



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়

প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগ
বোর্ড বাজার, গাজীপুর-১৭০৫

টেন্ডার সিডিউল

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়ের ৫ম সমাবর্তন ২০১৬ উপলক্ষ্যে সমাবর্তন সুভেনিয়রসহ
০৮ প্রকারের আইটেম মুদ্রণ ও বাঁধাইপূর্বক সরবরাহের দরপত্র

বাউবি/পিপিডি/১০(৪)/২৯/২০১৬ (দরপত্র বিজ্ঞপ্তি-০৮/২০১৬); তারিখ: ০৫/০৯/২০১৬

সিডিউলের মূল্য : ২,০০০.০০ (দুই হাজার) টাকা

বিশেষ দ্রষ্টব্য:

- ক) সংশ্লিষ্ট প্রতিষ্ঠানকে নিজস্ব লেটার হেড প্যাডে পরিচালক (ভারপ্রাপ্ত) পিপিডি বরাবরে আবেদন পূর্বক নির্দিষ্ট পরিমাণ অর্থ, ক্যাশ শাখায় জমা দিয়ে টাকা জমাদানের রশিদ গ্রহণ করে বাউবির ওয়েব সাইট (www.bou.edu.bd) থেকে সিডিউল ডাউনলোড করে নিজ দায়িত্বে প্রিন্ট করতে হবে। ডাউনলোড করতে অসুবিধা হলে পিপিডি বিভাগহতে পেন ড্রাইভে সিডিউল কপি করে নেয়া যাবে।
- খ) দরদাতাকে সিডিউলের সেকশন ৭ এর বিবরণ অনুযায়ী নমুনা হিসেবে ৪ প্রস্থ কাগজ অবশ্যই দরপত্র সিডিউলের সাথে জমা দিতে হবে।
- ম) সমাবর্তন সুভেনিয়রসহ বর্ণিত আইটেম মুদ্রণ একটি বিশেষ টেকনিক্যাল কাজ হওয়ায় দরপত্র সিডিউল ক্রয়কারী প্রতিষ্ঠানের সাথে ২৫/০৯/১৬ তারিখ বেলা ২.৩০ টায় একটি প্রি-টেন্ডার সভা প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগের পরিচালক মহোদয়ের দপ্তরে অনুষ্ঠিত হবে। উক্ত সভায় দরপত্র সিডিউল ক্রয়কারী প্রতিষ্ঠানের স্বাক্ষরকারী/প্রতিনিধিকে সভায় অবশ্যই উপস্থিত থাকতে হবে এবং প্রয়োজনীয় নির্দেশনা জেনে নিতে হবে।

Section 1. Instructions to Tenderers

A. General

1. Scope of Tender
 - 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.
 - 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).
 - 1.3 Throughout this Tender Document:
 - (a) the term "in writing" means communicated in written form with proof of receipt;
 - (b) if the context so requires, singular means plural and vice versa; and
 - (c) "day" means calendar day.
2. Source of Funds
 - 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.
 - 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.
 - 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.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
 - 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.
 - 3.2 In pursuance of this requirement, the Purchaser shall:
 - (a) exclude the Tenderer from participation in the procurement proceedings concerned or reject a proposal for award; and
 - (b) declare a Tenderer 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 Tenderer has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.
 - 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.
 - 3.4 The Government defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) "corrupt practice" 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;
 - (b) "fraudulent practice" 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;

- (c) "collusive practice" 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
- (d) "coercive practice" 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.
- 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).
- 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.
4. Eligible Tenderers
- 4.1 This Invitation for Tenders is open to eligible Tenderers from all countries, except for any specified in the TDS.
- 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.
- 4.3 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.
- 4.4 The Tenderer shall provide in Section 5: Tender and Contract Forms, a statement that the Tenderer (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.
- 4.5 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.
- 4.6 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)
- 4.7 The Tenderer shall have the legal capacity to enter into the contract
- 4.8 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.
- 4.9 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. Tender Document

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.
- Section 1 Instructions to Tenderers (ITT)
 - Section 2 Tender Data Sheet (TDS)
 - Section 3 General Conditions of Contract (GCC)
 - Section 4 Particular Conditions of Contract (PCC)
 - Section 5 Tender and Contract Forms
 - Section 6 Schedule of Requirements
 - Section 7 Technical Specifications
 - Section 8 Drawings
- 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
- 8.1 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.
- 8.2 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.
- 8.3 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
- 13.1 The Tenderer shall have the following minimum level of financial capacity of qualify for the supply of goods under the contract:
- (a) The satisfactory completion of supply of similar goods of value stated in the TDS under a single contract in the last five years; and
 - (b) 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
- 14.1 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
- 16.1 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.
- 16.2 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
- 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:
- (a) total monetary value of similar goods supplied for each of the last five (5) years;
 - (b) 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;
 - (c) 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;
 - (d) authority to seek references from the Tenderer's Bankers; and
 - (e) 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:
- (a) the Tenderer shall include all the information listed in ITT Sub-Clause 24.3 for each JVCA Member;
 - (b) the Tender shall be signed so as to be legally binding on all Members;
 - (c) all Members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (d) 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
 - (e) the execution of the entire Contract, including payment, shall be done exclusively with the Member in charge.
25. Tenderer: Disqualification
- 25.1 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.
- 25.2 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
- 26.1 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 be rejected by the Purchaser as non-responsive.
- 26.2 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:
- (a) at the Tenderer's option be either;
 - (i) in the form of a bank draft or pay order; or

- (ii) 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;
 - (b) 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
 - (c) 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:
- (a) 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
 - (b) if the successful Tenderer fails to:
 - (i) accept the correction of its Tender Price pursuant to ITT Sub-Clause 39.3; or
 - (ii) furnish a Performance Security in accordance with ITT Clause 50; or
 - (iii) 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
- 28.1 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.
- 28.2 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.
- 28.3 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.
- 30.3 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
- 31.1 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.
- 33.3 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
- 34.1 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
- 35.1 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
- 36.1 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.
- 36.2 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.
- 36.3 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:
- 39.1 Provided that the Tender is substantially responsive, the Purchaser shall correct

Correction of Arithmetical Errors	<p>arithmetical errors on the following basis:</p> <p>(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;</p> <p>(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</p> <p>(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.</p>
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	<p>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.</p> <p>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.</p>
41. Tender: Technical Evaluation	<p>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.</p> <p>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.</p> <p>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.</p>
42. Tender: Financial Evaluation	<p>42.1 The Purchaser shall thirdly evaluate each Tender that has been determined, up to this stage of the evaluation, to be substantially responsive.</p> <p>42.2 To evaluate a Tender, the Purchaser shall consider the following:</p> <p>(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);</p> <p>(b) price adjustment for correction of arithmetical errors pursuant to ITT Sub-Clause 39.1;</p> <p>(c) the applicable economic factors of evaluation set out in ITT Sub-Clause 42.3.</p> <p>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:</p> <p>(a) the delivery schedule offered in the Tender; and</p> <p>(b) the cost of components, mandatory spare parts, and service;</p> <p>(c) the availability in Bangladesh of spare parts and after-sales services for the equipment offered in the Tender;</p> <p>(d) the projected operating and maintenance costs during the anticipated life-cycle of the equipment;</p> <p>(e) the performance and productivity of the equipment offered; or</p>

- (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:
 - (i) the experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual lots;
 - (ii) the lowest-evaluated Tender for each lot calculated in accordance with the requirements of Evaluation Criteria;
 - (iii) 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 | 44.1 | 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.. |

G. Contract Award

- | | | |
|--|------|---|
| 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 branch 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 act 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

