



BANGLADESH PETROLEUM EXPLORATION & PRODUCTION COMPANY LIMITED (BAPEX)

( A Company of Petrobangla)

Administration Division, Purchase Department

BAPEX BHABAN (Level-4), 4 Kawran Bazar C/A, Dhaka-1215, Bangladesh.

**HIRING OF VEHICLES (RENTAL) FOR ONE PAJERO/PRADO, 4WD, TWO DOUBLE CABIN PICKUP WITH CARRYBOY, 4WD AND TWO MICROBUS FOR PROCUREMENT OF RUPKALPA-2 DRILLING PROJECT UNDER LOCAL TENDER**

Invitation for Tender No	:	BAPEX/PURCHASE/OT-005/2020-2021
Issued on	:	15-11-2020
Cost of Tender Document	:	Tk 4,000.00
Tender Schedule selling Last Date & Time	:	07-12-2020 at 15.00Hrs (BST)
Tender Dropping Last Date & Time	:	08-12-2020 at 11:00 Hrs. (BST)
Tender Opening Date & Time	:	08-12-2020 at 11:30 Hrs. (BST)

Issued to: M/S. ....

.....

Draft No. .... Date: .....

Bank: .....

Branch: .....

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*[Note: The Invitation for Tenders that follows on the next two pages is in the standard format as appears on the website and as has been distributed to all procuring entities in Excel format. The procuring entity should ensure that a hard copy of the Invitation for Tenders Notice as actually published is attached to the issued Tender Document.] # Toc240868155*

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## বাংলাদেশ পেট্রোলিয়াম এক্সপ্লোরেশন এন্ড প্রোডাকশন কোম্পানী লিমিটেড (বাপেক্স)

BANGLADESH PETROLEUM EXPLORATION & PRODUCTION CO. LTD (BAPEX)

Administration Division, Purchase Department

BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215, Bangladesh.



### Invitation for Tender

1.	Division	:	Ministry of Power, Energy and Mineral Resources/ Energy and Mineral Resources Division
2.	Agency	:	Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)
3.	Procuring Entity Name	:	Bangladesh Petroleum Exploration & Production Company Limited (BAPEX) General Manager, Administration Division
4.	Procuring Entity District	:	Dhaka, Bangladesh.
5.	Invitation ref. No.	:	BAPEX/ Purchase /OT-005/2020-2021, dated : 15-11-2020
6.	Invitation for	:	Hiring of Vehicles (Rental) for One Pajero/Prado 4WD, Two Double Cabin Pickup with Carryboy, 4WD and Two Microbus under local tender.
<b>KEY INFORMATION</b>			
7.	Procurement Method	:	Open Tendering Method (Local Competitive Bidding) <b>Single Stage Two</b> envelope system.
<b>FUNDING INFORMATION</b>			
8.	Budget & Source of Funds	:	GDF ( Gas Development Fund)
<b>PARTICULAR INFORMATION</b>			
9.	Division Name/Project	:	Rupkalpa-2 Drilling Project.
10.	Last Selling Date of Tender	:	<b>07/12/2019 at 15:00 Hrs. (BST)</b>
11.	Place of Tender Selling	:	a) Bangladesh Petroleum Exploration & Production Co. Ltd.(Bapex) Accounts & Finance Division (level-3) Bapex Bhaban, 4 Kawran Bazar C/A, Dhaka-1215. b) Petrobangla, Petrocenter, 3, Kawran Bazar C/A, Dhaka-1215. c) Titas Gas T & D Company Ltd. Account Division, 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215.
12.	Place of Tender Receiving	:	a) Purchase Department, Bapex Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215.
13.	Date & Time of selling of Tender Document	:	Tender documents will be available from <b>22/11/2019 to 07/12/2020</b> between 09:00 hrs to 15:00 hrs BST on all working days (except government holidays).
14.	Tender Closing and Receiving Date & Time	:	<b>08/12/2020 at 11:00 Hrs. (BST)</b>
15.	Tender Opening Date & Time	:	<b>08 /12/2020 at 11.30 Hrs. (BST)</b>
16.	Place of Tender Opening	:	Purchase Department, BAPEX, Bapex Bhaban (Level-4 ), 4, Kawran Bazar C/A, Dhaka-1215.
<b>INFORMATION FOR TENDERER</b>			
17.	Eligibility of Tenderer	:	Bonafide suppliers having minimum 5 years experience of supplying vehicles to Govt. Semi Govt. Petrobangla and any Company of Petrobangla or other organization.
18.	Brief Description of Services	:	Hiring of Vehicles (Rental) for One Pajero/Prado 4WD, Two Double Cabin Pickup with Carryboy, 4WD and Two Microbus.
19.	Price of Tender Document	:	Bangladeshi Taka <b>4,000.00</b> (Non-refundable).
20.	Procuring Entity Details	:	General Manager (Administration), BAPEX, Bapex Bhaban (Level-5), 4, Kawran Bazar C/A, Dhaka-1215.
21.	Address of the Official Inviting Tender	:	General Manager (Administration) BAPEX, Bapex Bhaban (Level-5), 4, Kawran Bazar C/A, Dhaka-1215.
22.	Special instruction	:	a) Tender must remain valid for 120 days from the date of closing of the tender. b) Time for completion of delivery 7 days from receipt of work order. Engagement period of all vehicles upto 30-09-2021 after contract Signing/Vehicles Supplying. c) Amount of tender security for Tk <b>1,90,000.00</b> in the form of Pay Order/Bank Guarantee issued by a scheduled bank in Bangladesh. d) The tender security must remain valid for 148 days from the date of closing of the tender. e) If tender opening day happens to fall on any holiday tenders shall be opened at the same hours on the first subsequent working day. f) In case any unavoidable circumstances such as strike, civil commotion, Govt. holiday etc. Tender will be received and opened on the following working day. g) This tender notice will also be available at Petrobangla Website: <a href="http://www.Petrobangla.org.bd">www.Petrobangla.org.bd</a> , Bapex Website: <a href="http://www.bapex.com.bd">www.bapex.com.bd</a> .
23.	This tender will be conducted as per the Public Procurement Rules – 2008		
24.	The procurement entity reserves the right to accept or reject in part or full of any or all tenders without assigning any reasons whatsoever.		
			General Manager (Admin)

Not to be printed

## Section -1. Instructions to Tenderers

### **A. General**

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|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Scope of Tender                                      | <p>1.1 The Purchaser, as indicated in the Tender Data Sheet (TDS), issues this Tender Document for the supply of Goods, and Related Services incidental thereto, as specified in the TDS and as detailed in Section 6: Schedule of Requirements. The name of the Tender and the number and identification of its constituent lot(s) are stated in the TDS.</p> <p>1.2 The successful Tenderer will be required to complete the delivery of the goods and related services (when applicable) as specified in the Particular Conditions of Contract (PCC).</p> <p>1.3 Throughout this Tender Document:</p> <p style="margin-left: 20px;">(a) the term “in writing” means communicated in written form with proof of receipt;</p> <p style="margin-left: 20px;">(b) if the context so requires, singular means plural and vice versa; and</p> <p style="margin-left: 20px;">(c) “day” means calendar day.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. Source of Funds                                      | <p>2.1 The Purchaser has been allocated public funds as indicated in the TDS and intends to apply a portion of the funds to eligible payments under the contract for which this Tender Document is issued.</p> <p>2.2 For the purpose of this provision, “public funds” means any monetary resources appropriated to procuring entities under Government budget, or revenues generated by statutory bodies and corporations or aid grants and credits put at the disposal of procuring entities by the development partners through the Government.</p> <p>2.3 Payments by the development partner, if so indicated in the TDS, will be made only at the request of the Government and upon approval by the development partner in accordance with the applicable Loan/Credit/Grant Agreement, and will be subject in all respects to the terms and conditions of that Agreement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3. Corrupt, Fraudulent, Collusive or Coercive Practices | <p>3.1 The Government requires that Purchasers, as well as Tenderers and Suppliers shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.</p> <p>3.2 In pursuance of this requirement, the Purchaser shall:</p> <p style="margin-left: 20px;">(a) exclude the Tenderer from participation in the procurement proceedings concerned or reject a proposal for award; and</p> <p style="margin-left: 20px;">(b) declare a Tenderer ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds;</p> <p style="margin-left: 20px;">if it, at any time, determines that the Tenderer has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.</p> <p>3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Purchaser, it shall, in the first place, allow the Tenderer to provide an explanation and shall, take actions only when a satisfactory explanation is not received. Such exclusion and the reasons thereof, shall be recorded in the record of the procurement proceedings and promptly communicated to the Tenderer concerned. Any communications between the Tenderer and the Purchaser related to matters of alleged fraud or corruption shall be in writing.</p> <p>3.4 The Government defines, for the purposes of this provision, the terms set forth below as follows:</p> <p style="margin-left: 20px;">(a) “<i>corrupt practice</i>” means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or individual, a gratuity in any form, an employment, or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;</p> <p style="margin-left: 20px;">(b) “<i>fraudulent practice</i>” means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Purchaser;</p> <p style="margin-left: 20px;">(c) “<i>collusive practice</i>” means a scheme or arrangement among two or more Tenderers, with or without the knowledge of the Purchaser (prior to or after Tender submission), designed to establish Tender prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free, open and genuine competition; and</p> <p style="margin-left: 20px;">(d) “<i>coercive practice</i>” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.</p> <p>3.5 The Tenderer shall be aware of the provisions on fraud and corruption stated in GCC Clause 3 and GCC Sub-Clause 38.1(c).</p> <p>3.6 The Government requires that the Purchaser’s personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.</p> |
| 4. Eligible Tenderers                                   | <p>4.1 This Invitation for Tenders is open to eligible Tenderers from all countries, except for any specified in the TDS.</p> <p>4.2 A Tenderer may be a physical or juridical individual or body of individuals, or company, association or any combination of them under agreement in the form of an intended or existing joint venture, consortium or association (JVCA), invited to take part in public procurement or seeking to be so invited or submitting a Tender in response to an Invitation for Tenders. All members of the JVCA shall be jointly and severally liable to the Purchaser. JVCA is distinct from Supplier, Sub-supplier arrangement where the entire responsibility for contract execution rests with the Supplier.</p> <p style="margin-left: 20px;">A Government-owned enterprise in Bangladesh may also participate in the Tender if it is legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of the Purchaser.</p> <p>4.3 The Tenderer shall provide in Section 5: Tender and Contract Forms, a statement that the Tenderer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

