



SSWIM PROJECT Terms & Conditions

S/N	Terms & conditions
1	Provide a copy of the valid trade license
2	Provide Business Registration Certificates.
3	Provide a copy of the tin certificate
4	Provide a copy of the bank account certificate (a letter from the bank stating the A/C number)
5	Provide a copy of VAT & Tax Return certificates (Latest).
6	Provide a copy of NID.
7	Provide Financial Statement summary for the last 3 years.
8	Joint Venture is not allowed.
9	Physical office existence (Provide office address).
10	Must be a local citizen of Bangladesh.
11	Minimum 5 years experience in the relevant sectors. Experience with NGO & INGO will be given higher preference.
12	Provide a minimum 3 (recent) client's information with address and phone number.
13	The Bank account name should be the same as the company/trade name.
14	The vendor needs to submit the quotation on the company's own official pad.
15	Interested vendors need to apply and bid within seven days after the circular publication (The vendor needs to submit a hard copy (signed and on the company's letterhead) directly to the ADRA Bangladesh office).
16	Companies must attend the bid briefing session which will be held on 21st July, 2024.
17	Company with an average annual revenue of BDT 3,000,000 or more for the last 3 years.
18	Provide documents regarding experience in a similar field of providing the materials in the last 5 projects in the last 3 years.
19	The vendor will provide a blank cheque for security purposes.
20	The supplier will bear carrying, labor, and other charges.
21	Any bid that is on a form not completely filled in or which is conditional and obscure or illegible or which contains any addition not called for, shall be subject to rejection.
22	The complete form should be without interlineations, alterations or erasing or over-writings, but if these are necessary to correct errors made by the bidder, they shall be initialed by the person signing the bid.
23	Delivery charges should be deemed to be within the quoted price.
24	The installation cost of the products should be deemed to be within the quoted price.
25	Delivery will be completed within the deadline otherwise the order will be automatically cancelled.
26	Quality should be strictly maintained as per quoted item and brand.
27	On behalf of ADRA Bangladesh, the Logistics Officer will ensure and receive the mentioned materials/goods (based on no compromising of quality).
28	ADRA will not bear any other charges except the quoted price.
29	Any delays beyond this contract period, ADRA Bangladesh keeps reserves the right to deduct an amount of 2000.00 (Two Thousand) per day from Proprietor or can cancel the work order without any prior notice.
30	Payments will be made after it has been confirmed that all the materials have been received in compliance with the bid and after making sure that the items are installed and functioning properly.
31	The Tenderer should note that no enhancement of rates under any circumstances would be allowed for any rise of cost of materials or labor even if enhanced by the Government during the contract period or approved extension. Tenderer should, therefore, consider all such future rise of cost of materials or labor and all other contingent incidental charges, etc. and submit the bid accordingly.

32	In case of errors or damaged goods the supplier/bidder will bare all the costs (ADRA will not bear any additional costs other than the quoted price).
33	Vendor shall be responsible for packing, transportation, loading, unloading and other related service charges.
34	The quotation and the company profile (with supporting documents) should be submitted in two different enclosed envelops with the bidding company name and vice-versa.
35	Prices should include VAT (VDS) and TAX (TDS) as applicable (VAT & TAX will be deducted as per the Bangladesh govt. rules & regulations from the total price and then the net payment will be made to the supplier).
36	All the bills should have invoice/serial number (mandatory).
37	Payment shall be made by an account payee cheque or through RTGS.
38	After sales services i.e. warranty/guarantee for 1 year.
39	ADRA Bangladesh reserves the right to accept or reject any of the application.
40	The authority reserves the right to cancel the tender without showing any reason.
41	ADRA Bangladesh procurement department will analyze the tender documents and will contact the selected vendor directly.

***** This condition paper must be attached with all types of documents (quotation, workorder, company profiles, etc.) with seals and signatures**

Project Manager
SSWIM Project

Vendors' Acknowledgement