A. General	
ITT 1.1	The Purchaser is <i>Bangladesh Open University</i> represented by Vice- Chancellor. The Name of the Tender is: Printing, Binding & Supplying of books of BOU.
ITT 2.1	The source of public fund is <i>Bangladesh Open University Revenue Budget</i> .
ITT 2.3	The name of the Development Partner is: <i>N/A</i> .
ITT 4.1	Tenderers from the following countries are not eligible: <i>Any country Except Bangladesh</i>
ITT 5.1	Goods and Related Services from the following countries are not eligible: <i>Any country Except Bangladesh</i>
B. Tender Document	
ITT 7.2	The following are authorised agents of the Purchaser for the purpose of providing the Tender Document: N/A
ITT 8.1	For clarification of Tender purposes only, the Purchaser's address is: Attention: Director. Address: Publishing, Printing & Distribution Division, Bangladesh Open University, Board Bazar, Gazipur-1705.
ITT 9.1	Telephone: 9291118, 9291101-4/278 Pre-Tender Meeting shall not be held.
C. Qualification Criteria	
ITT 12.1(a)	The Tenderer shall have a minimum of 5 years of overall experience in the field of Printing, Publishing and Binding of Books & Swinir:
ITT 12.1(b)	The Tenderer shall have a minimum of 3 years of specific experience in the supply of similar goods and related services to Govt./Semi Govt./Autonomous Institution.
ITT 12.1(c)	The Tenderer shall have to <ol style="list-style-type: none"> i. <u>For printing upto 50,000 Books:</u> At least 01(one) 23"×36" size double demy machine (minimum printing capacity 50,000 impression per day) and 01(one) 18"×23" demy size machine and 01(one) paper cutting machine. ii. <u>For printing more than 50,000 Books & Swinir:</u> At least 02(two) 23"×36" size double demy machine (minimum printing capacity 50,000 impression per day each) or 01(one) web machine and 01(one) 18"×23" demy size machine and 01(one) paper cutting machine. iii. <u>For printing upto 10,00,000 Exam. Scripts:</u> ITT12.1(c)-(i) is applicable. iv. <u>For printing more than 10,00,000 Exam. Scripts:</u> ITT12.1(c)-(ii) is applicable. v. <u>For printing Admission form, Student guide, Student ID card, Reg. card, Greetings card, Bank script, Different type of envelop, Pad, Diary etc:</u> 01(one) 18"×23" size offset printing machine and 01(one) paper cutting machine.

ITT 13.1(a)	The minimum supply value of books/printing materials under a single contract in a particular years within previous five years is: for
--------------------	---

SL. NO- 01: Tk. 15 lac
SL. NO- 02: Tk. 04 lac
SL. NO- 03: Tk. 02 lac

	The minimum supply value for more than one item should be the sum of minimum supply value of each item mentioned above
ITT 13.1(b)	The minimum amount of liquid asset or working capital or credit facility is: 20% of total quoted price.

D. Preparation of Tender

ITT 16.1	The Tender, as well as all correspondence and documents relating to the Tender shall be written in Bangla & English.			
ITT 17.1(j)	The Tenderer shall submit with its Tender the following additional documents: 1. Tender document purchase receipt (original). 2. Current year's Valid Trade licence. 3. Copy of electricity bill payment's receipt upto the current month. 4. House rent payment's receipt in case of tenant. 5. A sample of former printed book/material of the same quality level. 6. Current Bank solvency certificate from any schedule Bank in Bangladesh. All documents should be duly attested by class one Gezatted Officer with official seal. 7. Existing client list with contract number.			
ITT 19.1	Alternative Tenders will not be permitted.			
ITT 20.3 & ITT 42.5	Tenders are being invited for any number of lot.			
ITT 20.5(C)	The final destination of the books (delivery point of the books) is store of the PPD Division, Bangladesh Open University, Gazipur-1705.			
ITT 20.7	The prices quoted by the Tenderer shall be fixed for the duration of the Contract.			
ITT 22.2	The manufacturers authorisation letter is not required.			
ITT 26.1	The Tender validity period shall be 120 days			
ITT 27.1	The amount of the Tender Security shall be:			
Package No.	Description	Price of Tender Document in Tk (Non refundable)	Tender Security Amount in Tk.	Time of Completion of Delivery in days
01	08kinds of Items	2,000.00 (Two Thousand)Tk.	Tender Security Amount has been described serially in the advertisement copy	Time of Completion of Delivery has been described serially in the schedule of requirement (section-6) and Technical Specifications (Section-7) in the end of the schedule.
ITT 28.1	In addition to the original of the Tender, 1 copy shall be submitted.			

E. Submission of Tender

ITT 29.2(b)	For Tender submission purposes only, the Purchaser's address is: Attention: Director. Address: Publishing, Printing & Distribution Division, Bangladesh Open University, Board Bazar, Gazipur-1705. Telephone: 9291118, 9291101-4/278
ITT 29.2(c)	The envelope shall bear the following additional identification marks: Tender No: & Lot No.

F. Opening and Evaluation of Tenders

ITT 33.1	The Tender opening shall take place at: Address: Publishing, Printing & Distribution Division, Bangladesh Open University, Board Bazar, Gazipur-1705.
-----------------	--

G. Award of Contract

ITT 48.1	The maximum percentage by which quantities per item may be increased is 20%. The maximum percentage by which quantities per item may be decreased is 20%. <i>[in both instances the maximum percentage is between 15 and 20 %].</i>
ITT 50.1	The amount of Performance Security shall be ten 10% percent of the Contract Price
ITT 53.2	The name and address of the office where complaints to the Procuring Entity under Regulation 51 are to be submitted is: Vice Chancellor Bangladesh Open University Board Bazar, Gazipur-1705

Section 3. General Conditions of Contract

1. Definitions
 - 1.1 The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined term:
 - (a) **Completion Schedule** means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;
 - (b) **Contract Agreement** 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;
 - (c) **Contract Documents** means the documents listed in the Contract Agreement, including any amendments thereto;
 - (d) **Contract Price** means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract;
 - (e) **Day** means calendar day;
 - (f) **Delivery** 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;
 - (g) **GCC** mean the General Conditions of Contract;
 - (h) **Goods** 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;
 - (i) **Government** means the Government of the People's Republic of Bangladesh;
 - (j) **Purchaser** means the entity purchasing the Goods and Related Services, as specified in the PCC;
 - (k) **Related Services** 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;
 - (l) **PCC** means the Particular Conditions of Contract;
 - (m) **Subcontractor** 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;
 - (n) **Supplier** 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;
 - (o) **Writing** means any hand-written, type-written, or printed communication including telex, cable and facsimile transmission
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 In pursuance of this requirement, the Purchaser shall:

- (a) exclude the Supplier from participation in the procurement proceedings concerned or reject a proposal for award; and
 - (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.
- 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 The Government defines, for the purposes of this provision, the terms set forth below as follows:
- (a) "*corrupt practice*" 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;
 - (b) "*fraudulent practice*" 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;
 - (c) "*collusive practice*" 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
 - (d) "*coercive practice*" 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.
- 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. Interpretation
- 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

- (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. Documents Forming the Contract and Priority of Documents

5.1 The following documents forming the Contract shall be interpreted in the following order of priority :

- (a) the signed Contract Agreement;
- (b) the letter of Notification of Award
- (c) the completed Tender Submission Sheet as submitted by the Tenderer;
- (d) the completed Price Schedules as submitted by the Tenderer;
- (e) the Particular Conditions of Contract;
- (f) the General Conditions of Contract;
- (g) the Schedule of Requirements;
- (h) the Technical Specifications;
- (i) the Drawings, and;
- (j) any other document listed in the PCC as forming part of the Contract.

6. Eligibility

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. Governing Language

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. Governing Law

8.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh.

9. Gratuities / Agency fees

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.

