



Uttaran

Procurement Policy & Procedure

January, 2026

Community Mobilization

Poverty Eradication

Environmental Justice

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CHAPTER-1: INTRODUCTION

1.0 PREFACE:

A procurement policy lists the people in an organization who have authority to purchase supplies for the smooth operations of different project/programme activities. Setting up a formal procurement structure enables named individuals to take responsibility for buying efficiently and obtaining value for money from suppliers.

In keeping with the standards of Uttaran, the Procurement policy and procedures Manual is intended to ensure compliance with generally accepted procurement principles, donor regulations, and also best practices and procedures. This manual seeks to provide a clear and concise source of procurement requirements that can be readily used by Uttaran. Donor regulations, that may be more restrictive have also been carefully considered and incorporated in this manual for ensuring due compliance.

The prime objective of this manual is to make sure that the Procurement activities are conducted in an open and free competition in a systematic and transparent way and purchased goods and services from right place in right time in the most advantageous and cost-effective manner. Uttaran had a policy relating to Procurement of goods and services in the Financial Policy in precise view where most of the matters were not clearly specified. Considering this problem and demand, Uttaran takes initiatives to standardize the procurement policy and procedures though a separate manual which will be treated as “Revised” with effect from August 27, 2025.

The Procurement Policy is comprised of two parts, the Procurement Guideline and the Annexure.

1.1 MAIN OBJECTIVES & PROCUREMENT PRINCIPLES:

The main objectives & Principles of the Procurement Policy and procedures manual is to ensure quality product(s) or service(s) with competitive price in transparent way. Alternatively, it can be said that procures right things in right time from the right place with right price.

Objectives are as follows:

- Obtaining goods and services at the lowest total system cost without sacrificing quality, on time delivery, etc.
- Ensuring best possible service and prompt delivery by the supplier.
- Developing and maintaining good supplier relations and developing potential suppliers.
- Locate and suggest new sources, new materials, new products, alternative sources, materials and products etc.


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Procurement Principles:

1. **Accountability:** Decisions can be audited to ensure compliance with the law, regulations and organizational policy.
2. **Competitive Supply/Fair competition:** All potential suppliers must be treated the same and contract opportunities must be advertised widely enough to ensure that genuine competition between parties is possible.
3. **Consistency:** Identifying needs, detailing product specifications, establishing a budget, researching potential suppliers, evaluating product options, negotiating contracts and service level agreements are standardization ensures consistency through the entire procurement process.
4. **Conflict of interest:** The purchase of goods or services from a business in which an employee or his family has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest.
5. **Cost Effectiveness/Value for Money:** Procurement shall be conducted with the aim of obtaining value for money (VFM). In determining what represents VFM, due consideration shall be given to factors such as:
 - The direct and indirect costs of the goods/services over the whole procurement cycle;
 - The quality and fitness for purpose of the goods/services to be procured;
 - The proposed supply time-frame for the goods/services;
 - The performance history of each prospective supplier and the strategic importance and/or risks of engaging particular suppliers;
 - The appropriateness of contracting options (for example, contract extension options)
 - The potential risks associated with the procurement of the goods/ services.
6. **Impartiality & Transparency:** Procurement shall be conducted in an impartial & transparent manner.
 - In ensuring impartiality, potential suppliers of goods and/or services shall be afforded equitable treatment and their offers shall be evaluated based on their legal, technical and financial abilities.
 - In promoting transparency, information relating to procurement process shall be documented in a manner that facilitates appropriate scrutiny of procurement activities, as described in the Procurement Regulations or Procedures.


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- 7. Integration:** As collaborative procurement is intended to focus the participants of a project on the mutual objectives of delivering a project on time, to budget and to quality. It is about working as a team, regardless of organization or location to meet a client's needs is integration.
- 8. Integrity:** In procurement, the principle of integrity is two-fold. Bidders and all other stakeholders need to have assurance that they can rely on any information disseminated by the procurement entity, formally or informally. The integrity of the procurement process assures confidence in the public procurement process.

