

## Invitation for Tender (ITB) (Tender Document/Schedule)

**Description of Goods:** Supply of wooden made Ejlas and relevant Furniture for Union Parishad.

**DATE: 25 January, 2017**

**REFERENCE: WAVE Foundation/Procurement/AVCBP II/ ১০ / 2017**

To  
Bidder Name: X  
Address: Y

Dear Respected Bidder,

The WAVE Foundation is hereby requesting you to submit your bid proposal for Supply of wooden made Ejlas and relevant Furniture for the Union Parishads under a particular Lot as detailed in **Annex-I** of this Tender Document.

Tender must be submitted on or before **14 day, February 2017; 12:30 pm** via **courier mail/hand delivery** to the address below:

**Executive Director  
WAVE Foundation  
3/11 Block-D, Lalmatia, Dhaka 1207.**

Tender should be submitted in sealed envelopes in the above mentioned location marked clearly with  
**“Tender for Supply of Ejlas and relevant Furniture for Lot # 01,02,03,04,05,06”**

It shall remain your responsibility to ensure that your Tender will reach the address above on or before the deadline. Tenders that are received by WAVE Foundation after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Exact Address of Delivery Locations	As per Annex-I
Latest Expected Delivery Date and Time	30 April, 2017 on 5.00 Pm.
Packing Requirements	Secured and safe packing as necessary to avoid any damage or defect
Mode of Transport	<input checked="" type="checkbox"/> LAND   <input type="checkbox"/> OTHER
Preferred Currency of Tender	<input checked="" type="checkbox"/> Local Currency: BDT (Taka)
Value Added Tax on Tender Price	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required for one year	<input type="checkbox"/> Warranty (Bidder will have to check/tick mark the box, if agreed).

Deadline for the Submission of Tender	14 February 2017		
Price Tender, Bill/Invoice from Supplier side, shall be in this language	<input checked="" type="checkbox"/> <b>English</b> (Technical Specification and other correspondence from/to Suppliers may be in Bangla).		
Documents to be submitted for Eligibility Criteria	<ol style="list-style-type: none"> <li>Bidders must have legal capacity to enter into Contract. Bidder, in support of its qualification must be submitted certified photocopies of latest documents related to valid <b>Trade License, Tax Identification Number (TIN), VAT Registration Number</b> and <b>Financial Solvency Certificate</b> from any scheduled Bank; without which the Tender may be considered non-responsive.</li> <li>Tender Security: Pay Order/Bank Draft (as applicable) for an amount of Tk.10,000/- against each submission must be enclosed along with Bid proposal to substantiate the proposal.</li> <li>Experience Certificate.</li> </ol> <p><b>N.B: All Prospective bidders must submit above documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.</b></p>		
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 120 days In exceptional circumstances, WAVE Foundation may request the Vendor to extend the validity of the Tender beyond what has been initially indicated in this Tender Document. The Proposal shall then confirm the extension in writing, without any modification what so ever on the Tender document.		
Partial Bid for a Lot	<input checked="" type="checkbox"/> Permitted [ <b>Partial bid is allowed in terms of Lot, but the bidder who will not quote for all items under a specific Lot, must not be accepted as eligible bidder</b> ]. <input checked="" type="checkbox"/> <b>WAVE Foundation will have the authority to allocate work order partially and vendor is obligated to serve it.</b>		
Payment Terms	<input checked="" type="checkbox"/> 100% upon full delivery and successful installation as per Terms and Conditions under <b>Annex-IV</b> . or <input checked="" type="checkbox"/> Payment may be made as per following installment (subject to Supplier's request and found essential by the procurement entity):		
	<b>Installments</b>	<b>Deliverables and performance target</b>	<b>Timeline for Payment</b>
	1st Payment: 25% of the total contract/payable amount which one is lesser.	1 <sup>st</sup> payment is admissible subject to full delivery and installment at least 30% of total deliverables against the respective Lot/district.	Within 15 days after submission of bill.
	2nd Payment: Further 25% of the total contract/payable amount which one is lesser.	Next Payment shall be made subject to achievement of minimum 60% of total deliverables.	Within 15 days after submission of bill.
Final Payment: 50% of the total contract/payable amount which one is lesser.	Final payment shall be made subject to complete the full (100%) delivery and its installment as per the contract.	Within 15 days after completion of the full delivery and submit the Invoice.	

