central, SEEP is going to procure a Microbus forming a Procurement Committee led by Development Programme for the Poor, SEEP. The committee will follow the SEEP Procurement policy.</b>
Name	:	<b>Procurement Committee Development Programme for the Poor, SEEP.</b>
Procurement item	:	Microbus
Quantity :	:	1 No.
<b>Delivery place</b>	:	<b>House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.</b>
Procurement Method	:	Open Tendering Method (National)
Tender document price, Selling date, Time & Place	:	A complete set of tender document may be obtained from 02.06.2016 to 08.06.2016, between 10:00 am to 5:00 pm on working day at Procurement Committee, Development Programme for the Poor, SEEP. <b>House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.</b> on payment of Tk. 1,000/- (Taka One Thousand) only (Non-refundable) in the form of cash/pay order/ bank draft in favor of "Social and Economic Enhancement Programme-SEEP" issued by a scheduled bank in Bangladesh. Free Download for information only at : <a href="http://seep.org.bd/Tender">http://seep.org.bd/Tender</a>
Pre-Tender Meeting Time & Place	:	06.06.2016 at 11:00 am at <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.</b>
Tender Document Dropping Date, Time & Place	:	Sealed tender should be dropped into the tender dropping box kept at <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.</b> on or before <b>09.06.2016</b> within <b>2.00 pm.</b>
Tender Opening Date, Time and Place	:	The tender shall be opened on <b>09.06.2016</b> at <b>3.00 pm</b> in presence of Tenderer(s) representative (if any) at <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216.</b>
Contact number	:	<a href="tel:01711-540979">01711-540979</a> , <a href="mailto:seepchildrights@yahoo.com">seepchildrights@yahoo.com</a> <a href="tel:01677-831353">01677-831353</a> , <a href="mailto:mohiuddin8482@gmail.com">mohiuddin8482@gmail.com</a>

## II. Tender Data Sheet (TDS)

### Tender Data Sheet

The following specific data shall be followed by the bidders of the procurement for a Micro Bus

#### A. GENERAL

<b>Procuring Entity</b>	Convener, Procurement Committee of Development Programme for the Poor, SEEP.
<b>Brief Description of the Goods</b>	<b>Microbus</b> (As per Specification mentioned in the schedule of requirement)
<b>Delivery lead time</b>	July 10, 2016
<b>Delivery Place</b>	<b>House-05, Road-04, Block-A, Sec-11, Mirpur, Dhaka-1216.</b>
<b>Eligibility</b>	The Bidders shall possess the following qualification : a) The tenderer shall have a minimum 3 (Three) years of overall experiences in the supply of goods and related services. b) The minimum selling capacity is/are 3 (Three) times of Tender value over the last three year. c) Bidder shall provide the best value of money d) Bidder should maintain the delivery lead time e) Bidder must meet the technical specification of the goods.
<b>Documents Required</b>	a) Company profile b) Copy of Up to date Trade license. c) Tax identification Number and Up-to-date VAT and Tax Certificate d) Work experience with Development/reputed organizations. A contract/work order copy is to be attached with the tender.
<b>Language</b>	The language of all correspondence and documents related to the Tender shall be in <b>English/Bangla</b>

## B. THE TENDER DOCUMENTS AVAILABLE

<b>Communication</b>	Md. Fazlul Haque Choudhury, Executive Director or Md. Mohiuddin Mia, Convener, Procurement Committee of Development Programme for the Poor, <b>SEEP</b> <a href="tel:01711-540979">01711-540979</a> , (ED) seepchildrights@yahoo.com <a href="tel:01677-831353">01677-831353</a> , (Convener) mohiuddin8482@gmail.com
<b>Tender document Collection date &amp; time</b>	A complete set of tender document may be obtained from 02.06.2016 to 08.06.2016, between 10:00 am to 5:00 pm on working day at Procurement Committee of Development Programme for the Poor, <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216</b> . on payment of Tk. 1,000/- (Taka One Thousand) only (Non-refundable) in the form of cash/pay order/ bank draft in favor of “ <b>Social and Economic Enhancement Programme – SEEP</b> ” issued by a scheduled bank in Bangladesh. Free Download for information only at : <a href="http://seep.org.bd/Tender">http://seep.org.bd/Tender</a>

## C. PRE-BID MEETING

<b>Pre-Bid Meeting</b>	06.06.2016 at 11:00 am at <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216</b> .
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## D. SUBMISSION OF TENDER

<b>Date &amp; Time of Tender Submission</b>	Sealed tender should be dropped into the tender drop-in box kept at <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216 on or before 9.06.2016 within 2.00 pm</b> .
<b>Modification</b>	No Tender shall be modified subsequent to the deadline for submission of Tender.
<b>Tender Dropping Address</b>	Procurement Committee of Development Programme for the Poor, <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216</b> .

