

Friends In Village Development Bangladesh (FIVDB)

Project Name: FIVDB IRC EO UR Appeal, Cox's Bazar

Tender Schedule for Supply Exercise khata

FIVDB- EO UR Appeal Fund Project invites quotations for Children and Teachers' Teaching-Learning Materials, which are as follows:

Schedule no.: FIVDB/IRC/EO UR Appeal,

Issue Date: 03.08.2026

Last Date of Submission : 12.08.2026, at 04 p.m.
Date of Bid Opening : 13.08.2026, at 12.01 p.m.

Name of Supplier :

Name of Proprietor :

Address :

Phone/Mobile no :

e-TIN No :

VAT Registration No :

Trade License no :

License issuer Authority :

Contracter License no :

License Issuer Authority :

Price Quotation

Name of work: Supply Exercise khata

Quoted Amount in figure:

In

words:

.....

Earnest Money 2.5% of the quoted price:	
DD/ Pay order no.:	Date:
Name of Bank :	Branch:

Lot -2: Description of Items for Exercise khata

Sl.No	Description of Item`s	Unit Types	Qty	Rate	Amount
1	Exercise khata Bangla Khata inner page - 120 pages with roler (55gsm offset), cover page 300gsm Duplex board with Logo, message printing (bi-color), binding-stitch & juice	Pcs	8948		
2	Exercise khata English Khata inner page - 120 pages with roler (55gsm offset), cover page 300gsm Duplex board with Logo, message printing (bi-color), binding-stitch & juice	Pcs	8948		
3	Exercise Khata Math inner page - 120 pages (55gsm offset), cover page 300gsm Duplex board with Logo, message printing (bi-color), binding-stitch & juice	Pcs	8948		

In word (BDT):

Describe the Capacity/ Strength of your company that makes you capable of carrying out the assignment (Consider the terms and conditions mentioned in this schedule) (Use additional paper if required)

Describe How you are going to execute the assignment if awarded (Consider the terms and conditions mentioned in this schedule) (Use additional paper if required):

Terms & Conditions

1. **Learning Material** should be delivered at **FIVDB-IRC Education Project (EO UR Appeal) Fund Project area Camp 2E,11,15 & 22**, as per the distribution sheet, Cox's Bazar, as mentioned above.

2. Bidders are requested to submit three (03) sample of Exercise Khata meets the specification mentioned above.
3. All the legal documents of the suppliers, such as trade license, TIN certificate, Tax assessment submission acknowledgment, Bank solvency certificate, VAT registration certificate, experience certificate, and the national ID of the proprietor/owner, must be submitted with the tender.
4. Experienced suppliers who have a previous record of providing services in the Rohingya Camps and host communities will get priority in the tender screening process.
5. All the submitted papers must be signed by the proprietors.
6. The name of the Item and Project must be mentioned on the top of the envelope.
7. An amount of retention/earnest money (refundable) on the total of the quoted price calculating 2.5% must be submitted with the tender schedule in favor of "Friends In Village Development Bangladesh (FIVDB)" through DD/pay-order. Account payee cheque or cash is not allowed regarding the retention/earnest money stated earlier.
8. Earnest money of all vendors (except the bid winner) shall be refunded after 7 days from the completion of the bidding process.
9. The supplier will bear all carrying, loading, and unloading costs.
10. The bid winner vendor's earnest money shall be refunded 30 days from the completion of the work as certified by the Project Coordinator of the FIVDB-EO UR Appeal Fund Project.
11. Vendors must agree to comply with the child safeguarding policy and protection from sexual exploitation and abuse (PSEA) policy of FIVDB.
12. Any fraud, bribery, corruption, money laundering, and terrorist financing/activities by the vendor are strictly prohibited and will constitute automatic disqualification.
13. The vendor and its employees, staff, and/or subcontractors shall not be involved in any sexual exploitation or abuse. The vendor shall take all appropriate measures to (1) prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Contractor to perform any services under the Contract, and (2) take corrective action when a SEA incident occurs. The vendor hereby commits to report to the FIVDB any incident of SEA. Any breach of the provision by the Contractor shall entitle the vendor to terminate the contract with immediate effect. For the purposes hereof, the following definitions shall be used:
Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. **Sexual abuse** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. FIVDB reserves the right to cancel the procurement process without any notice.
14. FIVDB preserves all rights to cancel the procurement process without any notice.
15. The supplier will supply the materials within the timeline given in the work order.
16. The rate for quotation has to be submitted in the given format.
17. The vendor has to quote the price for all the items as a package. Bidding for partial supply would not be considered

18. As per program requirements, the number of items may increase or decrease by 20%.
19. FIVDB will deduct VAT and taxes at source from the price when payments are made against bills submitted by the vendor and deposited to the government treasury as per GoB and NBR Policy.
20. Method of payment:
 - a) Bills have to be submitted with a top sheet along with a valid seal, signature, and work completion report certified by the Project Coordinator of the FIVDB -EO UR Appeal Project.
 - b) FIVDB will pay the full payment within 20 days after the completion of the supply.
 - c) Payment should be made by A/C payee cheque after verification by the Accounts Section of FIVDB.
21. FIVDB is not bound to issue a work order to the lowest quoted bidder.
22. The authority reserves the right to reject any bid or cancel the whole bidding process without explaining any reason.
23. Any questions regarding the bidding process can be asked by e-mail: procurement.hrp@fivdb.org before submitting the Schedule.

Signature of Bidder:

Name of Bidder:

Date :

Seal :

Attachments:

- 1.
- 2.
- 3.

Thanking you,



Mohammad Nurul Alam Shadekey
Project Coordinator
FIVDB IRC EO UR Project
Ukhiya, Cox's Bazar