		(including all members of a JVCA) is not associated, nor has been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the specifications and other documents for this Invitation for Tenders.
	4.4	The Tenderer shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with ITT Sub-Clause 3.2.
	4.5	The Tenderer with a consistent history of litigation or a number of arbitration awards against it, shall not be eligible to Tender. The Tenderer shall supply the information requested in para 3.3 of the Tenderer Information Sheet (Form G-4)
	4.6	The Tenderer shall have the legal capacity to enter into the contract.
	4.7	The Tenderer shall not be insolvent, be in receivership, be bankrupt or being wound up, its business activities shall not be suspended, and it shall not be the subject of legal proceedings for any of the foregoing.
	4.8	The Tenderer shall have fulfilled its obligations to pay taxes and social security contributions under the relevant national laws and regulations.
5.	Eligible Goods and Related Services	5.1 All goods and related services to be supplied under the contract are eligible, unless their origin is from a country specified in the TDS.
		5.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied.
		5.3 The origin of goods and services is distinct from the nationality of the Tenderer.
6.	Site Visit	6.1 For goods contracts requiring installation/commissioning/networking or similar services at site, the Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the Tender and entering into a contract for the supply of goods and related services.
		6.2 The Tenderer should ensure that the Purchaser is informed of the visit in adequate time to allow it to make appropriate arrangements.
		6.3 The costs of visiting the Site shall be at the Tenderer's own expense.
		<b>B. Tender Document</b>
7.	Tender Document: Sections	7.1 The Sections comprising the Tender Document are listed below and should be read in conjunction with any Amendment issued in accordance with ITT Clause 10. <ul style="list-style-type: none"> <li>• Section 1 Instructions to Tenderers (ITT)</li> <li>• Section 2 Tender Data Sheet (TDS)</li> <li>• Section 3 General Conditions of Contract (GCC)</li> <li>• Section 4 Particular Conditions of Contract (PCC)</li> <li>• Section 5 Tender and Contract Forms</li> <li>• Section 6 Schedule of Requirements</li> <li>• Section 7 Technical Specifications</li> <li>• Section 8 Drawings</li> </ul>
		7.2 The Purchaser will reject any Tender submission if the Tender Document was not purchased directly from the Purchaser, or through its agent as stated in the TDS.
		7.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document as well as in Tender Amendments, if any. Failure to furnish all information or documentation required by the Tender Document may result in the rejection of the Tender.
8.	Tender Document: Clarification	A prospective Tenderer requiring any clarification of the Tender Document shall contact the Purchaser in writing at the Purchaser's address indicated in the TDS. The Purchaser will respond in writing to any request for clarification received no later than seven (7) days prior to the deadline for submission of Tenders.
		The Purchaser shall forward copies of its response to all those who have purchased the Tender Document, including a description of the enquiry but without identifying its source.
		Should the Purchaser deem it necessary to amend the Tender Document as a result of a clarification, it shall do so following the procedure under ITT Clause 10 and ITT Sub-Clause 30.3.
9.	Tender Document: Pre-Tender Meeting	9.1 To clarify issues and to answer questions on any matter arising in the Tender Document, the Purchaser may, if stated in the TDS, invite prospective Tenderers to a Pre-Tender Meeting at the place, date and time as specified in the TDS. Tenderers are encouraged to attend the meeting, if it is held.
		9.2 The Tenderer is requested to submit any questions in writing so as to reach the Purchaser not later than five (5) days prior to the date of the meeting.
		9.3 Minutes of the pre-Tender meeting, including the text of the questions raised and the responses given, together with any responses prepared after the meeting, will be transmitted within seven (7) days to all those who purchased the Tender Document. Any modification to the Tender Document listed in ITT Sub-Clause 7.1 that may become necessary as a result of the pre-Tender meeting shall be made by the Purchaser exclusively through the issue of an Amendment pursuant to ITT Clause 10 and not through the minutes of the pre-Tender meeting.
		9.4 Non-attendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.
10.	Tender Document: Amendment	10.1 At any time prior to the deadline for submission of Tenders, the Purchaser for any reason, on its own initiative or in response to a clarification request in writing from a Tenderer, having purchased the Tender Document, may amend the Tender Document by issuing an amendment.
		10.2 Any amendment issued shall become an integral part of the Tender Document and shall be communicated in writing to all those who have purchased the Tender Document.
		10.3 To give a prospective Tenderer reasonable time in which to take an amendment into account in preparing its Tender, the Purchaser may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT Sub-Clause 30.3. In the event that an amendment is issued with a period of only one-third or less of the Tendering period remaining, then the deadline for the submission of Tenders may be extended by the Purchaser, if so requested by a substantial number of Tenderers.

## C. Qualification Criteria

- |                         |      |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. General Criteria    | 11.1 | The Tenderer shall possess the necessary professional and technical qualifications and competence, financial resources, production capability with equipment and other physical facilities, including after-sales service where appropriate, managerial capability, specific experience, reputation, and the personnel to perform the contract.                                                  |
|                         | 11.2 | To qualify for a multiple number of lots in a package for which tenders are invited in the Invitation for Tenders, The Tenderer shall demonstrate having resources and experience sufficient to meet the aggregate of the qualifying criteria for the individual lots                                                                                                                            |
| 12. Experience Criteria | 12.1 | The Tenderer shall have the following minimum level of supply experience to qualify for supplying the Goods and Related Services under the contract:                                                                                                                                                                                                                                             |
|                         | (a)  | a minimum number of years of overall experience in the supply of goods and related services as specified in the TDS;                                                                                                                                                                                                                                                                             |
|                         | (b)  | specific experience in the supplying of similar goods and related services as specified in the TDS;                                                                                                                                                                                                                                                                                              |
|                         | (c)  | a minimum production capacity or availability of equipment as specified in the TDS; and                                                                                                                                                                                                                                                                                                          |
|                         | (d)  | in case of a Tenderer offering to supply goods which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized by the goods' manufacturer or producer to supply the goods.                                                                                                                                                                                    |
| 13. Financial Criteria  |      | The Tenderer shall have the following minimum level of financial capacity of qualify for the supply of goods under the contract:<br>The satisfactory completion of supply of similar goods of value stated in the TDS under a single contract in the last five years; and<br>Availability of minimum liquid assets or working capital or credit facilities from a Bank, as specified in the TDS. |

## D. Tender Preparation

- |                                                                                   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. Tender: Only One                                                              |      | A Tenderer shall submit only one (1) Tender for each lot, either individually or as a Member in a JVCA. A Tenderer who submits or participates in more than one (1) Tender for each lot will cause all the Tenders with that Tenderer's participation to be rejected.                                                                                                                                                                                                                                                                                                                                                              |
| 15. Tender: Preparation Costs                                                     | 15.1 | The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.                                                                                                                                                                                                                                                                                                                                                                                               |
| 16. Tender: Language                                                              |      | The Tender, as well as all correspondence and documents relating to the Tender shall be written in the English or Bangla language, unless specified otherwise in the TDS. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English or Bangla language, in which case, for purposes of interpretation of the Tender, such translation shall govern.<br><br>The Tenderer shall bear all costs of translation to the governing language and all risks of the accuracy of such translation. |
| 17. Tender: Contents of Tender                                                    |      | <b>The Tender submitted by the Tenderers shall comprise of two separate envelopes submitted simultaneously, one containing only "Technical Tender" and the other containing only "Price Tender".</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                   | 17.1 | The Tender prepared by the Tenderer shall comprise the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                   | (a)  | the Tender Submission Sheet (Form G-1);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                   | (b)  | the Price Schedule (Form G-2) completed in accordance with ITT Clauses 18, 20 and 21;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                   | (c)  | Original Tender Security (Form G-6) completed in accordance with ITT Clause 27;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                   | (d)  | Specifications Submission Sheet (Form G-3) completed in accordance with ITT Clause 18;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                   | (e)  | alternative Tenders, if permitted, in accordance with ITT Clause 19;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                   | (f)  | written confirmation authorising the signatory of the Tender to commit the Tenderer, in accordance with ITT Clause 28;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                   | (g)  | documentary evidence in accordance with ITT Clause 22 establishing the Tenderer's eligibility to Tender, including the Tenderer Information Sheet (Form G-4) and the Manufacturer's Authorisation Letter (Form G-5), when applicable;                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                   | (h)  | documentary evidence in accordance with ITT Clauses 23 and 37 that the Goods and Related Services are of eligible origin and conform to the Tender Document;                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                   | (i)  | documentary evidence in accordance with ITT Clause 24 establishing the Tenderer's qualifications to perform the contract if its Tender is accepted; and                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                   | (j)  | any other document as specified in the TDS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18. Tender: Submission Sheet, Price Schedules and Specifications Submission Sheet | 18.1 | The Tenderer shall submit the completed Tender Submission Sheet (Form G-1) as furnished in Section 5: Tender and Contract Forms. This document shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the tender may be rejected as being non-responsive.                                                                                                                                                                                                                                                                                             |
|                                                                                   | 18.2 | The Tenderer shall submit the completed Price Schedule for Goods and Related Services (Form G-2) as furnished in Section 5: Tender and Contract Forms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                   | 18.3 | The Tenderer shall submit the completed Specifications Submission Sheet (Form G-3) as furnished in Section 5: Tender and Contract Forms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                   | 18.4 | All the documents mentioned in ITT Sub-Clauses 18.1 to 18.3 shall be completed without any alterations to their format, filling in all blank spaces with the information requested, failing                                                                                                                                                                                                                                                                                                                                                                                                                                        |

			which the Tender may be rejected as being non-responsive.
19. Tender: Alternatives	19.1		Unless otherwise stated in the TDS, alternative Tenders shall not be considered.
20. Tender: Prices and Discounts	20.1		The prices and discounts quoted by the Tenderer in the Tender Submission Sheet (Form G-1) and in the Price Schedule (Form G-2) shall conform to the requirements specified below.
	20.2		All items for each lot, as listed in Section 6: Schedule of Requirements must be listed and priced separately on the Price Schedule (Form G-2). For any item listed in the Schedule of Requirements, but not shown in the Price Schedule, it shall be assumed that the item is not included in the Tender. For any item listed in the Schedule of Requirements, but shown unpriced in the Price Schedule, it shall be assumed that the price is included in the prices of other items. In all cases the Tender shall be evaluated in accordance with ITT Sub-Clause 20.3.
	20.3		Tenders are being invited either for individual lots or for any combination of lots and prices quoted shall correspond to 100% of the items and quantities specified for each lot. If so indicated in the TDS Contracts may be awarded on a lot-by-lot basis and Tenderers wishing to offer any price reduction for the award of more than one Contract shall specify in their Tender the price reductions applicable to each lot or combination of lots.
	20.4		The Tenderer shall indicate on the Price Schedule (Form G-2) the unit prices (where applicable) and the total price of the lot it proposes to supply under the contract.
	20.5		Prices indicated on the Price Schedule shall be entered separately in the following manner:
		(a)	the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable : (i) on the components and raw materials used in the manufacture or assembly of goods quoted ex works or ex factory; or (ii) on the previously imported goods of foreign origin quoted ex warehouse, ex showroom or off-the-shelf;
		(b)	any Purchaser country local taxes (VAT and other taxes) which will be payable on the goods if the contract is awarded;
		(c)	the price for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination, if specified in the TDS; and
		(d)	the price of other related (incidental) services, if any, listed in the TDS.
	20.6		The Tenderer's separation of price components in accordance with ITT Sub-Clause 20.5 will be solely for the purpose of facilitating the comparison of Tenders by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
	20.7		Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account, unless otherwise specified in the TDS.
21. Tender: Currency	21.1		All prices shall be quoted in Bangladesh Taka.
22. Tenderer: Documents Establishing Eligibility	22.1		The Tenderer shall submit documentary evidence to establish its eligibility in accordance with ITT Clause 4 and, in particular, shall:
		(a)	complete the eligibility declarations in the Tender Submission Sheet (Form G-1), furnished in Section 5: Tender and Contract Forms; and
		(b)	if in accordance with ITT Sub-Clause 4.2, the Tenderer is an existing or intended JVCA, it must submit the Tenderer Information Sheet (Form G-4) and a copy of the JV Agreement, or a letter of intent to enter into such an Agreement. The respective document shall be signed by all legally authorised signatories of all the parties to the existing or intended JVCA, as appropriate.
	22.2		If so specified in the TDS, a Tenderer that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorisation Letter (Form G-5) furnished in Section 5: Tender and Contract Forms, to demonstrate that it has been duly authorised by the manufacturer or producer of the Goods to supply the Goods to Bangladesh.
23. Goods and Related Services: Documents Establishing Eligibility	23.1		To establish the conformity of the Goods and Related Services to the Tender Document, the Tenderer shall furnish as part of its Tender the documentary evidence that the goods conform to Section 7: Technical Specifications.
	23.2		The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating the substantial responsiveness of the Goods and Related Services to those requirements of Section 7: Technical Specifications, and if applicable, a statement of deviations and exceptions. The Tenderer shall note that standards for workmanship, material, and equipment as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Tenderer may substitute alternative standards/ brand names, etc. in its tender provided that it demonstrates to the Purchaser's satisfaction that substitutions ensure substantial equivalence.
	23.3		The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the TDS, following commencement of the use of the goods by the Purchaser.
24. Tenderers: Documents Establishing Qualifications	24.1		Tenderers shall submit documentary evidence to meet the qualification criteria specified in Sub-Section C, Qualification Criteria of the ITT.
	24.2		Tenderers shall submit the Tenderer Information Sheet (Form G-4) furnished in Section 5: Tender and Contract Forms.