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Performance Security	<input checked="" type="checkbox"/> Required (the awarding vendor must submit 3% of total award amount as performance security in the form of Bank Guarantee as per <b>Annex-VII</b> . before receiving the Purchase Order/Contract. This Bank Guarantee will be released after successful delivery of goods at the end of warranty period.
Liquidated Damages	1% per week on the total value of delayed delivery. In case the delay is more than 1.5 months the PO might be cancelled.
<b>Evaluation Criteria</b>	<input checked="" type="checkbox"/> Full compliance to eligibility requirements, Technical responsiveness and lowest price <input checked="" type="checkbox"/> Full acceptance of the Purchase Order (PO)/ Terms and Conditions of the Contract <input checked="" type="checkbox"/> Others: Bid Validity, Delivery Period etc. <input type="checkbox"/> .....
Procuring Entity will award to:	<input type="checkbox"/> One Supplier for maximum two Lot.
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order (PO) <input type="checkbox"/> Other Type/s of Contract (as per Annex-V)
Special conditions of Contract	<input type="checkbox"/> Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by procuring entity will result in cancellation of the PO.
Conditions for Release of Payment	<input type="checkbox"/> Written acceptance of goods based on full compliance with PO requirements after full delivery and successful installation at delivery point.
Annexes to this Tender Document	<input type="checkbox"/> Annex I: List and Address of Delivery Locations <input type="checkbox"/> Annex II: Price Schedule for Goods and Related Services <input type="checkbox"/> Annex-III: Description / Specifications of Goods <input type="checkbox"/> Annex-IV: Terms and Conditions for Supply of Goods and Payment <input type="checkbox"/> Annex-V: Tender Submission Letter <input type="checkbox"/> Annex-VI: Contract Agreement <input type="checkbox"/> Annex-VII: Bank Guarantee for Performance Security <input type="checkbox"/> Others: Annex-VIII (List of Unions for delivery)
Contact Person for Inquiries (Written inquiries only)	<b>Monzurul Hasan</b> Member Secretary Procurement Committee, Dhaka Office, WAVE Foundation Cell No +88 01713-337575

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### Instructions to Tenderers:

1. Tender shall be prepared and submitted using this 'Tender Schedule'.
2. Tender Schedule shall be completed properly, duly signed-dated on each page by the authorized signatory and submitted by the date to the office as stated above.
3. Bid to be submitted lot-wise and for every lot separate submission is must. Bid will be evaluated based on each Lot.
4. **One Bidder is allowed to bid for maximum three Lots, but contract will be awarded not more than two Lot, if become responsive and lowest for those Lots.**
5. Goods offered shall be reviewed based on completeness and compliance of the Bid with the minimum specifications described above and any other annexes providing details of WAVE Foundation's requirements.
6. The Tender that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
7. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by WAVE Foundation. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on WAVE Foundation's re-computation and correction of errors, its Tender will be rejected.

Thank you and we look forward to receiving your Tender.

Sincerely yours,



25.1.17

**Mohsin Ali**  
Executive Director  
WAVE Foundation



## Annex I: List and Address of Delivery Locations

List of Union under each Lot to be inserted here following the below matrix.