## E. TENDER OPENING

<b>Opening Time &amp; Date</b>	The tender shall be opened on <b>09.06.2016 at 3.00 pm</b> in presence of Tenderer(s) representative (if any) at Procurement Committee of Development Programme for the Poor, <b>SEEP, House-05, Road-04, Block-A, Sec-II, Mirpur, Dhaka-1216</b> .
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## **F .TENDER EVALUATION**

**The Tender Evaluation shall be carried out based on the following criteria:**

<b>Tender Evaluation</b>	<ol style="list-style-type: none"><li data-bbox="576 589 1495 674">1. Evaluation Team will review the technical tender based on the eligibility requirements.</li><li data-bbox="576 674 1495 788">2. Final Evaluation shall be carried out based on both technical and financial evaluations.</li></ol>
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## **G. OTHERS**

Procurement Committee reserves the rights to accept or reject any /all tenders or part thereof without assigning any reason whatsoever.

## I. Schedule of Requirement

Item, specification, unit & quantity

### Microbus

Sl	Description	Specifications	Unit	Req. Quantity	Unit Price	Amount (Tk)
1	Microbus	<b>Microbus</b> Brand : Toyota Model : Noah Grade : G CC : 2000 Year : 2013 Color : Silver Made by: Japan	1			
<b>Total Amount</b>						

IN WORD (TAKA):

## II. Terms & Conditions

**Convener, Procurement Committee  
of Development programme for the poor, SEEP**  
House-05, Road-04,  
Block-A, Sec-11,  
Mirpur, Dhaka-1216.

Email: mohiuddin8482@gmail.com

June 02,2016

**Subject: Terms and Conditions for Procurement of a Microbus.**

*Tender is hereby invited from confide Suppliers/Manufacturers/Authorized Distributors/to purchase the "Microbus " as per attached Schedule of Requirement. The interested Bidder should submit their Tender duly filled up the schedule of requirement as per terms and conditions mentioned below.*

### **Terms and Conditions:**

1.	Company profile, Valid Trade License of the Organization, TIN Certificate, Income Tax and VAT Registration Certificate and Experience Certificate of supply to different Organizations is to be submitted with the tender. The most responsive bidders have to show the Original of the above.
2.	Tender to be submitted as per specifications. No correction, rubbing, over writing is acceptable and Tender to be submitted duly filled up, properly signed and sealed on each page. Special Note: The successful bidder shall have to deliver Microbus at their own arrangement to the destination.
3.	The Name, Specification, Size etc. mentioned in the Schedule of Requirement should be as per our requirement.
4.	The assurance of the Contract will depend not only on the lowest price but also the quality of Microbus and other criteria which will determine the responsiveness of a Bid. Besides this the <b>Procurement Committee of Development Programme for the Poor, SEEP</b> reserves the right to give Contract partially or wholly to the most responsive Bidder on the basis of evaluation.
5.	The Microbus have to be supplied to the below mentioned address: Dhaka, Mirpur. Supplier will deliver the Microbus at supplier's own cost. Invoice/bill, Delivery Challan, Shipping Documents is to be submitted to SEEP after satisfactory delivery of Microbus. Acknowledgement receipt of delivery challan and required documents payment will be made DP Central, SEEP through Account Payee Cheque/EFT in favor of supplier within maximum One (01) weeks.



6.	Necessary IT & VAT will be deducted from invoice at the time of payment as per applicable Govt. rule. Supplier has to provide the VAT registration number with Mushak -II Ka.
7.	The bid will be received and opened on the following working day at the same time.
8.	Goods should be delivered as per specifications mentioned and within the specified date to the delivery place. No items will be accepted if found contrary to quality and non conformity with specifications.
9.	The Bid validity is to be 30 days from the date of submitting the Bid.
10.	<b>Procurement Committee of Development Programme for the Poor, SEEP</b> reserves the right to accept or reject partially or wholly of any submitted bid without showing any reason whatsoever.
11.	<b>“Fitness Test”</b> report is pre-requisite of this procurement process and will cost for this will be borne by the buyer. Testing should be performed by a renowned standard testing company located in Bangladesh. Any discrepancy found in report, all required rectification work should be done by Supplier at his own cost prior to final handover. Any major fault will be treated as breach of contract of this procurement process.

Thanking you

Convener  
**Procurement Committee  
OF Development Programme for the Poor,  
SEEP.**

### III. CHECKLIST

<b>Bidder name</b>	<b>Company profile</b>	<b>Updated Trade License</b>	<b>VAT Reg.</b>	<b>Updated TIN</b>	<b>3 years overall experience</b>	<b>3 times selling capacity of tender value</b>
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Annexure-I:

**Certification Regarding Terrorism:**

We the ..... hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.

Signed

On behalf of the tenderer