- 24.3 Tenderers shall include the following information and documents with their Tenders:
- total monetary value of similar goods supplied for each of the last five (5) years;
  - details of major supplies of similar types of Goods over the last five (5) years, and clients who may be contacted for further information on those contracts;
  - financial reports or balance sheets or profit and loss statements or auditor's reports or bank references with documents or a combination of these demonstrating the availability of liquid assets to successfully complete the contract;
  - authority to seek references from the Tenderer's Bankers; and
  - information on past (5 years) litigation in which the Tenderer has been involved or in which the Tenderer is currently involved.
- 24.4 Tenders submitted by a JVCA shall comply with the following requirements, and any other requirements as specified in the TDS:
- the Tenderer shall include all the information listed in ITT Sub-Clause 24.3 for each JVCA Member;
  - the Tender shall be signed so as to be legally binding on all Members;
  - all Members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
  - one of the Members will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all Members of the JVCA; and
  - the execution of the entire Contract, including payment, shall be done exclusively with the Member in charge.
25. Tenderer: Disqualification
- The Purchaser shall disqualify a Tenderer who submits a document containing false information for purposes of qualification or misleads or makes false representations in proving its qualification requirements. If such an occurrence is proven, the Purchaser may declare such a Tenderer ineligible, either indefinitely or for a stated period of time, from participation in future procurement proceedings.
- The Purchaser may disqualify a Tenderer who has a record of poor performance, such as abandoning the supply, not properly completing the contract, inordinate delays, litigation history or financial failures.
26. Tender: Validity
- Tenders shall remain valid for the period specified in the TDS after the date of Tender submission prescribed by the Purchaser, pursuant to ITT Clause 30. A Tender valid for a shorter period shall reject by the Purchaser as non-responsive.
- In exceptional circumstances, prior to the expiration of the Tender validity period, the Purchaser may solicit the Tenderers' consent to an extension of the period of validity of their Tenders. The request and the responses shall be made in writing. The Tender Security provided under ITT Clause 27, shall also be suitably extended promptly. If a Tenderer does not respond or refuses the request it shall not forfeit its Tender Security, but its Tender shall no longer be considered in the evaluation proceedings. A Tenderer agreeing to the request will not be required or permitted to modify its Tender.
27. Tender: Security
- 27.1 The Tenderer shall furnish as part of its Tender, a Tender Security in original form (Form G-6) and in the amount specified in the TDS.
- 27.2 The Tender Security shall:
- at the Tenderer's option be either;
    - in the form of a bank draft or pay order; or
    - in the form of an irrevocable bank guarantee (Form G-6) issued by a Scheduled Bank of Bangladesh in the format furnished in Section 5: Tender and Contract Forms;
  - be payable promptly upon written demand by the Purchaser in the case of the conditions listed in ITT Sub-Clause 27.5 being invoked; and
  - remain valid for a period of twenty-eight (28) days beyond the original validity period of Tenders, or beyond any period of extension subsequently requested in ITT Sub-Clause 26.2.
- 27.3 A Tender not accompanied by a valid Tender Security in accordance with ITT Sub-Clause 27.2, shall be rejected by the Purchaser as non-responsive.
- 27.4 Unsuccessful Tenderers' Tender Security will be discharged or returned within twenty-eight (28) days of the end of the Tender validity period specified in ITT Sub-Clause 26.1 and 26.2. The Tender Security of the successful Tenderer will be discharged upon the successful Tenderer's furnishing of the Performance Security pursuant to ITT Clause 50 and signing the Contract Agreement.
- 27.5 The Tender Security may be forfeited:
- if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Tender Submission Sheet, except as provided in ITT Sub-Clause 26.2; or
  - if the successful Tenderer fails to:
    - accept the correction of its Tender Price pursuant to ITT Sub-Clause 39.3; or
    - furnish a Performance Security in accordance with ITT Clause 50; or
    - sign the Contract in accordance with ITT Clause 51.
- 27.6 The Tender Security of a JVCA shall be in the name of the JVCA that submits the Tender. If the JVCA has not been legally constituted at the time of tendering, the Tender Security shall be in the name of all intended JVCA Members as named in the letter of intent mentioned in ITT Sub-Clause 22.1(b).

28. Tender Format and Signing The Tenderer shall prepare one (1) original of the documents comprising the Tender as described in ITT Sub-Clause 17.1 and clearly mark it “ORIGINAL”. In addition, the Tenderer shall prepare the number of copies of the Tender, as specified in the TDS and clearly mark each of them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.
- The original and each copy of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Tenderer. This authorisation shall consist of a written authorisation and shall be attached to the Tenderer Information Sheet (Form G-4). The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the original and of each copy of the Tender, except for un-amended printed literature, shall be numbered sequentially and signed or initialled by the person signing the Tender.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person(s) signing the Tender.

#### **E. Tender Submission**

29. Tender: Sealing and Marking
- 29.1 The Tenderer shall enclose the original in one (1) envelope and all the copies of the Tender in another envelope, duly marking the envelopes as “ORIGINAL” and “COPY.” The two (2) envelopes shall then be enclosed and sealed in one (1) single outer envelope.
- 29.2 The inner and outer envelopes shall:
- (a) bear the name and address of the Tenderer;
  - (b) be addressed to the Purchaser at the address specified in the TDS;
  - (c) bear the name of the Tender and the Tender Number as specified in the TDS; and
  - (d) bear a statement “DO NOT OPEN BEFORE” the time and date for Tender opening as specified in the TDS.
- 29.3 If all envelopes are not sealed and marked as required by ITT Sub-Clause 29.2, the Purchaser will assume no responsibility for the misplacement or premature opening of the Tender.
30. Tender: Submission Deadline
- 30.1 Tenders must be received by the Purchaser at the address specified in ITT Sub-Clause 29.2 no later than the date and time as specified in the TDS.
- 30.2 Tenders may be hand delivered, posted by registered mail or sent by courier. The Purchaser shall, on request, provide the Tenderer with a receipt showing the date and time when its Tender was received.
30. The Purchaser may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document in accordance with ITT Clause 10, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline shall thereafter be subject to the new deadline as extended.
31. Tender: Submitted Late
- Any Tender received by the Purchaser after the deadline for submission of Tenders in accordance with ITT Clause 30 shall be declared late, will be rejected, and returned unopened to the Tenderer.
32. Tender: Modification, Substitution or Withdrawal
- 32.1 A Tenderer may modify, substitute or withdraw its Tender after it has been submitted by sending a written notice, duly signed by the same authorised representative, and shall include a copy of the authorisation in accordance with ITT Sub-Clause 28.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the Tender must accompany the respective written notice. The written notice must be:
- (a) submitted in accordance with ITT Clauses 28 and 29 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “MODIFICATION” “SUBSTITUTION,” OR “WITHDRAWAL,” and
  - (b) received by the Purchaser prior to the deadline prescribed for submission of Tenders, in accordance with ITT Clause 30.
- 32.2 Tenders requested to be withdrawn in accordance with ITT Sub-Clause 32.1 shall be returned unopened to the Tenderers, only after the Tender opening.
- 32.3 No Tender shall be modified, substituted or withdrawn after the deadline for submission of Tenders specified in ITT Clause 30.

#### **F. Tender Opening and Evaluation**

33. Tender: Opening
- 33.1 The Purchaser shall open the Tenders in public, including modifications or substitutions made pursuant to ITT Clause 32, at the time, on the date, and at the one place specified in the TDS. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to ITT Clause 32 shall not be opened. Tenderers or their authorised representatives shall be allowed to attend and witness the opening of Tenders, and shall sign a register evidencing their attendance.
- 33.2 The name of the Tenderer, Tender modifications, substitutions or withdrawals, total amount of each Tender, number of corrections, discounts, and the presence or absence of a Tender Security, any alternatives if so permitted, and such other details as the Purchaser, at its discretion, may consider appropriate, shall be read out aloud and recorded. Only those discounts and alternative offers read out at the Tender opening shall be considered for evaluation. All pages of the original of the Tenders, except for un-amended printed literature, will be initialled by a minimum of three (3) members of the Purchaser’s Tender Opening Committee.
- Minutes of the Tender opening shall be made by the Purchaser and furnished to any Tenderer upon receipt of a written request. The minutes shall include, as a minimum: the name of the Tenderer and whether there is a withdrawal, substitution or modification, the Tender Price, per lot if applicable, including any discounts and alternative offers, and the presence or absence of a Tender Security, if one was required.
- 33.4 Tenders not opened and read out at the Tender opening shall not be considered, irrespective of the circumstances, and shall be returned unopened to the Tenderer.
- 33.5 No Tender shall be rejected at the Tender opening, except for late Tenders, which shall be returned unopened to the Tenderer pursuant to ITT Clause 31.

34. Tender: Confidentiality After the opening of Tenders, information relating to the examination, clarification, and evaluation of Tenders and recommendations for award shall not be disclosed to Tenderers or other persons not officially concerned with the evaluation process until after the award of the Contract is announced.
35. Tender: Clarification The Purchaser may ask Tenderers for clarification of their Tenders in order to facilitate the examination and evaluation of Tenders. The request for clarification and the response shall be in writing, and any changes in the prices or substance of the Tender shall not be sought, offered or permitted, except to confirm the correction of arithmetical errors discovered by the Purchaser in the evaluation of the Tenders, in accordance with ITT Clause 39.
36. Tenderer: Contacting the Purchaser Following the opening of the Tenders and until the Contract is signed no Tenderer shall make any unsolicited communication to the Purchaser or try in any way to influence the Purchaser's examination and evaluation of the Tenders.  
Any effort by a Tenderer to influence the Purchaser in its decisions on the examination, evaluation, comparison, and post-qualification of the Tenders or Contract award may result in the rejection of its Tender.  
Notwithstanding ITT Sub Clause 36.1, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Purchaser on any matter related to the tendering process, it should do so in writing.
37. Tender: Responsiveness
- 37.1 The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 37.2 A substantially responsive Tender is one that conforms in all respects to the requirements of the Tender Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way or is inconsistent with the Tender Document, the Purchaser's rights or the Tenderer's obligations under the Contract; or
  - (c) if rectified would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 37.3 If a Tender is not substantially responsive to the Tender Document it shall be rejected by the Purchaser and shall not subsequently be made responsive by the Tenderer by correction of the material deviation, reservation or omission.
- 37.4 There shall be no requirement as to the minimum number of responsive Tenders.
38. Tender: Non-conformities, Errors, and Omissions
- 38.1 The Purchaser may regard a Tender as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirement set forth in Tender Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Tender.
- 38.2 Provided that a Tender is substantially responsive, the Purchaser may request that the Tenderer submits the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure by the Tenderer to comply with the request may result in the rejection of its Tender.
39. Tender: Correction of Arithmetical Errors
- 39.1 Provided that the Tender is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless, in the opinion of the Purchaser, there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 39.2 Any arithmetical error or other discrepancy, as stated in ITT Sub-Clause 39.1, is found it shall be immediately notified to the concerned Tenderer.
- 39.3 Any Tenderer that does not accept the correction of errors as determined by the application of ITT Sub-Clause 39.1, its Tender shall be disqualified and its Tender Security may be forfeited.
40. Tender: Preliminary Examination
- 40.1 The Purchaser shall firstly examine the Tenders to confirm that all documentation requested in ITT Clause 17 has been provided, and to determine the completeness of each document submitted.
- 40.2 The Purchaser shall assess whether the Tenderer's Qualifications as per Section C are substantially met. Any negative determination by the Purchaser will result in rejecting the Tender as non-responsive without the need for further evaluation as per ITT Clauses 41 and 42.
41. Tender: Technical Evaluation
- 41.1 The Purchaser shall secondly examine the Tender to confirm that all terms and conditions specified in the GCC and the PCC have been accepted by the Tenderer without any material deviation or reservation.
- 41.2 The Purchaser shall evaluate the technical aspects of the Tender submitted in accordance with ITT Clause 23, to confirm that all requirements specified in Section 7: Technical Specifications, have been met without any material deviation or reservation.