Sl#	Lot No.	Name of District	Name of Upazillas	No. of Union	Name of Unions	Remarks (if any)
1.	Lot-1	Borguna	Amtoli	7	As per Annex-VIII	
			Bamna	4		
			Betagi	7		
			Pathorgata	7		
2.	Lot-2	Bhola	Borhanuddin	9	Do.	
			Charfashion	21		
			Lalmohan	9		
			Manpura	4		
			Tajmuddin	5		
3.	Lot-3	Patuakhali	Baufal	15	Do.	
			Galachipa	12		
			Mirzaganj	6		
			PatuakhaliSadar	12		
4.	Lot-4	Bagerhat	Chitolmari	7	Do.	
			Fakirhat	8		
			Kachua	7		
			Mongla	6		
			Rampal	10		
			Shoronkhola	4		
5.	Lot-5	Khulna	Dakope	9	Do.	
			Dhiglia	6		
			Koira	7		
			Paikgacha	10		
			Fultola	4		
			Rupsha	5		
6.	Lot-6	Satkhira	Asasuni	11	Do.	
			Kaliganj	12		
			Shamnagar	12		
			Tala	12		
<b>Total</b>		<b>06</b>	<b>29</b>	<b>248</b>		

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## Annex II: Price Schedule for Goods and Related Services

Lot Number: -----

Name of District: -----

Sl.	Items to be Supplied	Description / Specifications of Goods	Quantity	Unit Price (BDT)	Total Price (BDT)
1	2	3	4	5	6
1.	এজলাস প্ল্যাটফর্ম <b>(Ejlas Platform)</b>	As per Annex-III	01 No.		
2.	এজলাস রেলিং <b>(Ejlas Rallying)</b>	Do.	01 No.		
3.	কাঠগড়া/ সাক্ষ্য মঞ্চ <b>(Witness box)</b>	Do.	01 No.		
4.	এজলাস টেবিল <b>(Ejlas Table)</b>	Do.	01 No.		
5.	হাতলওয়ালা কাঠের চেয়ার <b>(Wooden Chair with arm)</b>	Do.	05 Nos.		
6.	শপথ বাক্যের প্লেট <b>(Oath plate)</b>	Do.	01 No.		
7.	লাল কাপড় (লাল সাধু) <b>(Red Cloth)</b>	Do.	01 No.		
8.	হাতলওয়ালা কাঠের বেঞ্চ <b>(Wooden Bench with arm)</b>	Do.	02 Nos.		
9.	কাঠের টেবিল (গ্রাম আদালত সহকারীর জন্য) <b>(Wooden Table for Village Court Assistant)</b>	Do.	01 No.		
10.	কাঠের চেয়ার (গ্রাম আদালত সহকারীর জন্য) <b>(Wooden Chair for VCA)</b>	Do.	01 No.		
11.	কাঠের র্যাক <b>(Wooden Rack)</b>	Do.	01 No.		
12.	স্টীল আলমিরাহ <b>(Steel Almirah)</b>	Do.	01 No.		
Total Prices of Goods for one Union					
Add: Cost of Transportation (if any)					
Add: Other Charges (please specify, if any)					
<b>Grant Total for one Union</b>					
<b>Grant Total for Lot no.----- for ----- Unions</b>					

**(In word: ..... only.)**

Note 1: Price shall include all duties, VAT and other taxes (as applicable if Contract is awarded) and shall be the delivered price in final destination or at point of delivery.

