



Eco-Social Development Organization (ESDO)

Adabor, Dhaka-1207

Open Tendering Method (OTM)

(Tender Document/Schedule)

Description of Goods: IT Equipment Purchase of GO4IMPACT project under Eco-Social Development Organization (ESDO).

DATE: 03.09.2024

REFERENCE: ESDO/Purchase/126/123/2024-2025

To
Bidder Name:

Address:

Dear Respected Bidder,

The Eco-Social Development Organization (ESDO) is hereby requesting you to submit your bid proposal of IT Equipment Purchase for GO4IMPACT project as per **Annex- III** of this Tender Document.

Tender must be submitted on or before **17.09.2024; 04:00 pm** via **courier/post office or directly** to the address below:

**Convener, Central Procurement Committee
Eco-Social Development Organization (ESDO)
ESDO House-748, Road-08,
Baitul Aman Housing Society
Adabor, Dhaka.**

Tender should be submitted in sealed envelopes in the above mentioned **“Quotation for IT Equipment Supply”**.

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 Eco-Social Development Organization (ESDO) 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 above mentioned good/s:

Exact Address of Delivery Locations	As per Annex-I
Latest Expected Delivery Date and Time	100% should be delivery within 30 September, 2024
Packing Requirements	Secured and safe packing as necessary to avoid any damage or defect.
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 Tax and other applicable indirect taxes
After-sales services	<input checked="" type="checkbox"/> Replace the sub-standard items within possible short time. Any defect in manufacture will not be accepted.
Deadline for the Submission of Tender	17.09.2024 (Those who will submit the tender are invited to present at the time of tender opening).



Price Tender, Bill/Invoice from Supplier side, shall be in this language	<input checked="" type="checkbox"/> English (Technical Specification and other correspondence from/to Suppliers may be in Bangla).
Documents to be submitted for Eligibility Criteria	Bidders must have legal capacity to enter into Contract. Bidder, in support of its qualification must be submitted following documents i) Valid Trade License, ii) Tax Identification Number (TIN), iii) 13 Digit BIN Number, iv) Bank solvency certificate. N.B: All Prospective bidders must submit above documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, Eco-Social Development Organization (ESDO) 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	<input checked="" type="checkbox"/> Not Permitted.
Payment Terms	<input checked="" type="checkbox"/> Payment will be made after satisfactory delivery as per Terms and Conditions under Annex-IV.
Performance Security	<input checked="" type="checkbox"/> Selected vendor should deposit 2% of total awarded amount in form of Pay Order. The Performance Security will be returned to the supplier after successfully completion of awarding the PO after one month (28/twenty-eight days).
Delayed Delivery	0.5% per week on the total value of delayed delivery. In case the delay is more than 1 (One) month without having any approval the Work Order/PO might be cancelled.
Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance to eligibility requirements, Technical responsiveness, lowest price and goodwill. <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.
Procuring Entity will award to:	<input checked="" type="checkbox"/> One Supplier.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO) <input checked="" type="checkbox"/> Another Type/s of Contract (as per Annex-VI)
Special conditions of Contract	<input checked="" 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 checked="" type="checkbox"/> Written acceptance of goods based on full compliance with PO/ Contract requirements after agreed delivery and successful installation at delivery point.
Annexes to this Tender Document	<input checked="" type="checkbox"/> Annex I: Address of Delivery Locations <input checked="" type="checkbox"/> Annex II: Price Schedule for Goods and Related Services <input checked="" type="checkbox"/> Annex-III: Description/ Specifications of Goods <input checked="" type="checkbox"/> Annex-IV: Terms and Conditions for Supply of Goods and Payment <input checked="" type="checkbox"/> Annex-V: Tender Submission Letter <input checked="" type="checkbox"/> Annex-VI: Contract Agreement



Contact Person for Inquiries (Written inquiries only)	Md. Siraj Uddin Member Secretary, Central Procurement Committee, ESDO, Adabor, Dhaka. Email: procurement@esdo.net.bd
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Instructions to Tenderers:

1. 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.
2. 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 Eco- Social Development Organization (ESDO)'s requirements.
3. 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.
4. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by ESDO. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on ESDO's re-computation and correction of errors, its Tender will be rejected.
5. ESDO management has every right to accept or cancel the Tender biddings without mentioning any reason.

Thank you and we look forward to receiving your Tender.

Sincerely yours,



Member Secretary,
Central Procurement Committee,
ESDO, Adabor, Dhaka.