- 41.3 If, after the examination of the terms and conditions and the technical aspects of the Tender, the Purchaser determines that the Tender is not substantially responsive in accordance with ITT Clause 37, it shall reject the Tender.
42. Tender:  
Financial  
Evaluation
- 42.1 The Purchaser shall thirdly evaluate each Tender that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 42.2 To evaluate a Tender, the Purchaser shall consider the following:
- (a) the Tender price as quoted in accordance with ITT Clauses 18 and 20, excluding local taxes (VAT and other taxes) which will be payable on the goods if contract is awarded);
  - (b) price adjustment for correction of arithmetical errors pursuant to ITT Sub-Clause 39.1;
  - (c) the applicable economic factors of evaluation set out in ITT Sub-Clause 42.3.
- 42.3 The Purchaser's economic evaluation of a Tender will take into account, in addition to the delivered price offered in accordance with ITT Sub-Clause 18.1, one or more of the factors affecting the economic value of the Tender from the list below, as specified in the TDS, and as quantified in ITT Sub-Clause 42.5:
- (a) the delivery schedule offered in the Tender; and
  - (b) the cost of components, mandatory spare parts, and service;
  - (c) the availability in Bangladesh of spare parts and after-sales services for the equipment offered in the Tender;
  - (d) the projected operating and maintenance costs during the anticipated life-cycle of the equipment;
  - (e) the performance and productivity of the equipment offered; or
  - (f) any other specific criteria as specified in Section 7: Technical Specifications.
- 42.4 For those factors specified in ITT Sub Clause 42.3 which are selected to be considered in the evaluation of the Tenders, one or more of the following quantification methods shall be applied, as specified in the TDS.
- (a) *Delivery schedule:*
- (i) The goods covered under the IFT are required to be delivered at the time specified in Section 6: Schedule of Requirements. Treating the Tender with the earliest delivery as the base, a delivery 'adjustment' will be calculated for other Tenders for the purpose of evaluation, by applying a percentage, as specified in the TDS, of the Tender price for each week of delay beyond the base, and this will be added to the Tender price for evaluation. No credit shall be given to early delivery.
  - or
  - (ii) The goods covered under the IFT are required to be delivered within an acceptable range of weeks as specified in Section 6: Schedule of Requirements. No credit shall be allowed to earlier deliveries, and Tenders offering delivery beyond this range shall be treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in the TDS, will be added, for the purpose of evaluation, to the Tender price of Tenders offering deliveries later than the earliest delivery period specified in Section 6: Schedule of Requirements.
  - or
  - (iii) The goods covered under the IFT are required to be delivered in partial shipments, as specified in Section 6: Schedule of Requirements. Tenders offering deliveries later than the specified deliveries will be adjusted for the purpose of evaluation by adding to the Tender price a factor equal to a percentage, as specified in the TDS, of the Tender price per week of variation from the specified delivery schedule.
- (b) *Cost of components and mandatory spare parts:*
- The schedule of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the TDS is annexed to Section 7: Technical Specifications. The total cost of these items, at the unit prices quoted in each Tender, will be added to the Tender price.
- (c) *Spare parts and after sales service facilities in Bangladesh:*
- The cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined in the TDS or Section 7: Technical Specifications, if quoted separately, shall be added to the Tender price.
- (d) *Projected operating and maintenance costs:*
- Operating and maintenance costs of the goods will be evaluated in accordance with the criteria specified in the TDS or in Section 7: Technical Specifications.
- (e) *Performance and productivity of the equipment:*
- (i) Tenderers shall state the guaranteed performance or efficiency of their equipment offered in response to Section 7: Technical Specifications. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the TDS will be added to the Tender price for the purpose of evaluation, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in Section 7: Technical Specifications.

or

(i) Equipment offered shall have a minimum productivity specified under the relevant provision in Section 7: Technical Specifications, to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the Tender, and adjustment will be added to the Tender prices for the purpose of evaluation, using the methodology specified in Section 7: Technical Specifications.

(f) *Specific additional criteria:*

Other specific additional criteria to be considered in the evaluation and the evaluation method to be used for such criteria shall be as specified in the TDS and/or Section 7: Technical Specifications.

- |                                                                  |      |                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | 42.5 | If so indicated in the TDS (ITT Sub-Clause 20.3), the Tender Document shall allow Tenderers to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Tenderer following the methodology specified in ITT Sub-Clause 42.6.                                                                                                        |
|                                                                  | 42.6 | To determine the lowest evaluated lot, or combination of lots, the Purchaser shall:                                                                                                                                                                                                                                                                                                                 |
|                                                                  | (a)  | evaluate only the lot or lots which comply with the requirements specified in ITT Sub-Clause 20.3;                                                                                                                                                                                                                                                                                                  |
|                                                                  | (b)  | take into account:                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                  |      | the experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual lots;                                                                                                                                                                                                                                                                                   |
|                                                                  |      | the lowest-evaluated Tender for each lot calculated in accordance with the requirements of Evaluation Criteria;                                                                                                                                                                                                                                                                                     |
|                                                                  |      | the price reduction per lot or combination of lots and the methodology for their application as offered by the Tenderer in its Tender; and                                                                                                                                                                                                                                                          |
|                                                                  | (iv) | the Contract award sequence that provides the optimum economic combination, taking into account any limitations due to constraints in supply or execution capacity determined in accordance with the post-qualification criteria under ITT Clause 45.                                                                                                                                               |
| 43. Tender: No Negotiation                                       | 43.1 | No negotiation shall be held with the lowest or any other Tenderer.                                                                                                                                                                                                                                                                                                                                 |
|                                                                  | 43.2 | A Tenderer shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Tender Document, to change its price or otherwise to modify its Tender.                                                                                                                                                                                                             |
| 44. Tender: Comparison                                           |      | The Purchaser shall compare all substantially responsive Tenders to determine the lowest-evaluated Tender, in accordance with ITT Clause 42.                                                                                                                                                                                                                                                        |
| 45. Tenderer: Post-qualification                                 | 45.1 | The Purchaser shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated and substantially responsive Tender is qualified to perform the Contract satisfactorily.                                                                                                                                                                           |
|                                                                  | 45.2 | The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT Clause 24, to clarifications in accordance with ITT Clause 35 and the qualification criteria indicated in ITT Clauses 11, 12 and 13. Factors not included therein shall not be used in the evaluation of the Tenderer's qualification. |
|                                                                  | 45.3 | An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in rejection of the Tenderer's Tender, in which event the Purchaser shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.                                              |
| 46. Tenders: Purchaser's Right to accept or to reject any or all | 46.1 | The Purchaser reserves the right to accept any Tender, to annul the Tender process, or to reject any or all Tenders, at any time prior to contract award, without thereby incurring any liability to the affected Tenderers, or any obligation to inform Tenderers of the grounds for the Purchaser's actions.                                                                                      |
| <b>G. Contract Award</b>                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                     |
| 47. Award Criteria                                               | 47.1 | The Purchaser shall award the Contract to the Tenderer whose offer is substantially responsive to the Tender Document and that has been determined to be the lowest evaluated Tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.                                                                                                      |
| 48. Purchaser's Right to Vary Quantities                         | 48.1 | The Purchaser reserves the right at the time of Contract Award to increase or decrease the quantity, per item, of Goods and Related Services originally specified in Section 6: Schedule of Requirements, provided this does not exceed the percentages indicated in the TDS, and without any change in the unit prices or other terms and conditions of the Tender and the Tender Document.        |
| 49. Notification of Award                                        | 49.1 | Prior to the expiration of the period of Tender validity, the Purchaser shall notify the successful Tenderer, in writing, that its Tender has been accepted.                                                                                                                                                                                                                                        |
|                                                                  | 49.2 | Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.                                                                                                                                                                                                                                                                                    |
|                                                                  | 49.3 | The Notification of Award shall state the value of the proposed Contract, the amount of the Performance Security, the time within which the Performance Security shall be submitted and the time within which the Contract shall be signed.                                                                                                                                                         |
| 50. Performance Security                                         | 50.1 | Within fourteen (14) days of the receipt of Notification of Award from the Purchaser, the successful Tenderer shall furnish Performance Security for the due performance of the Contract in the amount specified in the TDS, using for that purpose the Performance Security Form (Form G-8) furnished in Section 5: Tender and Contract Forms.                                                     |
|                                                                  | 50.2 | The Performance Security shall be valid until a date twenty-eight (28) days after the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.                                                                                                                                                                                          |

		50.3	The proceeds of the Performance Security shall be payable to the Purchaser unconditionally upon first written demand as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
51. Contract: Signing		51.1	At the same time as the Purchaser issues the Notification of Award, the Purchaser shall send the Contract Agreement and all documents forming the Contract, to the successful Tenderer.
		51.2	Within twenty-one (21) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date and return it to the Purchaser.
		51.3	Failure of the successful Tenderer to submit the Performance Security pursuant to ITT Clause 50 or sign the Contract pursuant to ITT Sub-Clause 51.2 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event, the Purchaser may award the Contract to the next lowest evaluated responsive Tenderer at their quoted price (corrected for arithmetical errors), who is assessed by the Purchaser to be qualified to perform the Contract satisfactorily.
		51.4	Immediately upon receipt of the signed Contract Agreement and Performance Security from the successful Tenderer, the Purchaser shall discharge and return the successful Tenderer's Tender Security.
52. Advising Unsuccessful Tenderers		52.1	Upon the successful Tenderer furnishing Performance Security pursuant to ITT Clause 50, and signing the Contract pursuant to ITT Sub-Clause 51.2, the Purchaser shall also notify all other Tenderers that their Tenders have been unsuccessful.
		52.2	The Purchaser shall promptly respond in writing to any unsuccessful Tenderer who, after notification in accordance with ITT Sub-Clause 52.1, requests in writing for the Purchaser to communicate the grounds on which its Tender was not selected.
53. Tenderer: Right to Complain		53.1	Any Tenderer has the right to complain if it has suffered or may suffer loss or damage due to a breach of a duty imposed on the Purchaser by the Public Procurement Regulations 2003 (PPR).
		53.2	The Complaint shall firstly be processed through an administrative review following the procedures set out in Regulation 51 of the PPR. The place and address for the first step in the submission of complaints to the Administrative Authority is provided in the TDS.
		53.3	If not satisfied with the outcome of the administrative review, the Tenderer may complain to the Review Panel pursuant to Regulation 53 of the PPR.

## Section 2. Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITT clauses.	
ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
	<b>A. General</b>
ITT 1.1	The Purchaser is: Procurement of Rupkalpa-2 Drilling Project Bangladesh Petroleum Exploration & Production Company Limited (BAPEX) (A Company of Petrobangla) Represented by: General Manager (Administration) Hiring of Vehicles (Rental) for One Pajero/Prado 4WD, Two Double Cabin Pickup With Carryboy, 4WD and Two Microbus
ITT 2.1	GDF ( Gas Development Fund)
ITT 2.3	The name of the Development Partner is <i>none</i> .
ITT 4.1	Tenderers from the following countries are not eligible: Countries other than <b>Bangladesh</b>
ITT 5.1	Goods and Related Services from the following counties are not eligible: <b>Israel</b>
	<b>B. Tender Document</b>
ITT 7.2	The following are authorised agents of the Purchaser for the purpose of providing the Tender Document: a) Bangladesh Petroleum Exploration & Production Co. Ltd.(Bapex) Accounts & Finance Division, BAPEX Bhaban (Level-3), 4, Kawran Bazar C/A, Dhaka-1215. b) Petrobangla, Petrocenter, 3, Kawran Bazar C/A, Dhaka-1215. c) Titas Gas T & D Company Ltd. Account Division, 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215..
ITT 8.1	For <u>clarification of Tender purposes</u> only, the Purchaser's address is: Attention: General Manager (Administration), BAPEX, Bapex Bhaban (Level-5), 4, Kawran Bazar C/A, Dhaka-1215. Telephone: 88-02-55011774 <b>Electronic mail address: <a href="mailto:Admin@bapex.com.bd">Admin@bapex.com.bd</a></b> <b>E-mail : <a href="mailto:Purchase@bapex.com.bd">Purchase@bapex.com.bd</a></b>
ITT 9.1	A Pre- Tender meeting shall not be held.
	<b>C. Qualification Criteria</b>
ITT 12.1(a)	The Tenderer shall have a minimum of 02 (Two) years experience of supplying vehicles to Govt/ Semi-Govt./Petrobangla and any Company of Petrobangla or other organization.
ITT 12.1(b)	"Not Applicable"
ITT 13.1(c)	The minimum supply value of services under a single contract in the last Five years is not less than Tk. 5.00 (five) Lac related to supply Vehicles.
ITT 13.1(d)	Availability of minimum liquid assets or working capital is <b>15.00 (Fifteen Lac.)</b>
	<b>D. Tender Preparation</b>
ITT 16.1	The Tender, as well as all correspondence and documents relating to the Tender shall be written in the English / Bengali language.
ITT 17.1(j)	The Tenderer shall submit with its Tender the following documents as mandatory requirement:
	a) Experience Certificate for supplying of vehicles.
	b) Purchase receipt of tender document (original);
	c) Original Tender Document with Sign and Seal by the tenderer;
	d) Trade license Valid for fiscal year 2020-2021.
	e) Up to date Income Tax Certificate for fiscal year 2020-2021 with TIN number
	f) Mushak 6.3 (With Bill)
	g) Mushak 2.3/13 digit BIN certificate
	h) VAT Registration certificate;
	i) Original Bank Solvency Certificate on a date within selling bid document & dropping date with annual turnover statement.
	j) Affidavit of ownership of the firm;
	k) Company Profile including permanent and local address of the tenderer.
	l) The tenderer shall submit a microbus No of similar Type as per our requirement.
	m) Tenderer must fill up technical specification sheet (Section 7)
	<b>Criteria for Non-Responsiveness</b>
	a) The tenderer must submit the documents and required experience as a mandatory requirement which comply with ITT 12.1 (a),12.1(b), 13.1 (a), 13.1(b) & ITT 17.1(J). Non submission of any mentioned documents the tender treat as a non responsive.
	b) If the tenderer submit any false / incorrect documents action will be taken as per PPR-2008.
	c) If the offered price is inconsistency with the market price the tender will be treated as non-responsive.
ITT 19.1	Alternative Tenders will not be permitted.
ITT 20.3 & ITT 42.5	Tenderer must quote price for each & every item otherwise the tender shall be treated as non-responsive.
ITT 20.5 (c)	None
ITT 20.5 (d)	The Tenderer shall submit prices for the following incidental services: "None"
ITT 20.7	a) The prices quoted by the Tenderer of monthly vehicle rent shall be fixed up to the project period (with extension period). b) The quoted price of per kilometre Run rate of vehicles will be fixed up to the Project Period (with extension period).