10. Joint Venture, Consortium or Association (JVCA)

10.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of

the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

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:
- (a) the Purchaser or Supplier needs to share with institutions participating in the financing of the Contract;
 - (b) now or hereafter enters the public domain through no fault of that party;
 - (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
 - (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- 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
- 13.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 13.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property rights registered or otherwise existing at the date of the Contract by reason of:
- (a) the installation of the Goods by the Supplier or the use of the Goods in Bangladesh; and
 - (b) the sale in any country of the products produced by the Goods.
- Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other

- equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.
- 13.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 13.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 13.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 13.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 13.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.
14. Copyright 14.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
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:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser provided such changes do not materially affect the scope of supply;

- (b) the method of shipment or packing;
 - (c) the place of delivery; and
 - (d) the Related Services to be provided by the Supplier.
- 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
- 21.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 21.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the PCC, and in any subsequent instructions ordered by the Purchaser.
22. Delivery and Documents and Acceptance
- 22.1 Subject to GCC Sub-Clause 20.1, the Delivery of the Goods and completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section 6: Schedule of Requirements.
- 22.2 The documents to be furnished by the Supplier shall be specified in the PCC, and shall be received by the Purchaser at least one week before arrival of the Goods and, if not received, the Supplier shall be responsible for consequent expenses.
- 22.3 Acceptance by the Purchaser shall be processed not later than fourteen (14) days from receipt of the goods at final destination in the form of an Acceptance Certificate, unless any defects in the supply, any damage during transport or any failure to meet the required performance criteria of the supply are identified and reported to the Supplier in accordance with GCC Clause 31 and GCC Clause 32. In such cases the Acceptance Certificate will be issued only for those parts of the contract supplies which are accepted. The Acceptance Certificate for the remaining supplies will only be issued after the Supplier has remedied the defects and/or any non-conformity in accordance with GCC Clause 31 and GCC Clause 32.
23. Contract Price
- 23.1 The Contract Price shall be as specified in the Contract Agreement subject to any additions and adjustments thereto, or deductions therefrom, 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
- 24.1 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Bangladesh, defined as the Site, transport to such place of destination including insurance, and other incidental costs, and temporary storage, if any, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
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 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.
- 30.4 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 Termination for Default
- (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 Termination for Insolvency.
- (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 Termination for Convenience.

- (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>	
GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1 (h)	The nature of the goods to be supplied are <i>Printing, Binding & Supplying of books/materials of BOU.</i>
GCC 1.1(j)	The Purchaser is <i>Bangladesh Open University.</i>
GCC 1.1(n)	The Supplier is:
GCC 5.1(j) GCC 6.1 GCC 6.2	The following documents shall also be part of the Contract: Attested copies of 01. Trade Licence 02. Bank solvency certificate 03. VAT Registration Certificate. 04. Income Tax Certificate. Tenderers from the following countries are not eligible: <i>Any country Except Bangladesh</i> Goods and Related Services from the following countries are not eligible: <i>Any country Except Bangladesh</i>
GCC 7.1	Routine correspondence between the parties may be in Bangla & English.
GCC 12.1	For notices , the Purchaser's contact details shall be: Attention: Director. Address: Publishing, Printing & Distribution Division, Bangladesh Open University, Board Bazar, Gazipur-1705. Telephone: 9291118, 9291101-4/278 For notices , the Supplier's contact details shall be: Attention: Address: Telephone: Facsimile number: Electronic mail address:
GCC 21.2	01. Instructions of bundling of books/other materials are described in the conditions. 02. <i>Instructions of marking on the cover also are described in the conditions.</i>
GCC 26.1	The method and conditions of payment to be made to the Supplier under this contract shall be as follows: a) The payments shall be made directly through accounts of the purchaser subject to the submission of the following documents accordingly to the PPD Division, BOU: i) Invoice ii) Delivery Chalan iii) Inspection report (if necessary) iv) Receiving report. b) Payments shall be made in Bangladesh Taka.

GCC 26.4	The payment-delay period after which the Purchaser shall pay interest to the supplier shall be days: N/A.
GCC 27.1	The supplier shall entirely be responsible to cover all risks related to damage or loss during supply and transportation of books/printed materials to the destination as stated in the schedule.
GCC 29.1	The performance security shall be reduced to (%) percent of the contract price: N/A.
GCC 31.2	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 Goods shipment.
GCC 34.1	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.
GCC 39.3(b)	Arbitration shall take place in: As per arbitration act.

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 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.

Tender Submission Sheet (Form G – 1)

Invitation for Tender No:

Date:

To:

.....
.....
.....

We, the undersigned, offer to supply in conformity with the Tender Document the following Goods and Related Services, viz:

The total price of our Tender, excluding price reduction(s) is:

Tk:

insert value in figures (*insert value in words*)

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 goods in [] (weeks / months) from the date of [], 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:

Price Schedule for Books/Printing Materials (Form G-2A)
A: PRICE OF BOOKS/PRINTING MATERIALS AND DELIVERY SCHEDULE

1	2	3	4	5	6	7
ক্রম.	আইটেমের নাম	পরিমাণ	একক দর (ভ্যাট/ট্যাক্স সহ)	মোট দর (ভ্যাট/ট্যাক্স সহ)	ভ্যাট ও অন্যান্য প্রদেয় কর (টাক)	মুদ্রিত আইটেম সরবরাহের তারিখ
১	সমাবর্তন পুস্তকসমূহ	৬,০০০		কভারের দর :		
				(কাগজ ও মুদ্রণসহ)		
				ইনারের দর :		
				(কাগজ ও মুদ্রণসহ)		
				বাঁধাই ও অন্যান্য দর :		
মোট দর :						
	কথায় :					
২.	ক) সমাবর্তন ডায়েরী	৫,৫০০		কভারের দর :		
				(কাগজ ও মুদ্রণসহ)		
				ইনারের দর :		
				(কাগজ ও মুদ্রণসহ)		
				বাঁধাই ও অন্যান্য দর :		
মোট দর :						
	কথায় :					
	খ) ডায়েরীর বন্ধ	৫০০		অঙ্কে :		
				কথায় :		
মোট দর : (ক+খ) =						
কথায় :						

* ক্রম ২ এ ডায়েরী ও বন্ধ দুটিতেই দর প্রদান করতে হবে। মোট দরের উপর ভিত্তি করে দর মূল্যায়ন করা হবে।

1	2	3	4	5	6
ক্রম	আইটেমের নাম	পরিমাণ	একক দর (ভ্যাটসহ)	মোট দর (ভ্যাটসহ)	মুদ্রিত আইটেম সরবরাহের তারিখ
৩ (লট)	ক) সমাবর্তন বক্তার ভাষণ			অঙ্কে :	
				কথায়:	
	খ) আচার্য/মন্ত্রী/প্রধান অতিথি/সভাপতির ভাষণ			অঙ্কে :	
				কথায়:	
	গ) সমাবর্তন সনদ খাম (পরীক্ষা বিভাগ)			অঙ্কে :	
			কথায়:		
	ঘ) নিমন্ত্রণপত্র/ আমন্ত্রণপত্র			অঙ্কে :	
				কথায়:	
	ঙ) নিমন্ত্রণপত্র/ আমন্ত্রণপত্রের খাম			অঙ্কে :	
				কথায়:	
মোট দর : (ক+খ+গ+ঘ+ঙ)=					
কথায় :					

* লট-৩ এ প্রতিটি আইটেমে দর প্রদান করতে হবে। মোট দরের উপর ভিত্তি করে দর মূল্যায়ন করা হবে।

সর্বমোট দর:		
কথায়:		

মুদ্রণকারী প্রাতিষ্ঠানের নাম ও ঠিকানা

জামানতের পারমাণ	
ঢাকা:	কথায়:
ডা.ডি.সে-অডার নং:	তারখ:
ব্যাংক:	শাখা:

পরপাঠ্য স্বাক্ষর ও তারিখ

পরপাঠ্য প্রাতিষ্ঠানের সীল

দরপত্র ও প্রস্তাব উন্মুক্তকরণ কমিটির সম্মানিত সদস্যগণের স্বাক্ষর ও তারিখ

বিশ্ববিদ্যালয় প্রকৌশলী, বাউবি
সদস্য-সচিব, দরপত্র ও প্রস্তাব উন্মুক্তকরণ কমিটি

মো: আতিকুর রহমান
পরিচালক (ভারপ্রাপ্ত) এসএসএস বিভাগ ও একান্ত সচিব,
উপায়োজকের দপ্তর, বাউবি
সদস্য, দরপত্র ও প্রস্তাব উন্মুক্তকরণ কমিটি