Annex I:**Address of Delivery Location and Quantity**

The IT Equipment shall be delivered according to the below areas:

SL	Items Name	Quantity	Address
1.	Laptop	06 Pcs	ESDO-GO4IMPact Project Office in Dhamoirhat Upazila under Naogaon District
2.	Desktop	02 Pcs	
3.	Printer with Scanner	01 Pcs	
4.	Digital Camera	01 Pcs	
5.	Multimedia	01 Pcs	

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

Sl	Items to be Supplied	Description/ Specifications	Quantity	Unit Price (BDT)	Total Price (BDT)
1	2	3	4	5	6
1.	Laptop	Processor: Intel Core i5-13420H (12MB Cache, 3.4GHz up to 4.6GHz), Ram: 16GB LPDDR5-4800, Storage: 512GB M.2 PCIe 4.0x4 NVMe SSD Display: 14" WUXGA (1920x1200) IPS, 300nits Anti-glare, Features: Type-C, Privacy Shutter, MILITARY GRADE-STD-810H, Dolby Audio, Laptop Bag. 2 Year Limited Warranty.	06 Pcs		
2.	Desktop	Brand: Dell, Model: Vostro 3910 MT, Processor: Intel Core i3-12100 (12M Cache, 3.30 GHz to 4.30 GHz), RAM: 8GB, Storage: 1TB HDD, Graphics: Integrated Intel UHD, USB Mouse & Keyboard, 650VA UPS, Warranty- 3 Years, 18.5 inch Monitor	02 Pcs		
3.	Printer with Scanner	Functions: Print, copy, scan, fax, Print speed: Print speed up to 21 ppm (black), Print quality black (best): Up to 1,200 x 1,200 dpi Automatic document feeder capacity: Standard, 40 sheets. 1 Year Limited Warranty	01 Pcs		
4.	Digital Camera	18 megapixel APS-C sensor, Aspect Ratio 3:2, Lens Mount EF/EF-S, 32GB Memory, Camera Bag, Lens cover and 3 Years Warranty	01 Pcs		
5.	Multimedia	Projection System: 3LCD, 3-chip technology, Native Resolution: 1024 x 768 (XGA), Color Brightness: 4100 lumens, Up to 17,000 hours in ECO Mode. Multimedia Bag. 2 Year Manufacture warranty and 12 Months or 1000hrs Warranty.	01 Pcs		
Total Prices including VAT, TAX, and Packing & Transportation cost.					

(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 destination or at point of delivery.

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

Annex-III:

Description/Specifications of IT Equipment

SL. No	Name of Item	Description	Quantity
01	Laptop	Processor: Intel Core i5-13420H (12MB Cache, 3.4GHz up to 4.6GHz), Ram: 16GB LPDDR5-4800, Storage: 512GB M.2 PCIe 4.0x4 NVMe SSD Display: 14" WUXGA (1920x1200) IPS, 300nits Anti-glare, Features: Type-C, Privacy Shutter, MILITARY GRADE-STD-810H, Dolby Audio, Laptop Bag. 2 Year Limited Warranty.	06 Pcs
02	Desktop	Brand: Dell, Model: Vostro 3910 MT, Processor: Intel Core i3-12100 (12M Cache, 3.30 GHz to 4.30 GHz), RAM: 8GB, Storage: 1TB HDD, Graphics: Integrated Intel UHD, USB Mouse & Keyboard, 650VA UPS, Warranty- 3 Years, 18.5 inch Monitor	02 Pcs
03	Printer with Scanner	Functions: Print, copy, scan, fax, Print speed: Print speed up to 21 ppm (black), Print quality black (best): Up to 1,200 x 1,200 dpi Automatic document feeder capacity: Standard, 40 sheets. 1 Year Limited Warranty	01 Pcs
04	Digital Camera	18 megapixel APS-C sensor, Aspect Ratio 3:2, Lens Mount EF/EF-S, 32GB Memory, Camera Bag, Lens cover and 3 Years Warranty	01 Pcs
05	Multimedia	Projection System: 3LCD, 3-chip technology, Native Resolution: 1024 x 768 (XGA), Color Brightness: 4100 lumens, Up to 17,000 hours in ECO Mode. Multimedia Bag. 2 Year Manufacture warranty and 12 Months or 1000hrs Warranty.	01 Pcs

Annex-IV

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 Eco Social Development Organization (ESDO)'s Procurement Rules and procedures.
3. The Supplier shall have to complete the delivery in all respects within **30 September, 2024** with the Terms and Conditions.



4. 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.
5. 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.
6. 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.
7. **Mode of payment:** Payment will be made through Account Payee cheque/Pay order/RTGS/BEFTN or DD in favour of supplying vendor.
8. As per govt. rules and regulation, vat & tax will be deducted at the time of payment.
9. Payment will be made after submission and acceptance of the Delivery challan along with Invoice.
10. The Performance Security shall be returned to the supplier within twenty-eight (28) days after successfully deliver the materials.
11. 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.
12. Any claim arising out of delivery of Goods and related services shall be settled by the supplier at his/her own cost and responsibility.
13. No modification to Scope of Supply shall be permissible under any circumstances, but the variations (increase or decrease) to the quantities ordered may be changed.
14. 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.
15. 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.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date: 03.09.2024</p>	<p>Date:</p>



Tender Submission Letter

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

To: Convener Central Procurement Committee Eco Social Development Organization (ESDO) Adabor, Dhaka.	Date:
Invitation for Tender 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) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document;
- c) Furthermore, we are aware of the Terms and Conditions of Tender Document and accepting all the conditions in executing the Contract;
- d) We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed.

Signature of authorized representative of the Tenderer:	
Full Name:	
In the capacity of (<i>designation of signatory</i>):	
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.



Contract Agreement

THIS AGREEMENT made the **day/month/year** between *Eco Social Development Organization (ESDO)* 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 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 herein after 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 where of 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		
In the presence of /Witness	Name: Signature:	Name: Signature:
Address		