ITT 21.1(a)	Price shall be quoted on BDT Price.
ITT 22.2	“Not applicable”
ITT 23.3	“Not applicable”
ITT 24.3 (a)&(b)	“Not applicable”
ITT 26.1	<p>i) The Tender validity period shall be <b>120</b> days.</p> <p>ii) The Tender Security will be en-cashed by the Client if the successful Tenderer does not accept Award, or unable to execute the Contract or does not furnish the Performances Security Bond within the time stated in Instruction to Tenderers.</p>
ITT 27.1	Amount of tender security for 1,90,000.00 in the form of Pay Order/ Bank Guarantee issued by a scheduled bank in Bangladesh.
ITT 27.2(c)	Tender security shall remain valid for 148 days from the date of closing of the tender.
ITT 28.1	In addition to the “ORIGINAL” of the Tender, one “COPY” shall be submitted.
	<b>E. Submission of Tender</b>
ITT 29.2(b)	<p>For <b><u>Tender submission purposes</u></b> only, the Purchaser’s address is:  Attention: General Manager, Administration Division, BAPEX  Address: Purchase Department, Bangladesh Petroleum Exploration &amp; Production Company Limited (BAPEX), BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215.  Special Note : Tender may submit the tender by Post/Courier or directly up to the deadline for submission to the Purchaser’s address indicating in the ITT clause 30.1 (a).  <b>The deadline for submission of Tenders is:</b>  <b>Time at 11.00 Hours (BST) on 08-12-2020</b></p>
ITT 29.2(c)	<p>There will be two types of envelopes named</p> <p>A. “ TECHNICAL” which includes all relevant papers excluding (a) Tender Submission Sheet ( Form G-1B) Financial (b) Price Schedule (From G-2A) AND</p> <p>B. “FINANCIAL” which includes (a) Tender Submission Sheet (Form G-1B) Financial (b) Price Schedule (Form G-2A) bearing the name and number of the tender.</p> <p>i) The technical part of the tender will be marked as “ ORIGINAL TECHNICAL” and “COPY TECHNICAL” and sealed.</p> <p>ii) The Financial part of the Tender will be marked as “ ORIGINAL FINANCIAL” and “ COPY FINANCIAL” and sealed.</p> <p>iii) The Original Technical and original Financial envelopes will be enclosed in one envelop marked as “ ORIGINAL”</p> <p>IV) The copy Technical and copy Financial envelopes will then be enclosed in one envelope marked as “COPY”</p> <p>v) The two envelopes (Original &amp; Copy) shall then be enclosed and sealed in one single outer envelope.</p>
ITT 29.2(d)	<b>‘DO NOT OPEN BEFORE’ Time at 11:30 Hours (BST) on 08-12-2020</b>
ITT 30.1	<p>Name and Address of the office (S) receiving Tenders.</p> <p>a) Purchase Department, BAPEX, BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215.</p>
	<b>F. Opening and Evaluation of Tenders</b>
ITT 33.1	<p>(a) The opening of the Technical part of received tenders shall take place at:  Purchase Department  Bangladesh Petroleum Exploration &amp; Production Co. Ltd.(BAPEX)  BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215. Bangladesh.  Time &amp; Date: At <b>11.30</b> hrs. (BST) on <b>08-12-2020</b></p> <p>If tender opening day happens to fall on any holiday bids shall be opened at the same hours on the first subsequent working day.</p> <p>Opening of the Financial part of qualified tenders shall take place at :  Purchase Department  Bangladesh Petroleum Exploration &amp; Production Co. Ltd.(BAPEX)  BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215. Bangladesh.</p> <p>Opening Time and Date will be noticed to successful tenders after evaluation of technical part. Tenderers representatives may present during opening.</p>
ITB 42.4	<p>The applicable economic factors for evaluation shall be as follows:  An offer of appropriate and perspective service specification with lowest price thereto.</p>



ITT 42.4(a) Option (i), or Option (ii), or Option (iii)	Sub clause (ii) will be applicable. Acceptable range in deviations in Delivery Schedule is up to 7 days beyond the period specified. However, late Delivery and Completion Schedule offered will be evaluated at the rate of 0.15% of the bid price for each day of delay and shall be adjusted with the total bid price for comparison purpose only. Bids offering delivery schedules beyond 7 days of the date specified in Section 6: Schedule of Requirements, shall be rejected. <u>Delivery schedule.</u> adjustment expressed as a percentage,
ITT 42.4(b)	Not Applicable
ITT 42.4(c)	Not Applicable
ITT 42.4(d)	Projected operating and maintenance costs. Reference to the methodology specified in the Technical Specifications or elsewhere in the Tender Document.
ITT 42.4(e)	Performance and productivity of equipment. <i>As specified in the Technical Specifications.</i>
	<b>G. Award of Contract</b>
ITT 48.1	The maximum percentage by which quantities per item may be increased 15% The maximum percentage by which quantities per item may be decreased 15%
ITT 50.1	The amount of Performance Security by Bank Guarantee or Pay Order (through nationalised scheduled Bank) shall be ten percent (10%) of total vehicle rent.
ITT 53.2	The name and address of the office where complaints to the Procuring Entity under Regulation 51 are to be submitted is: General Manager (Administration), Bangladesh Petroleum Exploration & Production Co. Ltd. (BAPEX) BAPEX Bhaban (Level-5), 4, Kawran Bazar C/A, Dhaka-1215.

## Section 3. General Conditions of Contract

1. Definitions	1.1	<p>The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined term:</p> <ul style="list-style-type: none"> <li>(a) <b>Completion Schedule</b> means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;</li> <li>(b) <b>Contract Agreement</b> means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein;</li> <li>(c) <b>Contract Documents</b> means the documents listed in the Contract Agreement, including any amendments thereto;</li> <li>(d) <b>Contract Price</b> means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract;</li> <li>(e) <b>Day</b> means calendar day;</li> <li>(f) <b>Delivery</b> means the transfer of ownership of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract;</li> <li>(g) <b>GCC</b> mean the General Conditions of Contract;</li> <li>(h) <b>Goods</b> means all of the commodities, raw materials, machineries and equipments, products and/or other materials in solid, liquid or gaseous form that the Supplier is required to supply to the Purchaser under the Contract, as specified in the PCC;</li> <li>(i) <b>Government</b> means the Government of the People's Republic of Bangladesh;</li> <li>(j) <b>Purchaser</b> means the entity purchasing the Goods and Related Services, as specified in the PCC;</li> <li>(k) <b>Related Services</b> means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract;</li> <li>(l) <b>PCC</b> means the Particular Conditions of Contract;</li> <li>(m) <b>Subcontractor</b> means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, who has a Contract with the Supplier to carry out a part of the supply in the Contract, or a part of the Related Services of the Contract;</li> <li>(n) <b>Supplier</b> means the natural person, private or government entity, or a combination of the above, whose Tender to perform the Contract has been accepted by the Purchaser and is named as such in the PCC and the Contract Agreement, and includes the legal successors or permitted assigns of the Supplier;</li> <li>(o) <b>Writing</b> means any hand-written, type-written, or printed communication including telex, cable and facsimile transmission</li> </ul>
2. Contract Documents	2.1	Subject to the order of precedence set forth in the GCC Sub-Clause 5.1, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.
3. Corrupt, Fraudulent, Collusive or Coercive Practices	3.1	The Government requires that Purchasers, as well as Suppliers, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.
	3.2	<p>In pursuance of this requirement, the Purchaser shall:</p> <ul style="list-style-type: none"> <li>(a) exclude the Supplier from participation in the procurement proceedings concerned or reject a proposal for award; and</li> <li>(b) declare a Supplier ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds; if it at any time determines that the Supplier has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.</li> </ul>
	3.3	Should any corrupt, fraudulent, collusive or coercive practice of any kind referred to in GCC Sub-Clause 3.4 hereunder come to the knowledge of the Purchaser, it shall, in the first place, allow the Supplier to provide an explanation and shall, take actions as stated in GCC Sub-Clause 3.2 and GCC Sub-Clause 38.1(c) only when a satisfactory explanation is not received. Such exclusion and the reasons thereof shall be recorded in the record of the procurement proceedings and promptly communicated to the Supplier concerned. Any communications between the Supplier and the Purchaser related to matters of alleged corrupt, fraudulent, collusive or coercive practices shall be in writing.
	3.4	<p>The Government defines, for the purposes of this provision, the terms set forth below as follows:</p> <p><i>"corrupt practice"</i> means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;</p>

			<p><i>“fraudulent practice”</i> means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Purchaser;</p> <p><i>“collusive practice”</i> means a scheme or arrangement among two or more Tenderers with or without the knowledge of the Purchaser (prior to or after Tender submission) designed to establish Tender prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free, open and genuine competition; and</p> <p><i>“coercive practice”</i> means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings or affect the execution of a contract.</p>
4.	Interpretation	3.5	The Supplier shall permit the Purchaser to inspect the Supplier’s accounts and records and other documents relating to the submission of the Tender and Contract performance.
		4.1	In interpreting the GCC, singular also means plural, male also means female or neuter, and the other way around. Headings in the GCC shall not be deemed part thereof or be taken into consideration in the interpretation or construction thereof or of the Contract. Words have their normal meaning under the English language unless specifically defined.
		4.2	Entire Agreement
		(a)	The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract Agreement.
		4.1	Amendment
		(a)	No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto.
		4.4	Non-waiver
		(a)	Subject to GCC Sub-Clause 4.4(b), no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
		(b)	Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
		4.5	Severability
		(a)	If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
		4.6	Partial Supply
5.	Documents Forming the Contract and Priority of Documents	(a)	If partial supply is specified in the Schedule of Requirements, references in the GCC to the Supply and to the Delivery Date shall apply to any portion of the Supply (other than references to the Completion Date for the whole of the Supply).
		5.1	The following documents forming the Contract shall be interpreted in the following order of priority:
			the signed Contract Agreement;
			the letter of Notification of Award
			the completed Tender Submission Sheet as submitted by the Tenderer;
			the completed Price Schedules as submitted by the Tenderer;
6.	Eligibility		the Particular Conditions of Contract;
			the General Conditions of Contract;
			the Schedule of Requirements;
			the Technical Specifications;
			the Drawings, and;
			any other document listed in the PCC as forming part of the Contract.
7.	Governing Language	6.1	The Supplier and its Sub-Contractors shall have the nationality of a country other than those specified in the PCC.
		6.2	All Goods and Related Services supplied under the Contract shall have their origin in the countries except those specified in the PCC.
		7.1	The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser shall be written in English, unless otherwise stated in the PCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.
		7.2	The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
		8.1	The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh.
		9.1	No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Tender or the contract, shall be given or received in connection with the procurement process or in the contract execution.
8.	Governing Law		
9.	Gratuities / Agency fees		