পরিচালক (প্রশাসন), বাউবি
সভাপতি, দরপত্র ও প্রস্তাব উন্মুক্তকরণ কমিটি



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগ

দরপত্রের শর্তাবলী (Conditions)

১. দরদাতাদের বাংলাদেশি বৈধ অফসেট মুদ্রণকারী প্রতিষ্ঠান হতে হবে এবং তাদের সমাবর্তন সূভেনিয়র/ডায়েরি/বই/নির্দেশিকা ও বাঁধাই এর কাজে সামগ্রিকভাবে পাঁচ ব স র এবং সরকারী/আধা সরকারী/স্বায়ত্বশাসিত প্রতিষ্ঠানে সমধর্মী পণ্য সরবরাহ/সেবা প্রদানের ক্ষেত্রে ন্যূনতম তিন ব সরের অভিজ্ঞতা থাকতে হবে। অভিজ্ঞতার সনদ দরপত্রের সঙ্গে কাজের নমুনা সংযুক্ত করতে হবে।
২. দরদাতার নিম্নোক্ত শর্তপত্র থাকতে হবে-
 - ক. ৫০,০০০ সংখ্যক পৃষ্ঠক বই/সূভেনিয়র মুদ্রণের ক্ষেত্রে চালু অবস্থায় কমপক্ষে একটি ২৩ইঞ্চি ৩৬ইঞ্চি আকারের ডাবল ডিমাই মেশিন (প্রতিদিন কমপক্ষে ৫০,০০০ ইমপ্রেশন), একটি ডিমাই (১৮ইঞ্চি ২৩ইঞ্চি) অফসেট প্রিন্টিং মেশিন এবং একটি কাটিং মেশিন থাকতে হবে।
 - খ. ৫০,০০০ সংখ্যকের অতিরিক্ত সংখ্যক বই মুদ্রণের ক্ষেত্রে চালু অবস্থায় কমপক্ষে দুইটি ২৩ইঞ্চি ৩৬ইঞ্চি আকারের ডাবল ডিমাই মেশিন (প্রতিটি প্রতিদিন কমপক্ষে ৫০,০০০ ইমপ্রেশন) অথবা একটি ওয়েব মেশিন, একটি ডিমাই (১৮ইঞ্চি ২৩ইঞ্চি) অফসেট প্রিন্টিং মেশিন এবং একটি কাটিং মেশিন থাকতে হবে।
 - গ. ভর্তি ফরম, নির্দেশিকা, শিক্ষার্থী কার্ড, রেজিস্ট্রেশন কার্ড, স্টুডেন্ট কার্ড, ব্যাংক রশিদ বই, বিভিন্ন প্রকার খাম, প্যাড, পিপিডি বিভাগের কার্টন, পরীক্ষা বিভাগের বিবিধ আইটেম, বাউবি ডায়েরী প্রভৃতি মুদ্রণের ক্ষেত্রে কমপক্ষে একটি ডিমাই (১৮ইঞ্চি ২৩ইঞ্চি) অফসেট প্রিন্টিং মেশিন এবং একটি কাটিং মেশিন থাকতে হবে।
৩. দরদাতার দরপত্র সিডিউলের ITT 13 শর্তাবলী পূরণ করতে হবে।
৪. ক্যাশ শাখা, অর্থ ও হিসাব বিভাগ, বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়, গাজীপুর-১৭০৫। সংশ্লিষ্ট প্রতিষ্ঠানকে নিজস্ব লেটার হেড প্যাডে পরিচালক (পিপিডি) বরাবরে আবেদন পূর্বক নির্দিষ্ট পরিমাণ অর্থ, ক্যাশ শাখায় জমা দিয়ে টাকা জমাদানের রশিদ গ্রহণ করে বাউবির ওয়েব সাইট (www.bou.edu.bd) থেকে সিডিউল ডাউনলোড করে নিজ দায়িত্বে প্রিন্ট করতে হবে। ডাউনলোড করতে অসুবিধা হলে পিপিডি বিভাগ হতে পেন ড্রাইভে সিডিউল কপি করে নেয়া যাবে।
৫. দরদাতাকে সিডিউলের সেকশন ৭ এর বিবরণ অনুযায়ী নমুনা হিসেবে ৪ প্রস্থ কাগজ অবশ্যই দরপত্র সিডিউলের সাথে জমা দিতে হবে। এছাড়া মুদ্রণ সামগ্রীর ডামি বানিয়ে দরপত্রের সঙ্গে জমা দিতে হবে। মুদ্রণ সামগ্রীর বানানো ডামি পিপিডি বিভাগের সরবরাহকৃত নমুনার অনুরূপ কাগজে হতে হবে। অন্যথায় কর্তৃপক্ষ ইচ্ছা করলে দরপত্র বাতিল করতে পারবেন।
৬. **সমাবর্তন সূভেনিয়র সহ বর্ণিত আইটেম মুদ্রণ একটি বিশেষ টেকনিক্যাল কাজ হওয়ায় দরপত্র সিডিউল ক্রয়কারী প্রতিষ্ঠানের সাথে ২৫/০৯/১৬ তারিখ বেলা ২.৩০ টায় একটি প্রি-টেন্ডার সভা প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগের পরিচালক মহোদয়ের দপ্তরে অনুষ্ঠিত হবে, উক্ত সভায় দরপত্র সিডিউল ক্রয়কারী প্রতিষ্ঠানের স্বত্বাধিকারী/প্রতিনিধিকে সভায় অবশ্যই উপস্থিত থাকতে হবে এবং প্রয়োজনীয় নির্দেশনা জেনে নিতে হবে,**
৭. সীলমোহরকৃত খামে দরপত্র দাখিল করতে হবে। দরপত্রের প্রতি পাতায় অবশ্যই দরদাতার স্বাক্ষর ও সীল থাকতে হবে। দরপত্রের সঙ্গে মুদ্রণকারী প্রতিষ্ঠানের **এনবিআর এর ই-টিন সার্টিফিকেট, আয় ক স্ক্রয়নপত্র (হালনাগাদ), ট্রেডলাইসেন্স (হালনাগাদ),** প্রেস ডিক্লারেশন সার্টিফিকেট, ব্যাংক সলভেন্সি (হালনাগাদ) সার্টিফিকেট ত্রয়ী রেজিস্ট্রেশন সার্টিফিকেট, ইনকাম ট্যাক্স সার্টিফিকেটের সত্যায়িত কপি (পূর্ববর্তী অর্থ ব সরের), হালনাগাদ বিদ্যুৎ বিল পরিশোধের রশিদ, হালনাগাদ বাড়ী ভাড়া রশিদ (ভাড়া বাড়ীর ক্ষেত্রে) হালনাগাদ শ্রমপত্রের তালিকা, কাজের অভিজ্ঞতার প্রমাণপত্র, প্রতিষ্ঠানের ভৌত সুবিধাদির বিবরণ এবং দরপত্র সিডিউলের মূল্য বাবদ জমাকৃত অর্থের মূল রশিদ সংযুক্ত করতে হবে। সিডিউল বাবদ জমাকৃত অর্থের রশিদের নামের সঙ্গে দাখিলকৃত দরপত্রের বর্ণিত প্রতিষ্ঠানের নামের মিল না থাকলে দরপত্রটি বাতিল করা হবে।
৮. দরপত্র ফরমে উদ্ধৃত দরের মধ্যে বিক্রয় কর, মূল্য সংযোজনী কর (ভ্যাট), আবগারী শুল্ক, সরকার কর্তৃক নির্ধারিত ট্যাক্স, ডামি বানিয়ে দেখানো, বাউবিতে ডামি নিয়ে যাতায়াতের খরচ, নমুনা কপি দোয়া, প্যাকিং ও ডেলিভারী ইত্যাদি সকল খরচ অন্তর্ভুক্ত থাকতে হবে।
৯. কোন মুদ্রিত সামগ্রী/সিডিউল বর্ণিত বিবরণ/নমুনা অনুযায়ী যথাযথ গুণগতমান সম্পন্ন না হলে বাউবি কর্তৃপক্ষ সরবরাহকৃত মুদ্রিত সামগ্রী বাউবি' র প্রোগ্রাম চালু রাখার স্বার্থে গ্রহণ করলেও পরবর্তীতে যে কোন অংকের জরিমানা কর্তনপূর্বক বিল পরিশোধ করতে পারবে। অথবা সরবরাহকৃত মুদ্রিত সামগ্রী আংশিক বা সম্পূর্ণ বাতিল করতে পারবে। দরদাতাগণ মুদ্রিতব্য দ্রব্যাদির নমুনা কাগজ বাউবি' র গাজীপুরস্থ ক্যাম্পাসের পিপিডি বিভাগ থেকে অফিস সময়ে সংগ্রহ করতে পারবেন।
১০. নির্বাচিত প্রেস কাজ করতে অপারাতা প্রকাশ করলে তাদের প্রদত্ত আর্নেস্টমনি বাজেয়াপ্ত করা হবে।
১১. কৃতকার্য দরদাতা/দরদাতাগণকে হার্ড কপি/ট্রেসিং/সিডি এবং মুদ্রণের অন্যান্য মুদ্রিতব্য ম্যাটার (প্রযোজ্য ক্ষেত্রে) বাউবি' র গাজীপুরস্থ পিপিডি বিভাগ থেকে বুঝে নিতে হবে। ট্রেসিং/সিডি/ম্যাটার বুঝে নেয়ার ৩ (তিন) কার্যদিবসের মধ্যে মুদ্রণপূর্বক সকল কাজ যেমন- প্রযোজ্য ক্ষেত্রে ছবি প্রসেস, পেস্টিং করা ও ডামি বানিয়ে পিপিডি বিভাগে জমা দিতে হবে। নির্ধারিত সময়ের মধ্যে সিডিউল বর্ণিত বিবরণ অনুযায়ী সম্পূর্ণ কাজ মুদ্রণ ও বাঁধাইপূর্বক সরবরাহ করতে ব্যর্থ হলে, জিসিসি-এর ৩৪.১ অনুসারে জরিমানা করা হবে অথবা সম্পূর্ণ/আংশিক কার্যাদেশ বাতিল করে পরবর্তী/অন্য দরদাতা প্রতিষ্ঠানকে দিয়ে মুদ্রণ কাজ করিয়ে নেয়ার অধিকার বাউবি কর্তৃপক্ষ সংরক্ষণ করে।
১২. সিডিউলে বর্ণিত কাজে ব্যবহৃত সকল প্রকার প্রিন্টিং ম্যাটেরিয়াল যেমন গ্রেট বানানো ডামি, সিডি বাউবি কর্তৃক প্রদত্ত ডিজাইন, ছবি, ড্রইং, স্কেচ, আইকনসহ যাবতীয় প্রেসে ম্যাটেরিয়াল মুদ্রিত বই সরবরাহের সময় অবশ্যই বাউবি' র স্টোরে জমা দিতে হবে অন্যথায় ইন্সপেকশন/বিল প্রক্রিয়া করা হবে না। প্রসেসিংয়ের যাবতীয় কাজের নিগেটিভ ও পজেটিভ দেখাতে হবে। মুদ্রণ কাজে ব্যবহৃত সকল গ্রেট ও ম্যাটেরিয়াল পিপিডি বিভাগে জমা দিতে হবে যা অফেরতযোগ্য।
১৩. **গাজীপুরস্থ বাউবির স্টোরে মুদ্রিত সামগ্রী পৌছানোর জন্য সিডিউলের সিডিউল অ ব রিকয়ারমেন্ট (সেকশন-৬) ও টেকনিক্যাল স্পেসিফিকেশনস (সেকশন-৭) অনুযায়ী প্যাকেট করতে হবে এবং প্রতিটি প্যাকেটের গায়ে বইয়ের নাম, সংখ্যা ও সরবরাহকারী প্রতিষ্ঠানের নাম, ঠিকানা সন্মিলিত ২০ সে: মি: X ১০ সে: মি: লেবেল লাগাতে হবে।**
১৪. দরপত্র সিডিউলের সিডিউল অ ব রিকয়ারমেন্ট (সেকশন-৬) ও টেকনিক্যাল স্পেসিফিকেশনস (সেকশন-৭) অনুযায়ী মুদ্রিত সামগ্রী সরবরাহ করতে হবে। নির্ধারিত সময়ের মধ্যে মুদ্রিত সামগ্রী সরবরাহ করতে ব্যর্থ হলে প্রথম প্রতি সপ্তাহ বা অংশ বিশেষ বিলম্বের জন্যে কন্ট্রোল প্রাইস প্রাপ্য বিল থেকে ০.৫০% (শূন্য দশমিক পাঁচ শূন্য) শতাংশ হারে প্রথম ২ (দুই) সপ্তাহের জন্য জরিমানা কর্তন করা হবে। এ ছাড়া ২ (দুই) সপ্তাহের অধিক বিলম্ব হলে প্রতি সপ্তাহ বা অংশ বিশেষের জন্য ১.০০% (এক শতাংশ) হারে প্রাপ্য বিল হতে কর্তন করা হবে অথবা সম্পূর্ণ আংশিক কার্যাদেশ বাতিল করে অন্য কোন মুদ্রণকারী প্রতিষ্ঠানকে দিয়ে এই মুদ্রণ কাজ করিয়ে নেয়ার অধিকার বাউবি কর্তৃপক্ষ সংরক্ষণ করে।
১৫. মুদ্রিত সামগ্রী গ্রহণের পর বাউবির ইন্সপেকশন কমিটি মুদ্রিত বই/পাঠ সামগ্রীর কাগজ, ছাপা ও প্যাকিং-এর মান যাচাই করবে এবং মান সঠিক না পেলে জরিমানা কিংবা কাজ বাতিল করাসহ সংশ্লিষ্ট প্রতিষ্ঠানকে কালো তালিকাভুক্ত করতে পারবে।