1.2 RESPONSIBILITY

- (a) All purchase functions are to be carried out by the Procurement Department with purchase committee. To satisfy these objectives the Procurement Department needs to perform the following functions:
- Determine purchase specification- Right product, right quality, right quantity and right delivery (time and place).
 - Select Supplier.
 - Negotiate terms and conditions of purchase.
 - Issue and administer purchase orders.
 - Follow-up pending orders and all kinds of post order contacts with supplier (quantity, quality, delivery schedule, etc.).
- (b) The Procurement Department in its central buying role (purchase function), is responsible for carrying out all purchase decisions involving all items, services and of all type (including capital, warehouse, non-warehouse items, etc).
- (c) In the case of purchases, procurement policy and procedures manual should be followed strictly to ensure appropriate quality and quantity of goods and services.
- (d) Payment procedures should be followed according to the method mentioned in the Financial Policy of Uttaran but in general, purchases exceeding Taka 10,000.00, payment shall be made by A/C payee cheque/DEMAND DRAFT on delivery or pay order.
- (e) Irrespective of all purchases except the prescribed limit mentioned in the following table, suppliers should be placed into competition with one another and should be made aware of this fact.
- (f) As a general rule- except where conditions of supply dictate otherwise- not less than 3 (three) competitive quotations must be sought.


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CHAPTER-2: PROCUREMENT PROCESS

2.0 BACKGROUND

For procurement of goods and services, Uttaran requires complete recording of all the events related to procurement, and the expenses must be substantiated by proper documentation following its procurement policies and procedures. No expenditure will be reimbursed for procurement if those are not allocable, allowable, and reasonable. In general, there should be sufficient approved budget for every expenditure to be incurred. In the case of extreme emergency procurement without any budget allocation may be done with prior permission of the Donor/ Director. The procedures to be followed for procurement of supplies are listed below.


2.1 APPROVAL COMMITTEE:

A list of approving authorities for procurement along with their approval limit will be recorded prior to procurement. Any subsequent changes must be immediately reported to the designated head of various offices/ sections of the organization. The Management of Uttaran must approve this list.

2.2 PROCUREMENT COMMITTEE (PC):

Uttaran will form a Central Procurement Committee consisting of at least three members from different sections of central management; one from Procurement department, one from Logistic department and one from Program. The same three members will recommend for procurement to the Reviewing Authority. This team will be accountable to complete the all-procurement process of Uttaran general and all other projects. If necessary central procurement committee can increase team members by the approval of Director. The Director will finally approve it. Uttaran also can form sub procurement committee in field level if needed. Here also the number of members is same as central committee. The Director and Accountant who is directly involved with preparing voucher, cheque/payment, keeping records in the books of accounts should not be included in this procurement committee, but s/he will remain accountable for all procurement of the Organization.


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2.3 PROCUREMENT THRESHOLDS AND METHOD:

For regular goods or service procure for regular project/program the procurement procedures should be as follows:

Amount	Source	Required Procedures for purchase
Up to Tk. 10,000	Open Market/Spot purchase (Enlisted/Non-enlisted)	Single Quotation/ Direct Purchase (Cash payment maybe allowed up to Tk. 10,000)
Tk. 10,001 - 200,000	Enlisted /non enlisted Vendors/Open market	Minimum Three spot quotations are required through RFQ. Purchase/Work Order should be issued
Tk. 200,001 – 1,000,000	Enlisted /non enlisted Vendors/Open market	Minimum three spot quotations are required through RFQ; Written Purchase/Work Order should be issued
Tk. 1,000,001- 5,000,000	Enlisted /non enlisted Vendors/Open market	Collecting Email Copy or Sealed Bids through RFQ ¹ , at least three quotations required. Written Purchase/Work Order/ contractual agreement should be made.
Above Tk. 5,000,000	Open Bids/Public Tendering	Email Copy or Sealed Bids, at least three quotations required through RFQ with through public tendering or open bid; Written Purchase/Work order/ Contractual Agreement to be made

When an item is to be procured, a Purchased Requisition (PR) will make with details description of goods/services, specifications, Scope of Work (SOW) as applicable with estimated budget is to be prepared by the Requester/Program Section/concerned Staff Member of Uttaran with the approval of Director or designated person and will be submitted to Procurement Department for taking necessary arrangements to procuring of requested goods or services on time. After checking the Approved Purchase Requisition (PR) the central procurement committee to complete the purchase. The following methods of procurement will be followed during procurement of any Goods and Services.


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Emergency procurement procedures: Uttaran must be undertaken in compliance with all procedures outlined in this manual and any other Uttaran directives and administrative instructions relevant to emergency procurement operations. These procedures aim to enable a more timely response to urgent need for response in emergency situations while ensuring compliance with the general procurement principles as specified in regulations. The procedures are used in special situations greater delegation of authority and flexibility in specific programme and operational areas for a time-bound period.