10.	Joint Venture, Consortium or Association (JVCA)	10.1	N/A
11.	Confidential Information	11.1	The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 11.
		11.2	The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
		11.3	The obligation of a party under GCC Sub-Clauses 11.1 and 11.2 above, however, shall not apply to information that: <ul style="list-style-type: none"> <li>(a) the Purchaser or Supplier needs to share with institutions participating in the financing of the Contract;</li> <li>(b) now or hereafter enters the public domain through no fault of that party;</li> <li>(c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or</li> <li>(d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.</li> </ul>
		11.4	The above provisions of GCC Clause 11 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
		11.5	The provisions of GCC Clause 11 shall survive completion or termination, for whatever reason, of the Contract.
12.	Communications and Notices	12.1	Communications between Parties (notice, request or consent required or permitted to be given or made by one party to the other) pursuant to the Contract shall be in writing to the addresses specified in the PCC.
		12.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
		12.3	A Party may change its address for notice hereunder by giving the other Party notice of such change to the address.
13.	Patent and Intellectual Property Rights		N/A
14.	Copyright	14.1	N/A
15.	Assignment	15.1	The Supplier shall not assign, in whole or in part, its obligations under the Contract, except with the Purchaser's prior written consent.
16.	Sub contracting	16.1	The Supplier shall obtain approval of the Purchaser in writing of all Sub-Contracts to be awarded under the Contract if not already specified in the Tender. Sub-Contracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
		16.2	Subcontractors shall comply with the provisions of GCC Clause 3.
17.	Supplier's Responsibilities	17.1	The Supplier shall supply all the Goods and Related Services specified in the Scope of Supply in conformity in all respects with the provisions of the Contract Agreement.
18.	Purchaser's Responsibilities	18.1	The Purchaser shall pay the Supplier, in consideration of the provision of Goods and Related Services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and manner prescribed in the Contract Agreement.
19.	Scope of Supply	19.1	The Goods and Related Services to be supplied shall be as specified in Section 6: Schedule of Requirements.
		19.2	Unless otherwise stipulated in the Contract, the Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery of the Goods and completion schedule of the Related Services as if such items were expressly mentioned in the Contract.
20.	Change Orders and Contract Amendments	20.1	The Purchaser may at any time order the Supplier through a notice in accordance with GCC Clause 12, to make changes within the general scope of the Contract in any one or more of the following: <ul style="list-style-type: none"> <li>(a) the Related Services to be provided by the Supplier.</li> </ul>
		20.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be submitted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's Change Order.

		20.3	Prices to be charged by the Supplier for any Related Services that might be needed, but which were not included in the Contract, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
21.	Packing and Documents		N/A
22.	Delivery and Documents and Acceptance		N/A
23.	Contract Price	23.1	The Contract Price shall be as specified in the Contract Agreement subject to any additions and adjustments there to, or deductions there from, as may be made pursuant to the Contract.
		23.2	Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorised in the PCC.
24.	Transportation		N/A
25.	Spare Parts	25.1	As specified in the PCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
		(a)	such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
		(b)	in the event of termination of production of the spare parts :
		(i)	advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
		(ii)	following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications for the spare parts, if requested.
		25.2	The Supplier shall carry sufficient inventories to assure ex-stock supply of spare parts as promptly as possible, but in any case within the time specified in the PCC for placing the order and opening the letter of credit.
26.	Terms of Payment	26.1	The Contract Price, including any Advance Payments, if applicable, shall be paid in the manner as specified in the PCC.
		26.2	The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Related Services performed, and accompanied by the documents pursuant to GCC Clause 22 and upon fulfilment of any other obligations stipulated in the Contract.
		26.3	Payments shall be made promptly by the Purchaser, no later than the dates indicated in the PCC.
		26.4	In the event that the Purchaser fails to pay the Supplier any payment by its respective due date or within the period set forth in the PCC, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the PCC, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
27.	Insurance	27.1	Unless otherwise specified in the PCC, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in the manner specified in the PCC.
28.	Taxes and Duties	28.1	The Supplier shall be entirely responsible for all taxes, duties, license fees, and other such levies imposed or incurred until delivery of the contracted goods to the Purchaser.
29.	Performance Security	29.1	In the case of Goods having warranty obligations the Performance Security shall be reduced to the amount specified in the PCC after delivery and acceptance of the Goods to cover the Supplier's warranty obligations in accordance with GCC Sub-Clause 32.3.
		29.2	The Purchaser shall notify the Supplier of any claim made against the Bank issuing the Performance Security.
		29.3.	The Purchaser may claim against the security if any of the following events occurs for fourteen (14) days or more;
		(a)	the Supplier is in breach of the Contract and the Purchaser has notified him that he is; and
		(b)	the Supplier has not paid an amount due to the Purchaser.
		29.3	In the event the Supplier is liable to pay compensation under the Contract amounting to the full value of the Performance Security or more, the Purchaser may forfeit the full amount of the Performance Security.
		29.4	If there is no reason to call the Performance Security, it shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
30.	Specifications and Standards	30.1	The Supplier shall ensure that the Goods and Related Services comply with technical specifications and other provisions of the Contract.
		30.2	The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
		30.3	
		30.4	The Goods and Related Services supplied under this Contract shall conform to the standards mentioned in Section 7: Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the goods' country of origin.

	30.5	Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 20.
31. Inspections and Tests	31.1	The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the Schedule of Requirements.
	31.2	The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor and/or at the Goods' final destination, or in another place in Bangladesh as specified in the PCC. Subject to GCC Sub-Clause 31.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
	31.3	The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 31.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.
	31.4	Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
	31.5	The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract, but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
	31.6	The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
	31.7	The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 31.4.
	31.8	The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 31.6, shall release the Supplier from any warranties or other obligations under the Contract.
32. Warranty	32.1	The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
	32.2	Subject to GCC Sub-Clause 30.1, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in Bangladesh.
	32.3	Unless otherwise specified in the PCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the PCC.
	32.4	The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
	32.5	Upon receipt of such notice, the Supplier shall, within the period specified in the PCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
	32.6	If having been notified, the Supplier fails to remedy the defect within the period specified in the PCC; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
33. Extensions of Time	33.1	If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 22, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the Parties by amendment of the Contract.
	33.2	Except in the case of Force Majeure, as provided under GCC Clause 37, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 34, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1.

34.	Liquidated Damages	34.1	Except as provided under GCC Clause 37, if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may, without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the PCC of the Contract Price of the delayed Goods and/or Related Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those PCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 38.
35.	Limitation of Liability	35.1	Except in cases of criminal negligence or wilful misconduct , (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement.
36.	Change in Laws and Regulations	36.1	Unless otherwise specified in the Contract, if after the date twenty eight (28) days before the submission of Tenders for the Contract, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Bangladesh (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 23.
37.	Force Majeure	37.1	The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
		37.2	For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
		37.3	If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
38.	Termination	38.1	<u>Termination for Default</u> (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by giving twenty eight (28) days written notice of default, may terminate the Contract in whole or in part: (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33; or (ii) if the Supplier fails to perform any other obligation under the Contract. (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Sub-Clause 38.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated. (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive or coercive practices, as defined in GCC Clause 3, in competing for or in executing the Contract.
		38.2	<u>Termination for Insolvency.</u> (a) The Purchaser and the Supplier's may at any time terminate the Contract by giving notice to the other party if either of the party becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to any party, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the other party.
		38.3	<u>Termination for Convenience.</u> (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

39. Settlement of Disputes

39.1

Amicable Settlement

- (a) The Purchaser and the Supplier shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

39.2

Arbitration

- (a) If the Parties are unable to reach a settlement as per GCC Clause 39.1(a) within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either Party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub-Clause 39.2(b).
- (b) The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and in the place shown in the PCC.



## Section 4. Particular Conditions of Contract

<i>Instructions for completing the Particular Conditions of Contract are provided, as needed, in the notes in italics mentioned for the relevant GCC clauses.</i>	
<b>GCC Clause</b>	<b>Amendments of and Supplements to, Clauses in the General Conditions of Contract</b>
GCC 1.1 (h)	Hiring of Vehicles (Rental) for One Pajero/Prado 4WD, Two Double Cabin Pickup with Carryboy, 4WD and Two Microbus under local tender.
GCC 1.1(j)	The Purchaser is: Bangladesh Petroleum Exploration & Production Company Ltd. (BAPEX) BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215. Name of the representative: General Manager (Administration), BAPEX
GCC 1.1(k)	Related Services
GCC 1.1(p)	<b>Hiring of Vehicles (Rental) for One Pajero/Prado 4WD, Two Double Cabin Pickup with Carryboy, 4WD and Two Microbus under local tender.</b>
GCC 1.1(n)	The Supplier is .....
GCC 5.1(j)	The following documents shall also be part of the Contract: (a) the letter of Notification of Award (b) the completed Tender Submission Sheet as submitted by the Tenderer; (c) the Price Schedules as submitted by the Tenderer; (d) the Particular Conditions of Contract; (e) the General Conditions of Contract; (f) the Schedule of Requirements; (g) the Technical Specifications; (h) the Drawings, and; (i) Any other document.....
<b>Other terms and Conditions for the Contractors responsibility as below treated as the part of Contract</b>	
<b>For smooth service following conditions should be needed</b>	
	<b>i) Work Order:</b> Issued by Project Director.
	<b>ii) POL:</b> BAPEX will not responsible for carrying contractor's POL and other vehicle consumables at site. Contractor's POL will be stored under HSE safe condition at project area. Traveled km will not be allowed or to be paid for collecting POL.
	<b>iii) Emergency equipment:</b> Contractor should provide the Fire Extinguisher, Water Can, First Aid Kit, Emergency Triangular Kit, Shovel, Steel ropes, Audible Reverse Alarm, Tool kits, Spare tire, Jack, wheel brace, Winches etc. for each vehicle.
	<b>iv) HSE/Safety equipment:</b> All vehicles should be installed by Seat Belts, Tire Pressure Gauge, Jacking Plate and Air Conditioner (as required).
	<b>v) Driver:</b> Qualified with <b>10 years experience</b> in driving and non-alcoholic. No driver shall be employed on the work whose age is below the statutory age limit for such works in Bangladesh The contractor shall inform project director in time when he wants to replace the driver. The replacement driver shall join the working site at least 2 days before the departure of the engaged driver (at no charge to project) so that the newcomer can be checked and trained by Project Safety Advisor. In case this new driver is not found qualified, project will not approve the departure of the first driver until he is properly replaced. No drivers will be allowed to rent house on his own and live with family in the project area.
	<b>vi) HSE responsibilities of the Driver:</b> The driver shall at all times comply with project's Health, Safety and Environment regulations, including but not limited to the following: Possess a valid driving license. Contractors have to provide one C.V. with two stamp size & one passport size photographs of the drivers before starting duties with Project. Not smoking inside the vehicle either during running or in rest. Drivers must wear shoes & proper dresses during duties, which must be confirmed by the contractor. Always maintain good community relation with local people around work places. Wear a seat belt and require all passengers to do the same. Drive as per traffic rules. Keep his vehicle clean and equipped with all required safety equipments. Inspect his vehicle daily and report to party's responsible person including any unsafe condition in written. Be familiar and comply with all local regulations. Carry only authorized passengers. Ensure the safety of all passengers. Immediately report all accidents that involve property damage and injury. Vehicles and Drivers are either in project's duty or stay in Bapex Premises at site during contract period. BRTA rules for speed limits in highway, township, country road etc. shall have to strictly followed They will always be informing project site in-charge of their vehicle movements. Never leave any site without permission of project site in-charge. Park the vehicles at project parking lot during nighttime and leave the keys with watchmen engaged by project. The driver will strictly fill up a log book and the time sheet daily and honestly. Project reserves the right to replace any vehicle or driver or vehicle with driver and terminate this contract without notice if anomalies in <b>recording the distance in kilometer traveled by the vehicle</b> are discovered due to negligence or dishonest practice from the contractor's personnel.