১৬. বাউবি কর্তৃপক্ষ সর্বনিম্ন দর গ্রহণ করতে বাধ্য নয়। কর্তৃপক্ষ কোন কারণ প্রদর্শন ছাড়াই দরপত্রে উল্লিখিত পরিমাণ বা সংখ্যা বৃদ্ধি বা হ্রাস, সকল বা যে কোন দরপত্র গ্রহণ অথবা বাতিল এবং বিশ্ববিদ্যালয়ের প্রোগ্রামের স্বার্থে দ্রুত কাজ সম্পন্ন করার জন্য এক বা একাধিক প্রতিষ্ঠানকে মুদ্রণকাজ ভাঙ্গা করে দিতে পারবে। যদি কোন কারণে মুদ্রণাধীন অবস্থায় কোন মুদ্রণ সামগ্রীর পূর্তা বা ফর্ম বৃদ্ধি বা হ্রাস পায় তা হলে টেন্ডারে বর্ণিত ইনারের দরের উপর ভিত্তি করে সে অনুসারে মূল্য পরিশোধ করা হবে। বইয়ের সংখ্যা হ্রাস বৃদ্ধি হলে বইয়ের একক দরের উপর ভিত্তি করে সে অনুসারে মূল্য পরিশোধ করা হবে। এক্ষেত্রে অতিরিক্ত কাজ সম্পাদনের পূর্বে অতিরিক্ত ক্রয়াদেশ গ্রহণ করতে হবে।
১৭. কৃতকার্য দরদাতাকে কার্যাদেশ প্রদানের পূর্বে প্রস্তাবিত প্রদত্ত দরের ১০% (দশ শতাংশ) হারে পারফরমেন্স সিকিউরিটি গ্যারান্টি (পিজি) নির্ধারিত সময়ের মধ্যে অবশ্যই বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়ের বরাবরে আইটিটি ক্লাজ ৫১ অনুসারে জমা দিতে হবে। অন্যথায় নোটিফিকেশন অব এওয়ার্ড (NOA) বাতিলপূর্বক জমাকৃত বায়নার টাকা বাজেয়াপ্ত করা হবে। কৃতকার্য দরদাতা/দরদাতাগণ নোটিফিকেশন অব এওয়ার্ড/কার্যাদেশ মুদ্রণদেশ গ্রহণ অস্বীকৃতি জানালেও বায়নার টাকা বাজেয়াপ্ত করা হবে এবং কালো তালিকাভুক্ত করা যেতে পারে। অকৃতকার্য দরদাতাগণের বায়নার টাকা টিইসি-এর সিদ্ধান্তের আলোকে ফেরত দেয়া হবে।
১৮. কার্যাদেশ প্রাপ্ত দরদাতা বা প্রতিষ্ঠান সম্পূর্ণ মুদ্রিত সামগ্রী সঠিক সময়ে সরবরাহ করার পর বাউবি'র ইন্সপেকশন কমিটি (মুদ্রণ) কর্তৃক মুদ্রিত দ্রব্যাদির গুণগত মান যাচাই পূর্বক রিপোর্ট প্রাপ্তির পর দাবিকৃত বিল প্রক্রিয়া করা হবে এবং বিলের অর্থ পরিশোধ করা হবে স্থানীয় মুদ্রায়। সরবরাহকারী দরদাতা বা প্রতিষ্ঠানকে (প্রয়োজনীয় ক্ষেত্রে) বিল ও চালানের সাথে মূল্য সংযোজনী কর পরিশোধের রসিদ জমা দিতে হবে। সরকারী নিয়ম অনুসারে আয়কর বা কোন ট্যাক্স/কর ধার্য হলে তা বিল থেকে কর্তন করা হবে। কৃতকার্য প্রতিষ্ঠানকে বিল ও চালানের ৩(তিন) কপি বাউবি'র প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগের প্টোরে জমা দিতে হবে। মুদ্রিত বই/সামগ্রীর ৪(চার) কপি পিপিডি বিভাগে জমা দিতে হবে। এই দরপত্রে উল্লিখিত পরিমানের অতিরিক্ত ৪(চার)টি নমুনা কপি হিসেবে জমা দিতে হবে। এই জন্য কোন বিল দাবী করা যাবে না। নমুনা কপি জমাদানের রসিদ বিল ও চালানের সাথে দাখিল করতে হবে।
১৯. স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট-এর সকল শর্ত ও নিয়মাবলী প্রত্যেক দরদাতা/দরদাতাগণকে অবশ্যই মেনে চলতে হবে, অন্যথায় তাঁর/তাঁদের বায়নার/জামানতের টাকা বাজেয়াপ্ত করা হবে।
২০. নোয়া প্রাপ্তির সর্বোচ্চ কত দিনের মধ্যে সকল মুদ্রণ সামগ্রী সরবরাহ করা সম্ভব হবে তা দরপত্রে উল্লেখ করতে হবে। দ্রুততম সময়ে মুদ্রণ সামগ্রী সরবরাহ করতে সক্ষম প্রতিষ্ঠানকে অগ্রাধিকার ভিত্তিতে বিবেচনা করা হবে।
২১. দরপত্রে বইয়ের মুদ্রিতব্য সামগ্রীর দর প্রদানের ক্ষেত্রে কোন ভুল পরিলক্ষিত হলে মোট দরের উপর ভিত্তি করে তা সংশোধন করা হবে।
২২. দরপত্র জমা এবং খোলার দিন অনিবার্য কারণে অফিস বন্ধ থাকলে বা গণ পরিবহন/যানবাহন চলাচল বন্ধ থাকলে তা পরবর্তী কার্যদিবসে সম্পন্ন করা যাবে।
২৩. দরদাতাদের সুবিধার্থে শর্তসমূহ বাংলায় প্রকাশ করা হলো। এতে কোন দ্বিমত সৃষ্টি হলে পাবলিক প্রকিউরমেন্ট আইন-২০০৬ এবং পাবলিক প্রকিউরমেন্ট বিধিমালা-২০০৮ অনুসারে তা সমাধান করা হবে।
২৪. কোন কারণ দর্শানো ছাড়াই বাউবি কর্তৃপক্ষ আংশিক বা সম্পূর্ণ টেন্ডার গ্রহণ/বাতিল করার ক্ষমতা সংরক্ষণ করেন।