Exceptions:

i) During the emergency situation Uttaran can complete the emergency procurement procedure where regular procurement procedures can be relaxed. But it should be completed by the central procurement committee. That would be competitive bidding not take place for commodities or services purchased, it will collect minimum three spot quotations required through RFQ; written purchase/work order should be issued for any amount and other terms and conditions will remain same.

ii) If any situation arises that does not match the regular or emergency or any other procurement procedures, the Procurement Committee will prepare a justification/note for record explaining the real grounds and circumstances of the exception. After reviewing the justification/note for record, the CEO/Director may consider and approve it. Upon approval the justification/note for record, the committee will proceed with the procurement process accordingly. If necessary, the organization may correspond with the donor regarding the exceptional situation.

a) For purchase up to Tk. 10,000:

Procurement will be made based on collecting single quotation / Spot quotation at open market from enlisted/non-enlisted vendors in consultation with the Procurement Committee (PC).

b) For purchase of Tk. 10,001 - 200,000:

Three quotations should be obtained from enlisted and/or non-enlisted vendors/open market by issuing RFQ. A Summary of comparative statement must be prepared justifying the selection of vendor/supplier by Procurement Committee before approval of purchase. Written Purchase/ Work Order will be issued. All valid documents like TIN, VAT registration, trade license etc is required.

c) For purchase of Tk. 200,001 – 1, 000,000:

Three spot quotations should be obtained from enlisted and/or non-enlisted vendors/open market by issuing RFQ. A Summary of comparative statement must be prepared justifying the selection of vendor/supplier by Procurement Committee before approval of purchase. Written Purchase/Work Order will be issued. All valid documents like TIN, VAT registration, trade license etc is required.


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d) For purchase of Tk. 1,000,001 - 5,000,000:

Procurement committee will be made through collecting sealed bids from the enlisted/non-enlisted vendors/open market by issuing RFQ. At least three bids/ quotations should be obtained/ collected from enlisted / non-enlisted suppliers. A list of all quotations should be prepared with mentioning reference number and bids will be opened in presence of Procurement Committee and bidders (if present anyone). A summary of comparative statement must be prepared justifying the selection of vendor/supplier by Procurement Committee before approval of purchase. Written Purchase order/ contractual agreement will be issued/made between parties. All valid documents like TIN, VAT registration, trade license etc is required.

e) For purchase above Tk. 5,000,000

Procurement committee will be made through open/public tendering method. At least three bids/quotations should be obtained from different vendors. A list of all quotations should be prepared marking reference number and opened by the Procurement Committee in presence of bidders (if any). In case of Donor fund supported project, a representative from Donor Agency may be present both for tender opening and evaluation process (if necessary). A summary of Bid Evaluation or Comparative Statement must be prepared justifying the selection of vendor/supplier by Procurement Committee before approval of purchase. Written Purchase order/contractual agreement will be issued/made between parties. All valid documents like TIN, VAT registration, trade license etc including bank solvency certificate is required.

f). Invited Tender from Enlisted Vendor Tk. 20,000,000

The Invited Tender procedure will apply to procurements up to Tk. 20,000,000. This tender will be circulated and invited among Uttaran's enlisted vendors through email, signed invitation letters, and/or phone (cell/landline). Additionally, a minimum of four spot quotations must be collected to ensure a competitive bidding process. Special approval from the CEO or Director of Uttaran is required for this process, and the request for approval must include a clear justification along with all necessary procurement documentation. Enlisted vendors must provide valid documentation, including a Trade License, TIN, BIN, and any other relevant legal documents.

In cases of exceptional and vulnerable situations, such as political instability, human rights violations, significant disruptions to the open bidding process, financial crises, security threats to public tenders, urgent field procurement needs or human-made disasters, the clause for procurement will be adjusted to ensure timely and effective response. In these circumstances, the organization will not proceed with an open tender process. Instead, the Invited Tender procedure will be implemented, to address the urgent needs while maintaining the principles of transparency, accountability and fairness. All procurement actions will be properly documented, and special approval from the CEO/Director will be required to ensure that the process remains compliant with the organization's standards, even in the face of unforeseen challenges.