Work order						
Ref No				Dated:.....		
Purchase order.....						
To						
M/S.....						
Phone No.....						
Subject: Supply of rental vehicle						
Dear Sir						
Please provide vehicles to our project under tender of Hiring of Vehicles (Rental Based vehicle) of your offered value as per contract.						
SL	Type of vehicle	Lot no	Unit of Qty	Delivery place	Delivery date	Remarks
<p>Best regards</p> <p>Project Director</p> <p>Copy to:</p>						
<i>Note- This form may be modified as per Party requirement.</i>						

Procurement of Rupkalpa-2 Drilling Project											
Daily vehicle movement statement sheet (Time sheet)											
Nome of Company:											
M/S											
Reference:											
Contract:											
Vehicle no:											
Driver Name:											
Subject- Vehicle data sheet (Regular service 6AM to 9PM, 15 hours duties),											
Dated:											
Travel Time and KM run statement											
SL	Name of user	Crew position	Travel time			Travel km			User Signature	Sectional I/C. Signature	Remarks
			start	End	Total in word	start	End	Total in word			
	Total										
<i>Note- This form may be modified as per Party requirement.</i>											

Procurement of Rupkalpa-2 Drilling Project
Acceptance Certificate
To Whom it may concern
Name of company
M/S .....
Vehicle no
Sheet no.
Dated:
<p>This is to certify that under the above references works have been completed to our satisfaction.</p> <p>Field Authority</p>
<i>Note- This form may be modified as per Party requirement</i>

Procurement of Rupkalpa-2 Drilling Project	
Vehicle HSE Checklist	
Name of company	
M/S .....	
Vehicle no	
Sheet no.	
Dated:	
DESCRIPTION	Remarks/Checked
GENERAL	
Lights & Indicators	
Horn	
A/C	
Reflectors	
Tires	
Wipers	
Mirrors	
Exhaust Systems	
Glass	
Brakes	
Hand Brake	
Speedometer Working	
Body of the Vehicle	
Sit & Sit Cover	
EMERGENCY EQUIPMENT	
Fire Extinguisher	
Water Can	
First Aid Kit	
Emergency Triangular Kit	
Shovel	
Tow Rope	
Audible Reverse Alarm	
Tool Kit	
Spare Tire/ Jack/ wheel brace	
Winches	
SAFETY EQUIPMENT	
Seat Belts	
Tire Pressure Gauge	
Vehicle Registration/ Documents	
Jacking Plate	
Insurance Certificate	

<b>GCC 26.3</b>	<b>Mode of payment :</b> Payment shall be made monthly or fortnightly in BDT through A/C Payee Cheque only on behalf of the suppliers. Two copies of bills shall be submitted to the Project Director or for scrutiny (with time sheet certified by project representative) and the bills shall be paid by the office of Project Director.
<b>GCC 26.4</b>	No interest will be paid on delay payment.
<b>GCC 27.1</b>	Not applicable
<b>GCC 28.2</b>	Payment of all Taxes, VAT, or any fee (if any) shall be paid by the contractor as per Govt. rule (will be deducted from bill)
<b>GCC 29.1</b>	The amount of Performance Security by Bank Guarantee or Pay Order (through nationalised scheduled Bank) shall be ten percent (10%) of the offered money of total vehicle rent of project period
<b>GCC 31.2</b>	The Inspections and tests shall be conducted at: The Purchaser's right to inspect, test and where appropriate reject the goods after delivery, shall in no way be limited or waived by the reason of goods having previously been inspected, tested or passed by the Purchaser or its representative prior the Hiring of Vehicles (Rental based) shipment.
<b>GCC 32.3</b>	The period of validity of the Warranty shall be: For purposes of the Warranty, the place of final destination shall be: As mentioned in Section 7: Technical specification. Total contract price will be calculated as be low
<b>GCC 32.5</b>	The period for repair or replacement shall be : a) Upon receipt of such notice, the Contractor shall, with all reasonable speed, repair or replace the portion of the work without any cost to the Company.
	b) If the Contractor, having been notified, fails to remedy the defects (s) within a reasonable period, the Company may proceed to take such remedial action as may be necessary at the Contractor's risk and expense to be realized from the retention money as well as performance guarantee money and without prejudice to any other rights or remedies which the Company may have against the Contractor under the Contract.
	c) Prior to one month of completion of the Warranty period, the Contractor shall arrange a joint inspection of the completed works for Final Acceptance by the Company. Any defect(s) found during the joint inspection will be rectified by the Contractor.
<b>GCC 34.1</b>	The liquidated damage shall be one half of one percent (0.5%) of the Contract value per week or part thereof. The maximum amount of liquidated damages shall be: Ten (10%) of the Contract value.
<b>GCC 39.3(b)</b>	Arbitration shall take place in: The award of the Arbitration shall be final and binding on the parties and shall be in lieu of any other remedy. The venue of Arbitration will be at Dhaka, Bangladesh.

## Section 5. Tender and Contract Forms

Form	Title
	Tender Forms
G – 1	Tender Submission Sheet
G – 2	Price Schedule
G – 3	Specifications Submission Sheet
G – 4	Tenderer Information Sheet
G – 5	Manufacturer's Authorisation Letter
G – 6	Bank draft/Pay order/Bank Guarantee for Tender Security
	Contract Forms
G – 7	Notification of Award
G – 8	Contract Agreement
G – 9	Bank Guarantee for Performance Security
G – 10	Bank Guarantee for Advance Payment

Forms G1 to G6 comprise part of the Tender and should be completed as stated in ITT Clause 17.

Forms G7 to G10 comprise part of the Contract as stated in GCC Clause 5.

<b>Tender Submission Sheet (Form G – 1A)</b>		Technical
Invitation for Tender No: <b>BAPEX/PURCHASE/OT-005/2020-2021</b> dated <b>15-11-2020</b>		
Tender Package No:		
To General Manager Administration Division BAPEX		
We, the undersigned, offer to supply in conformity with the Tender Document the following hiring of vehicles (Rental based vehicle), viz:		

If applicable under Instruction to Tenderers (ITT) Sub-Clause 20.3, and in case we are awarded a contract for more than one lot in the package, the discounts / cross- discounts offered, and the methodology for its application is:

We undertake, if our Tender is accepted, to deliver the vehicles in 7 Days from the date of work order, in accordance with the delivery schedule specified in the Schedule of Requirements.

We are not participating as Tenderers in more than one Tender in this Tendering process. Our Tender shall be valid for the period stated in the Tender Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period. A Tender Security in the amount stated in the Tender Data Sheet is attached in the form of a *[state pay order, bank draft, bank guarantee]* valid for a period of 28 days beyond the Tender validity date.

If our Tender is accepted, we commit to obtaining a Performance Security in the amount stated in the Tender Data Sheet and valid for a period of 28 days beyond the date of completion of our performance obligations under the Contract, including any warranty obligations.

We declare that ourselves, and any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries and that the Goods and related services will also be supplied from eligible countries. We also declare that the Government of Bangladesh has not declared us, and any subcontractors or suppliers for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Tender Document (ITT Clause 3).

We understand that your written Notification of Award shall constitute the acceptance of our Tender and shall become a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive.

Signed

In the capacity of:

Duly authorised to sign the Tender on behalf of the Tenderer.

Date:

Technical Document Envelope

<b>Tender Submission Sheet (Form G – 1B)</b>			
Invitation for Tender No: <b>BAPEX/PURCHASE/OT-005/2020-2021</b> dated <b>15-11-2020</b>			<b>Financial</b>
General Manager Administration Division, BAPEX			
We, the undersigned, offer to supply in conformity with the Tender Document the following hiring of vehicles (Rental based vehicle), viz:			
Jeep : Pajero/Prado 4WD Brand: Nissan/Mitsubishi/Toyota 2950-3000cc Model 2009 or above	Tk..... (In word ..... .....)	Per km travel rate with VAT & Taxes per vehicle	Tk..... (In word ..... .....)
Vehicle : Double Cabin Pickup With Carryboy 4WD Brand : Nissan/Mitsubishi/Toyota 2400 cc Model : Year 2009 or above	Tk..... (In word ..... .....)	Per km travel rate with VAT & Taxes per vehicle	Tk..... (In word ..... .....)
Microbus Brand : Nissan/Mitsubishi/Toyota 12 Seated 1800 cc or above Model : 2009 or above	Tk..... (In word ..... .....)	Per km travel rate with VAT & Taxes per vehicle	Tk..... (In word ..... .....)
Microbus Brand : Nissan/Mitsubishi/Toyota 7-9 Seated 1800 cc or above Model : 2014 or above	Tk..... (In word ..... .....)	Per km travel rate with VAT & Taxes per vehicle	Tk..... (In word ..... .....)

POL Per KM

We undertake, if our Tender is accepted, to deliver the vehicles in 7 Days from the date of work order, in accordance with the delivery schedule specified in the Schedule of Requirements.

We are not participating as Tenderers in more than one Tender in this Tendering process. Our Tender shall be valid for the period stated in the Tender Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period. A Tender Security in the amount stated in the Tender Data Sheet is attached in the form of a *[state pay order, bank draft, bank guarantee]* valid for a period of 28 days beyond the Tender validity date.

If our Tender is accepted, we commit to obtaining a Performance Security in the amount stated in the Tender Data Sheet and valid for a period of 28 days beyond the date of completion of our performance obligations under the Contract, including any warranty obligations.

We declare that ourselves, and any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries and that the Goods and related services will also be supplied from eligible countries. We also declare that the Government of Bangladesh has not declared us, and any subcontractors or suppliers for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Tender Document (ITT Clause 3).

We understand that your written Notification of Award shall constitute the acceptance of our Tender and shall become a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive.

Financial Document Envelope

Signed  
In the capacity of:  
Duly authorised to sign the Tender on behalf of the Tenderer.  
Date:



## Price Schedule for Goods (Form G-2A)

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021** dated **15-11-2020**

Item N°	Description of hiring of vehicles (Rental based vehicle)	Unit of Supply	Qty of units required	Monthly per vehicle rent with VAT & other Taxes	Daily per vehicle rent with VAT & other Taxes	Monthly total vehicle Rent with VAT & other Taxes	Per km travel rate with VAT & other Taxes
	2	3	4	5	6=5/30	7=4x5	8
1.	Jeep : Pajero/Prado 4WD Brand: Nissan/Mitsubishi/Toyota 2950-3000cc Model 2009 or above	No.	01				
2.	Vehicle : Double Cabin Pickup With Carryboy 4WD Brand : Nissan/Mitsubishi/Toyota 2400 cc Model : Year 2009 or above	No.	02				
3.	Microbus Brand : Nissan/Mitsubishi/Toyota 12 Seated 1800 cc or above Model : 2009 or above	No.	01				
4.	Microbus Brand : Nissan/Mitsubishi/Toyota 7-9 Seated 1800 cc or above Model : 2014 or above	No.	01				
	POL Per KM						

Special Note: Tenderer fill up the monthly per vehicle rent (column-5) & per km travel rate (column-8) only of the price schedule.

### Evaluation Criteria

- For each vehicle item, the financial evaluation price will be calculated as (Monthly each vehicle rent +100 km travel per day (average) x 30 days (1 month) x per km travel rate of each vehicle ) x Total vehicles i.e. (column 5 + 100x 30x column 8) x column 4.

Name of Tender..... Signature of Tenderer..... Date .....

Financial Document Envelope
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## Price Schedule for Related Services (Form G-2B)

Invitation for Tender No: BAPEX/PURCHASE/OT-005/2020-2021    **dated 15-11-2020**

### **B: PRICE OF RELATED SERVICES AND COMPLETION SCHEDULE**

Name of Tenderer \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_ Date \_\_\_\_\_

Note: This format is 'Not Applicable' for this tender.

## Specifications Submission Sheet (Form G-3)

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021** dated **15-11-2020**

Item No	Name of Goods or Related Service	Country of Origin	Make and Model ( <i>when applicable</i> )	Full Technical Specifications and Standards
1	2	3	4	5
	<b>FOR GOODS</b>			
	<i>[add as many rows and details as there are individual items in the Lot]</i>			<i>[the Tenderer should complete columns 3, 4 and 5 as required]</i>

Name of Tenderer \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_ Date \_\_\_\_\_

Note: This format is 'Not Applicable' for this tender.