সাখাওয়াত হোসেন

পরিচালক (ভারপ্রাপ্ত)

প্রকাশনা, মুদ্রণ ও বিতরণ বিভাগ

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়

Specifications Submission Sheet (Form G-3)

Sl. (Lot) No	Name Of Books	Full Technical Specifications and Standards
1	2	3
1	সমাবর্তন সুভোদয়	
2	ক) সমাবর্তন ভাষার ভাষা ও ব) ভাষার বস	
3	ক) সমাবর্তন বক্তার ভাষণ	
	খ) আচার্য/মন্ত্রী/প্রধান অতিথি/সভাপতির ভাষণ	
	গ) সমাবর্তন সনদ খাম (পরীক্ষা বিভাগ)	
	ঘ) নিমন্ত্রণপত্র/আমন্ত্রণপত্র	

SL (Lot) No	Name Of Books	Full Technical Specifications and Standards
1	2	3
	ঙ) নিমন্ত্রণপত্র/আমন্ত্রণপত্রের খাম	

Name of Tenderer _____

Signature of Tenderer & Date _____

Tenderer Information Sheet (Form G-4)

Notes on Tenderer Information Sheet

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.

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.

Invitation for Tender No: _____

Date _____

A. Individual Tenderers

1. General Information of the Tenderer	
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:	(a) Articles of Incorporation or Registration of firm. (b) Latest Income Tax Clearance Certificate (c) Latest VAT Registration Certificate (d) Original letter naming the person authorised to sign on behalf of the Tenderer (e) Others (to be completed by the Purchaser if required)
2. Qualification Information of the Tenderer		
2.1	Number of years of overall experience of the Tenderer in the supply of goods and related services:	[write "Not applicable", if this information is not asked in ITT 12.1(a)
2.2	Number of years of specific experience of the Tenderer in the supply of similar goods and related services:	[write "Not applicable", if this information is not asked in ITT 12.1(b)
2.3	Total annual monetary value of similar goods supplied in each of the last five years.	[write "Not applicable", if this information is not asked in ITT 13.1(a)
2.4	Available liquid assets	[write "Not applicable", if this information is not asked in ITT 13.1(b)
2.5	Details of production capacity/ equipment available:	[write "Not applicable", if this information is not asked in ITT 12.1(c)
2.6	Major supplies of similar type of Goods over the last five years. Also list details of supplies of similar type of Goods under way or committed, including expected delivery date.
3. Financial Information of the Tenderer		
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 five years	
	Cause of Dispute	Result of Settlement and amount involved
	(b) Current cases in this financial year	
	Cause of Dispute	Current Position of Case
<p><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></p>		

B. Individual Members of a Joint Venture

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	<p>Attach the Agreement among all Members of the JVCA (and which is legally binding on all Members), which shows that:</p> <ul style="list-style-type: none"> (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
<p><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></p>	

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:

Date:

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:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers of the IFT; or
- (c) 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 :

- (a) 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
- (b) 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

Notification of Award (Form G - 7)

Contract No:
To:

Date:

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 your perusal and signature.