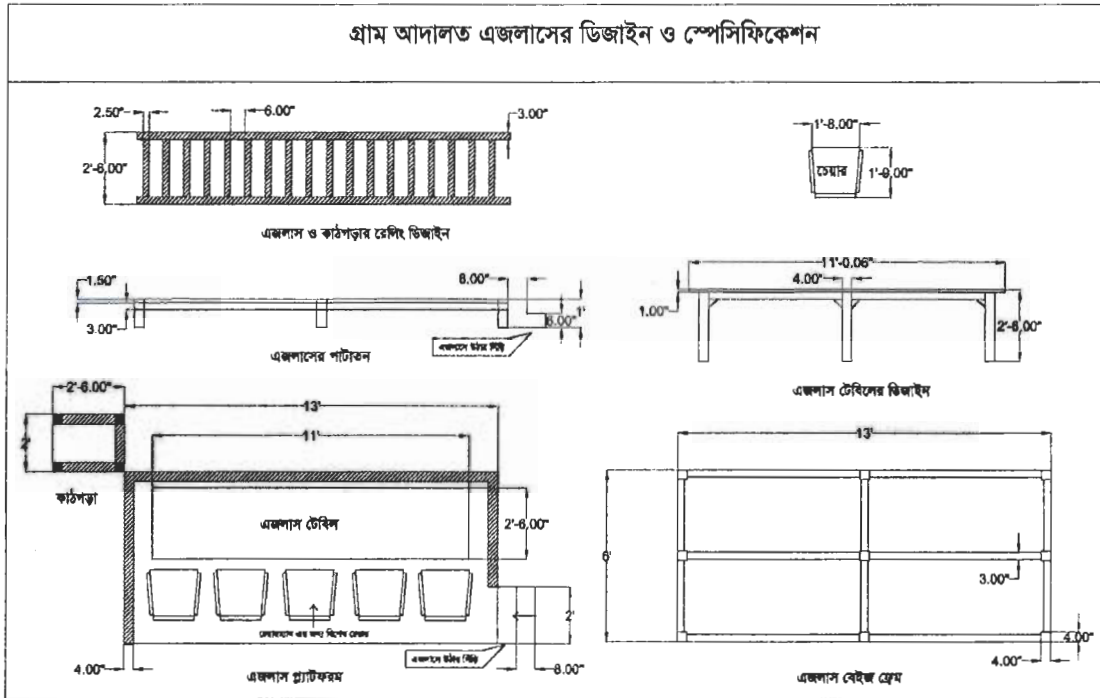
Note 2: The Tenderer will complete these columns (Col#5 and 6) as appropriate.

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## Annex-III: Description / Specifications of Goods

### Specifications of Ejlas and Relevant Furniture



**গ্রাম আদালতে ব্যবহৃত এজলাসের পূর্ণ বিবরণ/ স্পেসিফিকেশন (ইউনিয়ন প্রতি)**

গ্রাম আদালতকে কার্যকরী করার লক্ষ্যে নিম্নে ছকে বর্ণিত এজলাস উপকরণ সমূহ ইউনিয়ন পরিষদ ভবনে স্থাপন করতে হবে যাতে করে আদালত কক্ষে বিচারিক পরিবেশ তৈরী হয় এবং সাধারণ মানুষ প্রকাশ্যে বিচার প্রক্রিয়া অবলোকন করতে সক্ষম হন।

