National Institution of Textile Engineering and Research (NITER)
Nayarhat, Savar, Dhaka-1350.

Tender for External Audit

Tender No: NITER/Admin/Audit/2023471-242 Date: 20-05-2023

To

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1. Detailed Specifications and, Design & Drawings for the intended services shall be available in the NITER for inspection by the potential Tenderer during office hours on all working days.

2. Tender shall be prepared and submitted using the 'Tender Document'.

3. Tender shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 5** below.

4. Securities such as Tender Security (i.e., the traditionally termed Earnest Money, Tender Security) and Performance Security shall not be required for submission of the Tender and delivery of the Services (if awarded) respectively.

5. Tender in a sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 30.05.2023 at 02.00 PM.** The envelope containing the Tender must be clearly marked "Tender for External Audit" and DO **NOT OPEN** before **30.05.2023 at 03.00 PM.** Tender received later than the time specified herein shall not be accepted.

6. Tender received through electronic mail shall be sealed-enveloped by the NITER duly marked as stated in **Para 5** above and, all Tenders thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Tender.

7. The NITER may extend the deadline for submission of Tenders on justifiably acceptable grounds duly recorded subject to threshold of eleven (11) days pursuant

8. Tender shall be submitted as per Bill of Quantities of Works and physical services.

9. All Tenders must be valid for a period of at least **30 days** from the closing date of the Tender.

10. No public opening of Tenders received by the closing date shall be held.

11. Tenderer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Tenderer, if accepted shall remain fixed for the duration of the Contract.

13. Tenderer shall have legal capacity to enter into Contract. Tenderer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License**, **Tax Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Tender may be considered non-responsive.

14. Tenders shall be evaluated based on information and documents submitted with the Tenders, by the Evaluation Committee and, at least three (03) responsive Tender will be required to determine the lowest evaluated responsive Tenders for award of the Work Order.

15. In case of anomalies between unit rates or prices and the total amount quoted, in the tender submitter on unit rate bass, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. In case of tender submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Tenderer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

16. The works and related services shall be completed within **30 (Thirty)** days from the date of issuing the Work Order.

17. The Work Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **10 (Ten)** days of receipt of approval from the Approving Authority.

18. The Procuring Entity reserves the right to reject all the Tenders or annul the procurement proceedings.

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Director
National Institution of Textile Engineering and Research (NITER)
Nayarhat, Savar, Dhaka-1350.

Distribution:

1. Newspaper
2. Institution Website.
3. Office File.

Tender Submission Letter (Form)

[This letter should be completed and signed by the Authorised Signatory preferably on the Letter-Head Pad of the Tenderer]

To: Date:

Director
National Institute of Textile Engineering and Research (NITER)
Nayarhat, Savar, Dhaka-1350.

Invitation for Tender No: *[indicate IFT No]*

Tender Package No: *[indicate Package No]*

We, the undersigned, offer to execute in conformity with the Conditions of Contract and associated Contract documents, the following non-Consultant Services, viz:

In accordance with ITT Clauses 22 and 23, the following prices apply to our Tender:	
The Tender Price is:	Tk *[in figures]*
	Taka *[in words]*

In signing this letter, and in submitting our Tender, we also confirm that:

(a) our Tender shall be valid for the period stated in the Tender Data Sheet

(b) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(c) if our Tender is accepted, we commit to furnish a Performance Security within the time stated under ITT Sub Clause 52.2 in the amount stated in the Tender Data and in the form specified valid for a period of thirty (30) days beyond the date of issue of the Completion Certificate of the non-Consultant Service;

(d) we have examined and have no reservations to the Tender Document, issued by you on *[insert date];* including Addendum to Tender Document No [insert *numbers*] , issued in accordance with the Instructions to Tenderers. *[insert the number and issuing date of each addendum; or delete the underlined sentence if no Addendum has been issued];*

(e) we declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents in accordance with;

(f) we have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with ITT Sub Clause 5.7;

(g) furthermore, we are aware of ITT Clause 4 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;

(h) we confirm that we do not have a record of poor performance, such as abandoning the works, not properly completing contracts, inordinate delays, or financial failure, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information

(i) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Letter of Acceptance constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed;

(j) we confirm that we do not have a record of insolvency, receivership, bankrupt or being wound up, our business activities were not been suspended, and it was not the subject of legal proceedings;

(k) we confirm that we have fulfilled our obligations to pay taxes and social security contributions applicable under the relevant national laws and regulations of Bangladesh;

(l) we understand that you reserve the right to reject all the Tenders or annul the Tender proceedings, without incurring any liability to Tenderers.

Signature:	*[authorised representative of the Tenderer]*
Name:	*[insert full name of signatory with National ID Number]*
In the capacity of:	*[insert capacity of signatory]*

Duly authorised to sign the Tender for and on behalf of the Tenderer

Attachment:
Written confirmation authorising the above signatory to commit the Tenderer

Activity Schedule*

A. This sample Format for non-consultancy service stated in **Guidance Notes on the Use of the Standard Tender Document**

Item No	Description of Items of Service[1] (in sufficient details)	Unit[2]	Quantity[3]	Unit Rate in BDT[4] In Figure In Word	Amount in BDT
To be filled in by the Procuring Entity				*To be filled in by the Tenderer*	
01	External Audit for FY 2019-2020, FY 2020-2021 and FY 2021-2022	03	01		
Total Costs:					

[1]Items required for the entire Contract Period for providing the Services should be indicated by the NITER.
[2]Units and quantities shall be provided by the NITER.
[3]Unitrates or prices for each item shall be entered by the Tenderer which shall be inclusive of profit and overhead for all items of the Services described in the Activity Schedule. All kinds of applicable taxes, custom duties, fees, levies, VAT and other charges payable by the Service Provider under the Contract, or for any other cause shall also be included in the unit rates or prices and, the total Tender price submitted by the Tenderer in accordance with ITT Sub Clause 24.4.
[4] No provision on account of physical contingency shall be kept when the scope of Service has been precisely defined.