Signed

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

Date:

Contract Agreement (Form G - 8)

চুক্তিপত্র

এই চুক্তিপত্র নিম্নলিখিত পক্ষদ্বয়ের মধ্যে খ্রিষ্টাব্দের তারিখে সম্পাদিত হল।

প্রথম পক্ষ : বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় {যার অর্থ বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয় (বাউবি) বা এর কোন প্রতিনিধি} যা পরবর্তীতে ক্রয়কারী, প্রথম পক্ষ বা বাউবি হিসেবে উল্লিখিত,

এবং

স্থায়ী ঠিকানা :

দ্বিতীয় পক্ষ :

এর স্বত্বাধিকারী/ক্ষমতাপ্রাপ্ত ব্যক্তি :

পিতা :

বর্তমান ঠিকানা :

স্থায়ী ঠিকানা :

দ্বিতীয় এবং এর স্বত্বাধিকারী/ক্ষমতাপ্রাপ্ত ব্যক্তি/উত্তরাধিকারী হিসেবে স্বীকৃত কিংবা গৃহীত ব্যক্তি যা অত্র চুক্তিপত্রে দ্বিতীয় পক্ষ বা ঠিকাদার বা সরবরাহকারী হিসেবে উল্লিখিত।

দ্বিতীয় পক্ষ অনুযায়ী বাউবির সংখ্যক টাকায় মুদ্রণ ও বাঁধাইসূর্বক সরবরাহ করে বাউবির পিপিডি বিভাগের স্টোরে পৌঁছে দেয়ার জন্য দরপত্র জমা দিয়েছিলেন এবং প্রথম পক্ষ বা ক্রয়কারী তা গ্রহণ করেছিলেন। সে মতে স্বাক্ষীগণের উপস্থিতিতে উভয় পক্ষ কর্তৃক এতদ্বারা নিম্নলিখিত শর্তে অত্র চুক্তিপত্র সম্পাদন করা হল:

- ১। লোগো কন্ট্রোলিং এবং এওয়ার্ড, পূরণকৃত টেন্ডার সাবমিশন শীট, প্রাইম সিডিউল, স্পেসিফিকেশন, পার্টিকুলার কন্ডিশন অব কন্ট্রোল (পিপিআর-২০০৮), জেনারেল কন্ডিশন অব কন্ট্রোল (পিপিআর-২০০৮), সিডিউল অব রিকয়ারমেন্ট, টেকনিক্যাল স্পেসিফিকেশন এবং কার্যাদেশপত্র এই চুক্তির অবিচ্ছেদ্য অংশ হিসেবে বিবেচিত হবে।
- ২। দ্বিতীয় পক্ষ এই চুক্তির শর্ত মোতাবেক টেকনিক্যাল স্পেসিফিকেশন-এ বর্ণিত নির্দেশনা অনুযায়ী উল্লিখিত আইটেমের মুদ্রণ, বাঁধাই ও সরবরাহ যথাসময়ে নিশ্চিত করবেন এবং নির্ধারিত সময়ে সম্পূর্ণ সঠিক গুণগত মানে বাউবির পিপিডি বিভাগের স্টোরে পৌঁছে দিতে বাধ্য থাকবেন।
- ৩। কার্যাদেশ অনুসারে সম্পূর্ণ (১০০%) মুদ্রণসামগ্রী মুদ্রণ ও বাঁধাইসূর্বক বাউবির গাজীপুরস্থ কার্যালয়ের পিপিডি বিভাগের স্টোরে সরবরাহ করার পর এবং সরবরাহকৃত মুদ্রণসামগ্রী ইন্সপেকশনে সন্তোষজনক হলে ইন্সপেকশনের তারিখ থেকে পরবর্তী ২৮(আটশ) দিনের মধ্যে আবেদন করা সাপেক্ষে সরবরাহকারী বা দ্বিতীয় পক্ষকে পারফরমেন্স সিকিউরিটি ফেরত দেয়া হবে।
- ৪। মুদ্রণাদেশ প্রাপ্তির পর কার্যাদেশ বর্ণিত সময়সীমার মধ্যে মুদ্রণ ও বাঁধাইয়ের কাজ সম্পন্ন করে দ্বিতীয় পক্ষকে বাউবির গাজীপুরস্থ কার্যালয়ে পিপিডি বিভাগের স্টোরে মালামাল সরবরাহ করতে হবে। বর্ণিত বিবরণ অনুযায়ী কাজ সম্পন্ন করে উল্লিখিত সময়ের মধ্যে সরবরাহ করতে ব্যর্থ হলে প্রতি সপ্তাহ বা অংশ বিশেষ বিলম্বের জন্যে কন্ট্রোল প্রাইম/প্রাপ্য বিল থেকে ০.৫০% (শূন্য দশমিক পাঁচ শূন্য) হারে প্রথম ২ সপ্তাহের জন্য, এছাড়া ২ সপ্তাহের অধিক বিলম্ব হলে প্রতি সপ্তাহ/অংশ বিশেষের জন্য ১% হারে অর্থ কর্তন করা হবে অথবা সম্পূর্ণ/আংশিক কার্যাদেশ বাতিল করে অন্য কোন মুদ্রণকারী প্রতিষ্ঠানকে দিয়ে এই মুদ্রণ কাজ করিয়ে নেয়ার অধিকার বাউবি কর্তৃপক্ষ সংরক্ষণ করে।
- ৫। যদি দ্বিতীয় পক্ষ কার্যাদেশ প্রদত্ত সময়সীমার মধ্যে উক্ত আইটেম/বই যথাযথ গুণগতমান বজায় রেখে মুদ্রণ ও বাঁধাইসূর্বক নির্ধারিত স্থানে সরবরাহ করতে ব্যর্থ হন কিংবা কোন বই/আইটেম ভুল/বিচ্যুতি দেখা দিলে কিংবা বইয়ের মাপ ও কাগজের ওজন সঠিক না থাকে তা হলে ক্রয়কারী যে কোন অংকের টাকা জরিমানা বা মুক্তি বাতিল করাসহ পারফরমেন্স সিকিউরিটি বাজেয়াপ্ত করতে পারবে এবং প্রয়োজনে দ্বিতীয় পক্ষের বিরুদ্ধে আইনানুগ ব্যবস্থা গ্রহণ করতে পারবে। তদুপরি ক্রয়কারী প্রদত্ত কার্যাদেশ বাতিল করে নির্দিষ্ট সময়ের মধ্যে আইটেম/বই মুদ্রণের লক্ষ্যে যে কোন বিকল্প ব্যবস্থা গ্রহণ করতে পারবে। এতদসংক্রান্ত বিষয়ে প্রথম পক্ষের নির্দেশ যথাযথভাবে পালন করা না হলে দ্বিতীয় পক্ষকে বাউবির পরবর্তী সকল টেন্ডারে অংশগ্রহণে অযোগ্য ঘোষণা (কালো তালিকাভুক্ত) করা যাবে।
- ৬। বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়ের শিক্ষার্থীদের নিকট যথাসময়ে পাঠসামগ্রী পৌঁছানো একটি অতীব গুরুত্বপূর্ণ বিষয় বলে বিবেচিত। কার্যাদেশপ্রাপ্ত প্রতিষ্ঠানের উপর এই দায়িত্ব পালনের বিষয়টি বহুলাংশে নির্ভরশীল। অর্পিত দায়িত্ব সূর্যুভাবে সম্পাদনের ক্ষেত্রে কোনো প্রকার শৈথিল্য, অবহেলা বা গাফিলতি পরিলক্ষিত হলে তা রাষ্ট্রীয় স্বার্থের পরিপন্থী বলে বিবেচিত হবে এবং এক্ষেত্রে দ্বিতীয় পক্ষের বিরুদ্ধে আইনানুগ ব্যবস্থা গ্রহণ করা হবে।
- ৭। ক্রয়কারী নিজস্ব স্বার্থে কিংবা জনস্বার্থে পিপিআর-২০০৮-এর বিধি-৪২-এর উপধারা-২ মোতাবেক এই চুক্তি বাতিল করতে পারবেন এবং সে ক্ষেত্রে দরদাতা বা দ্বিতীয় পক্ষ প্রথম পক্ষ বা বাউবির বিরুদ্ধে কোন ক্ষতিপূরণ দাবী করতে পারবে না।