ক্রমিক	এজলাসের উপকরণ	বিবরণ ও মাপ	সংখ্যা	সুনির্দিষ্ট বর্ণনা
ক.	এজলাস প্রাটফরম	প্রতিটি কার্টের প্রাটফরম- দৈর্ঘ্য ১৩ ফুট ৪ প্রস্থ ৬ ফুট ৪ উচ্চতা ১ ফুট প্রতিটি এজলাসে (৪ ইঞ্চি X ৪ ইঞ্চি) ৯টি পায়াল/ খুঁটি এবং (৪ ইঞ্চি X ২ ইঞ্চি) ৩ টি বাতা দিয়ে ফ্রেম করে ফ্রেমের উপর (১০ ইঞ্চি X ১.৫ ইঞ্চি) তক্তা দ্বারা ছাউনি দিয়ে পাটাতন হবে। প্রাটফরমের ডান পার্শ্ব (২ ফিট ৮ওড়া X ১ ফিট উচ্চতা) বিশিষ্ট একটি সিঁড়ি থাকবে। সিঁড়ির তক্তা ন্যূনতম (৩ ইঞ্চি X ২ ইঞ্চি) হতে হবে।	১	সকল আসবাবপত্র পাকা মেহগনি কাঠ দিয়ে তৈরী করতে হবে। অ-পাকা / অ-সারী/পলয়ুক্ত কাঠ গ্রহণ যোগ্য নয়। সকল কাঠ চেকে ভাল ভাবে মসূন করে লাগাতে হবে। এজলাসের কার্টে ভাল এনামেইল পেইন্ট করতে হবে এবং অন্যান্য কার্টে চাচ বার্নিশ করতে হবে।
খ.	এজলাস রেলিং	ক এ বর্ণিত প্রাটফরমের সামনে ও ২ পাশে (এক পাশে ৪ ফুট) ২.৫ ফিট উচ্চতার ১টি ফেলিং বেড়া থাকবে। ফেলিং/ বেড়া এর মাঝে ৬ ইঞ্চি পর ২.৫ ইঞ্চি X ২ ইঞ্চি কার্টের বাতা/খুঁটি থাকবে। ফেলিং এর উপরে ও নিচে (৪ ইঞ্চি X ৩ ইঞ্চি) কাঠ দিয়ে আটকানো থাকবে।	১	এ
গ.	কাঠগড়া/ সাক্ষ্য মঞ্চ	এজলাসের বাম পার্শ্ব (দৈর্ঘ্য ২.৫ ফিট প্রস্থে ২ ফিট এবং উচ্চতা ৩ ফিট) মাপের ১টি করে কাঠগড়া/ সাক্ষ্য মঞ্চ থাকবে। কার্টের মাপ ক ও খ নং ক্রমিকের কার্টের অনুরূপ হবে।	১	এ
ঘ.	এজলাস টেবিল	প্রাটফরমের উপরে (দৈর্ঘ্য ১১ ফিট, প্রস্থে ২.২৫ ফিট ও উচ্চতা ২.৫ ফিট) একটি টেবিল।  টেবিলের ৪ ইঞ্চি X ৩ ইঞ্চি ৬টি পায়াল থাকবে। (৪ ইঞ্চি X ২ ইঞ্চি) পাসী দিয়ে ফ্রেম করে ফ্রেমের উপর (১ ফিট X ১ ইঞ্চি) তক্তা দিয়ে ছাউনী।  পায়ার নিচে (৩ ইঞ্চি X ২ইঞ্চি) কাঠ দিয়ে টানা থাকবে। এছাড়া লম্বালম্বি (৪ইঞ্চি X ২ইঞ্চি) মাপের ১টি ফুটয়েষ্ট থাকবে।	১	এ
ঙ.	হাতলওয়াল কাঠের চেয়ার	দৈর্ঘ্য ২১ ইঞ্চি ৪ প্রস্থ ২০ ইঞ্চি, উচ্চতা ৩ ফুট ৯ ইঞ্চি  শুধুমাত্র চেয়ারম্যানের চেয়ারের হেলনার পিছনের দিক ৩ ইঞ্চি বেশী উচ্চ হবে (৩ ইঞ্চি X ১ ইঞ্চি কাঠ দিয়ে)। চেয়ারের পায়াল (২ ইঞ্চি X ২ ইঞ্চি) হবে। বাতা (৩ ইঞ্চি X ১ ইঞ্চি) হবে। হাতল ৪ ইঞ্চি X ১ ইঞ্চি, টপ ৩/৪ ইঞ্চি পুরু হবে।	৫ (১ টি চেয়ারম্যানের বিশেষ ও ৪ টি সাধারণ)	এ  (১ টি চেয়ারের পিছনের উচ্চতা ৪ ফুট এবং বাকী ৪ টির ৩ ফুট ৯ ইঞ্চি)
চ.	শপথ বাক্যের প্লেট	১১.৫ ইঞ্চি X ৮.৫ ইঞ্চি সাইজের স্টীল সীটে লিখাসহ শপথ প্লেট।	১	উন্নত মানের স্টীল সীট দ্বারা তৈরি
ছ.	লাল কাপড় (লাল সাবু)	এজলাসের ৩ পাশের ফেলিং লাল সাবু কাপড় দিয়ে আবৃত থাকবে	১	মোট লালসাবু কাপড় হবে
জ.	হাতলওয়াল কাঠের বেঞ্চ	দৈর্ঘ্য ৭ ফুট, প্রস্থ ১.২৫ ফুট। পায়াল ২ ইঞ্চি X ২ ইঞ্চি, হাতল ৪ ইঞ্চি ৮ ১ ইঞ্চি, পাসী ৩ ইঞ্চি X ১ ইঞ্চি, ঘাড়ী ৪ ইঞ্চি X ১ ইঞ্চি, টপ ৩/৪ ইঞ্চি পুরু হবে।	২	সকল আসবাবপত্র পাকা মেহগনি কাঠ দিয়ে তৈরী করতে হবে। অ-পাকা / অ-সারী/পলয়ুক্ত কাঠ গ্রহণ যোগ্য নয়। সকল কাঠ চেকে ভাল ভাবে মসূন করে লাগাতে হবে। এজলাসের কার্টে ভাল এনামেইল পেইন্ট করতে হবে এবং অন্যান্য কার্টে চাচ বার্নিশ করতে হবে।