Information Sheet (Form G-4)		
<p align="center"><b>Notes on Tenderer Information Sheet</b></p> <p>This note is for information only to assist the procuring entity in the completion of the Form when preparing the Tender Document, but this note should not be included in the issued Tender Document.</p> <p><i>The information to be filled in by Tenderers in the following pages will be used for purposes of verification of eligibility and qualification of the Tenderer as provided for in relevant Clauses of the Instructions to Tenderers.</i></p>		
<b>Invitation for Tender No: BAPEX/PURCHASE/OT-005/2020-2021</b> dated 15-11-2020		
<b>A. Individual Tenderers</b>		
<b>1. General Information of the Tenderer</b>		
1.1	Tenderer's Legal Name	
1.2	Tenderer's legal address in Country of Registration	
1.3	Tenderer's legal status	
	Proprietorship	
	Partnership (Registered under the Partnership Act, 1932)	
	Limited Liability Concern (Registered under the Companies Act, 1913)	
	Others	
1.4	Tenderer's Year of Registration	
1.5	Tenderer's business status	
	Manufacturer	
	Local Agent/Distributor of a foreign Manufacturer	
	Stockist	
	Others	
1.6	Tenderer's Authorised Representative Information	
	Name	
	Address	
	Telephone / Fax Numbers	
	e-mail address	
1.7	Tenderer's Value Added Tax Registration Number	
1.8	Tenderer's Income Tax Identification Number (TIN)	
1.9	Tenderer to attach copies of the following documentation:	Articles of Incorporation or Registration of firm. Latest Income Tax Clearance Certificate Latest VAT Registration Certificate Original letter naming the person authorised to sign on behalf of the Tenderer Others (to be completed by the Purchaser if required)
<b>2. Qualification Information of the Tenderer</b>		
2.1	Number of years of overall experience of the Tenderer in the supply of hiring of vehicles (Rental based vehicle) with related services:	
2.2	Number of years of specific experience of the Tenderer in the supply of similar hiring of vehicles (Rental based vehicle) with related services:	
2.3	Total annual monetary value of similar hiring of vehicles (Rental based vehicle) with related services supplied in each of the last two years.	
2.4	Available liquid assets	
2.5	Details of production capacity/equipment available:	
2.6	Major supplies of similar type of hiring of vehicles (Rental based vehicle) with related services over the last five years. Also list details of supplies of similar type of hiring of vehicles (Rental based vehicle) with related services under way or committed, including expected delivery date.	
<b>3. Financial Information of the Tenderer</b>		
3.1	Financial reports or balance sheets or profit and loss statements or auditors' reports or bank references with documents or a combination of these demonstrating availability of liquid assets. List below and attach copies.	
3.2	Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer	
3.3	Information on litigation in which the Tenderer is, or has been, involved:	
	(a) Any case within the past two years	
	Cause of Dispute	Result of Settlement and amount involved
	(b) Current cases in this financial year	
	Cause of Dispute	Current Position of Case
<i>Note: The above represents the minimum requirements. These may be added to buy the Purchaser on a case-by-case basis, as necessary.</i>		
<b>B. Individual Members of a Joint Venture</b>		
4.1	Each Member of a JVCA shall provide all the information requested in the form above, Sections 1-3.	
4.2	Attach a power of attorney for each of the authorising signatories of the Tender on behalf of the JVCA.	
4.3	Attach the Agreement among all Members of the JVCA (and which is legally binding on all Members), which shows that: (a) all Members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; (b) one of the Members will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all Members of the joint venture; and (c) the execution of the entire Contract, including payment, shall be done exclusively with the Member in charge	
<i>Note: The above represents the minimum requirements. These may be added to buy the Purchaser on a case-by-case basis, as necessary.</i>		

Technical Document Envelope

## Manufacturer's Authorisation Letter (Form G - 5)

*[This letter of authorisation should be on the letterhead of the manufacturer and should be signed by the person with the proper authority to sign documents that are binding on the manufacturer]*

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021 DATED: 15-11-2020**

To:

Name and address of Purchaser]

WHEREAS, we *[name and address of manufacturer]* are reputable manufacturers having factories at *[list of places of factories]*.

THEREFORE, we do hereby:

Authorise *[name of Tenderer]* to submit a Tender in response to the Invitation for Tenders indicated above, the purpose of which is to provide the following Goods, *[description of goods]*, manufactured by us, and to subsequently sign the Contract for the supply of such Goods; and,

Extend our full guarantee and warranty in accordance with GCC Clause 32, with respect to the Goods offered in the Tender.

Signed

In the capacity of:

Duly authorised to sign the authorisation for and on behalf of

*[name of manufacturer]*

Date:

**Note: This format is 'Not Applicable' for this tender.**

## Bank Guarantee for Tender Security (Form G– 6)

*[this is the format for the Tender Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clause 27]*

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021 DATED: 15-11-2020**

To:

Name and address of Purchaser]

### **TENDER GUARANTEE No:**

We have been informed that *[name of Tenderer]* (hereinafter called “the Tenderer”) intends to submit to you its Tender dated *[date of Tender]* (hereinafter called “the Tender”) for the supply of *[description of goods and related services]* under the above Invitation for Tenders (hereinafter called “the IFT”).

Furthermore, we understand that, according to your conditions Tenders must be supported by a Tender guarantee.

At the request of the Tenderer, 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 Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or  
does not accept the correction of errors in accordance with the Instructions to Tenderers of the IFT; or  
having been notified of the acceptance of the Tender by the Purchaser during the period of Tender validity, (i) fails or refuses to furnish the Performance Security in accordance with the ITT, or (ii) fails or refuses to execute the Contract Form,

This guarantee will expire:

if the Tenderer is the successful Tenderer, upon our receipt of a copy of the Performance Security and a copy of the Contract signed by the Tenderer as issued by you; or  
if the Tenderer is not the successful Tenderer, twenty eight days after the expiration of the Tenderer’s Tender validity period, being *[date of expiration of the Tender]*.

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Signature

Technical Document Envelope
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## Notification of Award (Form G- 7)

Contract No:

Date:

To:

This is to notify you that your Tender dated *[insert date]* for the supply of goods and related services for *[name of project/contract]* for the Contract Price of Taka *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Procuring Entity]*.

You are requested to proceed with the supply of the goods and the related services and note that this Notification of Award shall constitute the formation of a Contract, which shall only become binding upon you furnishing a Performance Security within 14 days, in accordance with ITT Clause 50, and the signing of the Contract Agreement within 21 days, in accordance with ITT Clause 51.

We attach the Contract Agreement and Contract Documents for you perusal and signature.

Signed

Duly authorised to sign for and on behalf of *[name of Procuring Entity]*

Date:

## Contract Agreement (Form G - 8)

THIS AGREEMENT made the [day] day of [month] [year] between [name and address of Purchaser] (hereinafter called “the Purchaser”) 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 Hiring of Vehicles (Rental) has accepted a Tender by the Supplier for Hiring Vehicles (Rental) in the sum of Taka [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

### The summary of Contract Price:

Contract price will be the summation of 1) One Pajero/Prado, 4wd, 2) Two Double Cabin Pickup With Carryboy, 4wd 3) Two Microbus for 4 months to 13 months as described in tender submission sheet in the sum of Taka [Price in figures and in words] as per offered rate.

Variable related services of kilometre travel expenses are not included in this contract price. The actual expenses of Kilometre travel will be paid on the basis of field running condition which will be added to the monthly rent of the vehicle as per offered rate.

### 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 General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
  - the signed Form of Contract Agreement;
  - the letter of Notification of Award
  - the completed Tender Submission Sheet as submitted by the Tenderer;
  - the completed Price Schedules as submitted by the Tenderer;
  - the Particular Conditions of Contract;
  - the General Conditions of Contract;
  - the Schedule of Requirements;
  - the Technical Specifications;
  - the Drawings, and;
  - any other document listed in the PCC as forming part of the Contract.
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. Duration of the contract approximately 4 months to 13 months from the date of contract agreement. The contract duration may be extended up to the project period under mutual agreement of both parties.
5.
  - a) The prices quoted by the Tenderer of monthly vehicle rent shall be fixed up to the project period.
  - b) The quoted price of Km. Run rate of each vehicle for Hiring of Vehicles (Rental) by the Tenderer may be changed according to the percentage of fluctuation of POL price rate as per Govt. Order/declaration. In this case the tenderer must be declared the type of fuel used in vehicle at delivered time. The extension of validity of contract under mutual agreement of both parties up to completion of Rupkalpa-2 Drilling Project of Bapex.
6. Project reserve the right to extend or reduce the vehicles amount and reject/replace any vehicle or driver or vehicle with driver.
7. All Relevant of Item -2 attach paper are integer part of this 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.

For the Purchaser:

For the Supplier:

Signature  
Print Name  
Title  
In the presence of  
Name  
Address



## Bank Guarantee for Performance Security (Form G – 9)

*[this is the format for the Performance Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clause 50]*

Contract No:

Date:

To:

[Name and address of Purchaser]

### PERFORMANCES GUARANTEE No:

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.

Signature

Signature

## Bank Guarantee for Advance Payment (Form G – 10)

*[this is the format for the Advance Payment Security to be issued by a scheduled bank of Bangladesh in accordance with GCC Clause 26.1]*

Contract No:

Date:

To:

[Name and address of Purchaser]

### ADVANCE PAYMENT GUARANTEE No:

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 Particular Conditions of Contract Clause 26.1, Advance Payment(s) on Contracts must be supported by a bank 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.

We further agree that no change, addition or other modification of the terms of the Contract to be performed, or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

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.

Signature

Signature

Section 6. Schedule of requirements:

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021, Dated: 15-11-2020**

**A. List of Goods and Delivery Schedule**

Item N°	Description of hiring of vehicles (Rental)	Unit of Supply	Qty of units required	Point of Delivery	Date Required (in days)
1.	Jeep : Pajero/Prado 4WD Brand: Nissan/Mitsubishi/Toyota 2950-3000cc Model 2009 or above	No.	01	As per work order.	7 days from the date of receipt of work order
2.	Vehicle : Double Cabin Pickup With Carryboy 4WD Brand : Nissan/Mitsubishi/Toyota 2400 cc Model : Year 2009 or above	No.	02	As per work order.	7 days from the date of receipt of work order
3.	Microbus Brand : Nissan/Mitsubishi/Toyota 12 Seated 1800 cc or above Model : 2009 or above	No.	01	As per work order.	7 days from the date of receipt of work order
4.	Microbus Brand : Nissan/Mitsubishi/Toyota 7-9 Seated 1800 cc or above Model : 2014 or above	No.	01	As per work order.	7 days from the date of receipt of work order
	POL Per KM				
Note. a) The engagement period of the vehicle will be minimum <b>4 months to 13 months (maximum)</b> . b) It may be extended subject to extension of project period. c) The provision and cost of meals and refreshment shall be the sole responsibility of the contractor. Moreover, Contractor will arrange garage & parking where necessary.					

Section 7     Technical Specifications

The Goods and Related Services shall comply with following Technical Specifications:

Invitation for Tender No: **BAPEX/PURCHASE/OT-005/2020-2021, Dated: 15-11-2020**  
All vehicles will be in good condition as per BRTA rule.

Item No.	Description of Technical Specification of all items	Supplier Compliance
1.	Jeep : Pajero/Prado 4WD Brand: Nissan/Mitsubishi/Toyota 2950-3000cc Model 2009 or above	Vehicle : Type : Brand : Model :
2.	Vehicle : Double Cabin Pickup With Carryboy 4WD Brand : Nissan/Mitsubishi/Toyota 2400 cc Model : Year 2009 or above	Vehicle : Type : Brand : Model :
3.	Microbus Brand : Nissan/Mitsubishi/Toyota 12 Seated 1800 cc or above Model : 2009 or above	Vehicle : Type : Brand : Model :
4.	Microbus Brand : Nissan/Mitsubishi/Toyota 7-9 Seated 1800 cc or above Model : 2014 or above	Vehicle : Type : Brand : Model :
	POL Per KM	

Signature:                                *[insert signature of the 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 tenderer for and on the behalf of the tenderer

## Section 8. Drawings

### **Notes on Drawings**

*[Insert here a list of Drawings, including site plans, which should be attached to this section or annexed in a separate folder. The Drawings shall be clearly dated, numbered and show any revision number(s), if appropriate.]*

**Note: This format is ‘Not Applicable’ for this tender.**

*End of Documents*