প্রথম পক্ষ-এর নাম ও পদবী (স্বাক্ষর ও তারিখ)	দ্বিতীয় পক্ষ -এর নাম ও পদবী (স্বাক্ষর ও তারিখ)
ডেজারার বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়	
স্বাক্ষর; পরিচালক, পিপিডি বিভাগ বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়	স্বাক্ষর;

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]

PERFORMANCE 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

**Schedule of requirement (Section-6)
and Technical Specifications (Section-7)**

The Items Shall Comply With Following Technical Specifications:

1	2	3	4
Sl No.	Name Description & Specification Of Books/Printing Materials)	Qty Of Supply	Point of Delivery And Delivery Period Offered
1.	mgueZth mthfibqⁱ: Bvii □ AvKvi: ~N°11", c th -8.5" (±3%) □ c th pr: 368 □ dg th 46 □ Bvii K th MR : 100 M th g AvU th ccvii (±4%) □ K th u th u th R th kb/udj th c th mm: im th W c th vb Kiv n th e/ □ tc th U: W th ej th W th gvB th uc.Gm □ tc th w th -s: ev th U th ji k th U th □ g th Y: gw th e th K th ij vi Ad th tmU □ g th Yi K th wj : Db th z th gv th bi t th U th v th K th v K th wj □ ev th avB: R th y □ K th fvi : ~N°11", c th -8.5" (±3%) □ K th fvi K th MR : 300 M th g AvU th °K th W th (±4%) □ tc th U : th W th gvB th uc.Gm □ tc th w th -s : th W th gvB k th U th □ g th Y: gw th e th K th ij vi Ad th tmU □ g th Yi K th wj : Db th z th gv th bi t th U th v th K th v K th wj □ j th th W th gvB k th U th : g th U th I ~u th □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv 10 th U th 1 th U c th W th KU Ki th z th n th e/	6,000.00 (Qq ni Rvi)	g th Y th th k th c th W th Bi ci 10 th w th th bi g th ta th mg th q g th Y th mg th M th ev th D th ie th Di M th i th R th ic th y th th uc th ic th W th th w th e th f th vt th M th i t th -vt th i mie th ivn Ki th z th n th e
2.	K) mgueZth Wthtqix : □ AvKvi: ~N°7.25", c th -4.5" □ Bvii K th MR: 70 M th g Ad th tmU □ c th mm: 14 dg th W th m th ½ th j K th ij vi, 1 dg th W th gw th e th K th ij vi udj th c th mm Ki th z th n th e/ □ g th Y: 14 dg th W th m th ½ th j K th ij vi, 1 dg th W th gw th e th K th ij vi □ tc th - U: th W th gvB th uc.Gm □ c th pr: 240 □ dg th 15 □ g th Yi K th wj : Db th z th gv th bi t th U th v th K th v K th wj □ ev th avB: m th ½ th j R th R th tm th j v th B Ges c th z W th tqix t th z b th gv th Ab th lv th qx GK th U th th w th e th b th n th e □ K th fvi ev th avB: Db th z th gv th bi n th W th °K th fvi te th W th °ev th avB Ges G th gv th /d th t th q th uc th U th I W th tqix i Pri th w th th K th Db th z th gv th bi tm th j v th B (b th gv th t th gv th vt th teK) □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 10 th U th W th tqix i 1 th U c th W th KU/	5,5.00 (c th W th ni Rvi c th W th Kz)	g th Y th th k th c th W th Bi ci 10 th w th th bi g th ta th mg th q g th Y th mg th M th ev th D th ie th Di M th i th R th ic th y th th uc th ic th W th th w th e th f th vt th M th i t th -vt th i mie th ivn Ki th z th n th e
	L) mgueZth Wthtqix eth : □ AvKvi: ~N°7.75", c th -5" □ K th MR: 300 M th g AvU th °K th W th □ g th Y: m th ½ th j K th ij vi □ tc th - U: th W th gvB th uc.Gm □ ev th avB: Db th z th gv th bi e th ev th avB (b th gv th t th gv th vt th teK)	500 (c th W th Kz)	
3. ju	K) mgueZth ethvi fthlvY : □ AvKvi: ~N°8.5", c th -8.5" □ K th MR: 300 M th g AvU th °K th W th □ c th mm: gw th e th K th ij vi udj th c th mm Ki th z th n th e/ □ g th Y: gw th e th K th ij vi Ad th tmU □ tc th - U: th W th gvB th uc.Gm □ c th pr: 4 □ g th Yi K th wj : Db th z th gv th bi t th U th v th K th v K th wj □ ev th avB: c th z K th W th °01 th U th K th i th μ th R □ t th th W th gvB k th U th : g th U th I ~u th □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 100 th U th 1 th U c th W th KU/	5,5.00 (c th W th ni Rvi c th W th Kz)	g th Y th th k th c th W th Bi ci 07 th w th th bi g th ta th mg th q g th Y th mg th M th ev th D th ie th Di M th i th R th ic th y th th uc th ic th W th th w th e th f th vt th M th i t th -vt th i mie th ivn Ki th z th n th e
	L) AvthPhthgthšth/cthvb AvthWth/mthfthicthzi fthlvY : □ AvKvi: ~N°10.5", c th -6.75" □ K th MR: 300 M th g AvU th °K th W th □ c th mm: gw th e th K th ij vi udj th c th mm Ki th z th n th e/ □ g th Y: gw th e th K th ij vi Ad th tmU □ tc th - U: th W th gvB th uc.Gm □ c th pr: 4 □ g th Yi K th wj : Db th z th gv th bi t th U th v th K th v K th wj □ ev th avB: c th z K th W th °01 th U th K th i th μ th R □ t th th W th gvB k th U th : g th U th I ~u th □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 100 th U th 1 th U c th W th KU/	5,5.00 (c th W th ni Rvi c th W th Kz)	
	M) mgueZth mbth Lug (cthixthvth wthethfthWth) : □ AvKvi: ~N°12", c th -9" (b th gv th Ab th lv th qx) □ K th u th u th R th kb: K th u th u th R th W th °im th W th t th th qv th n th e □ K th MR : 100 M th g Ad th tmU □ g th Y: ev th B th K th ij vi Ad th tmU □ tc th - U: th W th gvB th uc.Gm □ tc th w th -s : W th v th K th u th U th smn M th y th c th w th -s □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 100 th U th 1 th U c th W th KU/	6,000.00 (Qq ni Rvi)	
	N) thWthgvB kthUth/Avthgthšth/cthlv : □ AvKvi: ~N°7", c th -5" (b th gv th Ab th lv th qx) □ K th u th u th R th kb: K th u th u th R th W th °im th W th t th th qv th n th e □ c th pr: 4 □ K th MR : 300 M th g AvU th °K th W th □ g th Y: gw th e th K th ij vi Ad th tmU □ tc th - U: th W th gvB th uc.Gm □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 100 th U th 1 th U c th W th KU/	2,5.00 (th th W th ni Rvi c th W th Kz)	
	O) thWthgvB kthUth/Avthgthšth/cthlv i Lug : □ AvKvi: ~N°7.5", c th -5.5" (b th gv th Ab th lv th qx) □ K th u th u th R th kb: K th u th u th R th W th °im th W th t th th qv th n th e □ K th MR : 100 M th g Ad th tmU tcc th vi □ g th Y: gw th e th K th ij vi Ad th tmU □ tc th - U: th W th gvB th uc.Gm □ c th W th Ks: 72 c th DU th μ th vc tcc th fi t th gv th vt th bv c th z 100 th U th 1 th U c th W th KU/	2,6.00 (th th W th ni Rvi Qqkz)	

mvthlvth qvthz tthnvthmb
cthWth Prjth K (fthvi cthWth)
cthKthvthKthbv, gthY I thwthethZi Y thwthethfthWth
evthsj thvtth thkth Dthšthšth thwthethkteth thij q