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ক্রমিক	এজলাসের উপকরণ	বিবরণ ও মাপ	সংখ্যা	সুনির্দিষ্ট বর্ণনা
ঝ.	কাঠের টেবিল (গ্রাম আদালত সহকারীর জন্য)	দৈর্ঘ্য ৪ ফুট ৪ প্রস্থ ২.৫ ফুট এবং ২ ড্রয়ার সংযুক্ত। টেবিলে ২.৫ ইঞ্চি X ২.৫ ইঞ্চি ৪টি পায়ার থাকবে। (৪ ইঞ্চি X ১ ইঞ্চি) পাসী দিয়ে ফ্রেম করে ফ্রেমের উপর (১০ ইঞ্চি X ৩/৪ ইঞ্চি) তক্তা দিয়ে ছাউনী।  পায়ার নিচে (৩ ইঞ্চি X ২ইঞ্চি) কাঠ দিয়ে টানা থাকবে। এছাড়া লম্বালম্বি (৩ ইঞ্চি X ২ইঞ্চি) মাপের ১টি ফুটয়েন্ট থাকবে।	১	ঐ
ঞ.	কাঠের চেয়ার (গ্রাম আদালত সহকারীর জন্য)	দৈর্ঘ্য ২ ফুট ৪ প্রস্থ ১.৬ ফুট: পায়ার ২ ইঞ্চি X ২ ইঞ্চি, পাসী ৩ ইঞ্চি X ১ ইঞ্চি, টপ ৩/৪ ইঞ্চি পুরু হবে।	১	ঐ
ত.	কাঠের ব্যাক	উচ্চতা ৫.২৫ ফুট, দৈর্ঘ্য ৫ফুট, প্রস্থ ১.২৫ ফুট; ৪ তাকযুক্ত ও পিছনে ভিনিয়ার বোর্ড আবৃত। পায়ার ২ ইঞ্চি X ২ ইঞ্চি, পাসী ২ ইঞ্চি X ২ ইঞ্চি, ছাউনী বাটাম ২ ইঞ্চি X ১ ইঞ্চি	১	ঐ
থ.	স্টীল আলমিরা	উচ্চতা ৬.৫ ফুট X দৈর্ঘ্য ৩.৫ ফুট X প্রস্থ ২ ফুট; ২টি ড্রয়ার ও ৪ টি তাক এবং ২০ গেজি পরিমাপের স্টীল সীট।	১	উন্নত মানের স্টীল সীট দ্বারা তৈরি

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**Terms and Conditions for Supply of Goods and Payment**

1. The Purchase Order will constitute the Contract and Terms and Conditions contained herein as well as in this schedule shall be binding upon both Procuring Entities and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the WAVE Foundation's Procurement Rules and procedures.
3. The Supplier shall have to complete the delivery in all respects within 60 days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. The full contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Challan along with Invoice, but the amount that will be deducted from bill as performance security/security deposit will be paid upon expiry of the Warranty Period and subject to obtained the satisfactory performance from procuring entity.
10. All kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law by supplier.
11. The Procuring Entity shall retain or in other words deduct from the Payment due to the Supplier, at the rate of three (03) percent of the contract price as security Deposit and kept it until expiration of the Warranty Period.
12. The minimum Warranty Period of the Supplies shall be 12 months starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Challan.
13. The Security deposit shall be returned to the Supplier within thirty (30) days after expiry of the Warranty Period.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.

*M*



15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply shall be permissible under any circumstances, but the Variations to the quantities ordered may be changed up to 20% to accommodate the unforeseen situation or availability of the Ejlaz (court bench) at respective Union Parishad from GoB or any other sources.
18. The Procuring Entity shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with applicable Rules, where necessary.
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

<b>For the Purchaser:</b>  <b>Mohsin Ali</b> Executive Director	<b>For the Supplier:</b>  Signature of the Supplier with name Designation
Date 25.1.17	Date



**Tender Submission Letter**

*[This letter shall be completed and signed by the Authorized Signatory preferably on the Letter-Head pad of the Tenderer].*

To: <b>WAVE Foundation</b> 3/11 Block-D, Lalmatia Dhaka-1207.	Date:
Invitation for Tender No: -----	Tender Lot No: -----

The following prices apply to our Tender:

The Tender Price is:	Taka -----[state amount in figures] ----- and Taka----- [ in words] -----
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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 and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) a Tender Security is attached in the form of a [pay order / bank draft / bank guarantee] in the amount stated in the Tender Document and valid for a period of 15 days beyond the Tender validity date;
- c) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document;
- d) furthermore, we are aware of the Terms and Conditions of Tender Document and accepting all the conditions in executing the Contract;
- e) We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed.

Signature:	[insert signature of authorized representative of the Tenderer]
Name:	[insert full name of signatory with National ID]
In the capacity of:	[insert designation of signatory]
Duly authorized to sign the Tender for and on behalf of the Tenderer	

**Note:** Written confirmation authorizing the above signatory(ies) to commit the Tenderer (if applicable) is required to attach by the bidder.

*M*



**Contract Agreement**

THIS AGREEMENT made the [day] day of [month] [year] between *WAVE Foundation, 3/11 Block-D, Lalmatia, Dhaka 1207.* (hereinafter called “the Procuring Entity”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring Entity invited Tenders for certain goods and related services, viz, *wooden made Ejlas and relevant Furniture* 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 Terms and 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 Purchase Order
  - (c) The Tender and the annexes to the Tender
  - (d) Terms and Conditions of Contract;
  - (e) Technical Specifications;
  - (f) Price Schedules and Description / Specifications of Goods and;
  - (g) other relevant documents, as applicable.
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.

Particulars	For the Procuring Entity:	For the Supplier:
Signature with date and stamp		
Name		
Title/Designation		
<b>In the presence of /Witness</b>	Name: ----- Signature: -----	Name: ----- Signature: -----
Address		

*M*



**Bank Guarantee for Performance Security**

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

Contract No:

Date:

To:

WAVE Foundation  
3/11 Block-D, Lalmatia  
Dhaka-1207.

**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



**List of Unions with the name of districts and Upazilla**  
(Under Khulna and Barisal divisions)

Detail name of divisions, districts, upazilla, Union and number of unions are as follows:

SL	Division	District Name	Upazila Name	Name of Union	No. of UP	
1	Barisal	Lot-1: Borguna	Amtoli	• Amtoli • Arpangasia • Atarogachia • Barobogi • Chawra • Guishakhali • Holdia	7	
2			Bamna	• Bamna • Bukabunia • Dowatola • Ramna	4	
3			Betagi	• Betagi • Bibichini • Buramojumdar • Hosnabad • Kazirabad • Mokamia • Sarishamuri	7	
4			Pathorgata	• Charduwani • Kakachira • Kalomegha • Kathaltoli • Nachnapara • Pathorghata • Rayhanpur	7	
5		Lot-2: Bhola	Borhanuddin	• Baromanika • Dewla • Gangapur • Hasan nagar • Kachia • Kutuba • Pakkhia • Shasra • Tobgi	9	
6			Charfashion	• Aminabad • Aslampur • CharKolmi • Char Madraj • Charmanika • Hazarigonj • Jinnagor • Char Kukrimukri • Nilkomal • Nruabad • Rasulpur • Dhalchar • Abubakarapur • Abdullahpur • Osmangonj • Mujibnagar • NazrulNagar • Awajpur • Jahanpur • Omarpur • Ahmadpur	21	
7			Lalmohan	• Badarpur • Charbhuta • Dhologouronagar • Farashgonj • Kalma • Lalmohon • Lord Hardings • PaschimChar Umed • Ramgonj	9	
8			Manpura	• Hazirhat • Monpura • Sakuchia (Uttar) • Sakichia (Dakkin)	4	
9			Tajmuddin	• Baromolongchora • Chasra • Chandpur • Sonapur • Shambhupur	5	
10			Lot-3: Patuakhali	Baufal	• Adabaria • Baga • Bawfal • Daspara • Dhulia • Kachipara • Kalieya • Kalisuri • Kanokdia • Keshobpur • Modonpura • Nawmala • Nazirpur • Surjomoni • Chandradip	15
11		Galachipa		• Amkhola • BakulBaria • Char Biswas • Char Kajol • Chikonikandi • Dakuwa • Golachipa • Gojalia • Goalkhali • Panpatti • Ratandi-Taltali • Kalagachia	12	
12		Mirzaganj		• AmraGachia • Dewli-subidkhali • Kakrabunia • Madhobkhali • Mojidbaria • Mirjagonj	6	
13		PatuakhaliSadar		• Awliapur • Badarur Chotobighai • Itbaria • Joynokathi • Barobighai • Kalikapur • Kamlapur • Lohalia • Lawkathi • Madarbumia • Morisbumia	12	
14		Khulna	Lot-4: Bagerhat	Chitolmari	• Char Baniary • Barobaria • Chitolmari • Hijla • Santospur • Kalatola • Shibpur	7
15				Fakirhat	• Bahirdia mansa • Betaga • Fakirhat • Lakhpur • Mulghor • Naldha moubhog • Piljong • Shuvodia	8



16			Kachua	• Badhal • Dhopakhal • Gojaria • Gopalpur • Kochua • Moghia • Rarepara	7
17			Mongla	• Chandpai • Burierdanga • Chila • Mithakhali • Sonaeltola • Sudarban	6
18			Rampal	• Baientola • Bastoli • Bhojpatieya • Gouromba • Horka • Malikerber • Perikhali • Rajnagar • Rampal • Ujolkur	10
19			Shoronkhola	• Dhansagar • Khontakata • Rayenda • Southkhali	4
20		Lot-5: Khulna	Dakope	• Bajuwa • Banisanta • Lawdob • Pankhali • Dakope • Koilasgonj • Kamarkhola • Sutarkhali • Tildanga	9
21			Dhiglia	• Barakpur • Digholia • Gazirhat • Jogipal • Aronghata • Senhati	6
22			Koira	• Amadi • Bagali • Dakkhin bedkashi • Koira • Moharajpur • Moheshorpuri • Uttar bedkashi	7
23			Paikgacha	• Chandkhali • Deluti • Godaipur • Goraikhali • Horidhali • Kopilmuni • Laskar • Lata • Raduli • Soladana	10
24			Fultola	• Atra Gilatola • Damodar • Jamira • Fultala	4
25			Rupsha	• Ghatbhog • Noihati • Sreefaltola • TS Bahirdia • Aiechgati	5
26			Lot-6: Satkhira	Asasuni	• Anulia • Ashasuni • Barodoal • Budhhata • Dargahpur • Kadakate • Khajira • Kullah • Protapnagar • Shovnali • Sreeuli
27		Kaliganj		• Bharasimla • Brishnupur • Champaful • Dakkhin Sreepur • Dhalbaria • Krisnanagar • Kushlia • Mothurespur • Moutola • Nalta • Ratanpur • Tarali	12
28		Shamnagar		• Aatulia • Bhurulia • Burigoalini • Gabura • Eshorypur • Koikhali • Kashimari • Munshigonj • Nurnagar • Padmapukur • Ramjannagar • Shyamnagar	12
29		Tala		• Dhandia • Islamkathi • Jalalpur • Khalilnagar • Khaliskhali • Keshra • Kumira • Magura • Nagarghata • Sarulia • Tala • Tetulia	12
<b>Total</b>		<b>06</b>	<b>29</b>		<b>248</b>

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