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2.4 SOLE DISTRIBUTOR OR MANUFACTURER/ SOLE AGENT ETC.:

Sometimes it is required to procure brand items or any other goods or services from sole sourcing like from any institution organization, Construction Company, Media, Sole Distributor/ Sole Manufacturer/ Exclusive Distributor/Agent/ Sole Agent etc. against certificate. In that case, Uttaran will consider the followings:

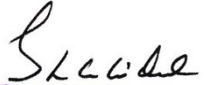
- a) The procurement department should try to make enlist the above suppliers with or without enlistment fees due to their sole agencies. The sole agency certificate would be the basis for selection of the sole vendors. The Procurement section must try to make them as Preferred Vendor as soon as possible complying with the rules stated in this manual (Section – 4.5).
- b) In case of multiple agents i.e. the same items are having two or more vendors; all of them are to be enlisted. For example: For HP Products, there are 03 distributors in Bangladesh. Among them two are enlisted. So, we have to carry out competitive bidding including the two vendors.
- c) For ‘Sole Sourcing’², Purchases are made from a Single Quotation for any amount of purchase. Normally, RFQ are made to submit the quotation. The central committee open and solicit the bid. For large purchases of tendering limit (Above Tk. 5,000,000.00) Procurement committee must be formed in the same way of tender committee and will open the envelope in front of the vendor (if present). In the same meeting, they will finalize the prices by bargaining /negotiating with the supplier. They will settle the discount / commission level as/if applicable. The procurement personnel will keep record of the negotiations and will write a justification. The members of the committee will sign the justification sheet. The prices, delivery time, specifications etc. are settle by the committee during negotiation should be treated as final.

2.5 SPOT QUOTATION PURCHASE / OPEN MARKET OPERATIONS FOR REGULAR OR EMERGENCY PROCUREMENT:

For all cases, it doesn't possible to procure goods or services through following bidding process. In that case Uttaran will follow ‘Spot Quotation or Open Market’ procedures if only the following circumstances are happened: -

- i. When the enlisted vendors are not available for the required item and the general suppliers are completely unable to supply.
- ii. When items are emergency specially to distribute relief materials instantly to address immediate support to victims under natural disaster or such other situation. In that case, upon getting approval from Director, emergency materials can be procured spot purchase/ tendering by receiving at least two quotations by the team members of procurement committee (section 2.6) from open market.


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- iii. When press tendering will not bring the desired result or press tendering will be costly with respect to budgeted amount.
- iv. When the enlisted vendors are not interested to go through the Uttaran procurement procedures and if it is justified the management.
- v. When there have no alternative and the situation is like that the non-enlisted vendors / shopkeepers /retailer /whole sellers who all are in a position to deliver the goods upon receipt of cash/pay order/demand draft/cheque.
- vi. When some small purchases of urgent nature, repair & maintenance, sanitary, machine shop works, tire vulcanizing, books and publications, Photocopy, newspaper advertisement, cleaning and carpentry works etc. for which no enlisted vendor is available and payment is to be made on completion of the job by cash.
- vii. Purchases of fuel and lubricants from Govt. Organizations or from the private petrol pump with published / fixed price sales.

2.6 SPOT PURCHASE TEAM:

For the purchases mentioned in Section 2.5, the Central Procurement Committee will be responsible for completing the Spot Purchase process. If necessary, the Central Procurement Committee may form a supporting team, with the approval of the Director, to assist in conducting the spot purchase. The supporting team must consist of at least three (03) members, preferably representing relevant program and program support units, to ensure transparency and accountability during the procurement process. The team will be authorized to purchase the required goods and services as per the approved requirement. However, if the estimated purchase value exceeds Tk. 10,000.00, prior approval must be obtained from the Director, supported by an appropriate justification.


Exceptions: For purchasing items under section 2.5 (vi) and (vii) above, no team is required to be formed. Respective procurement section may take advance with estimated cash required along with work request/purchase requisitions (PR) and upon purchasing; it will be reconciled with bills / Cash Memo. Advance up to Tk.25,000.00 may be taken as project advance for procurement. Note that single item purchased in cash should not exceed petty cash threshold i.e. Tk.10,000.

2.7 GENERAL PROCEDURE FOR PROCUREMENT OF GOODS AND SERVICES

2.7.1 RECOGNIZE A NEED:

The process begins through developing the Purchase Requisition (PR) with the request of buying specific goods or services by the concerned Department/Section. The PR will be duly approved by the Line Supervisor/Appropriate Authority and then will be submitted to the responsible person(s) of Procurement Department for processing the procurement. The request includes the item's description, quantity and quality/specification desired, and desired delivery date.


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2.7.2 SELECT SUPPLIERS/VENDORS

As per the procurement procedure stated above, selection of vendor/ supplier will be conducted excepting an exceptional circumstance e.g., sole sourcing, partnership agreement, preferred vendor with justified reasons.

2.7.3 PLACE THE ORDER

Once a vendor is selected, a written order should be issued as applicable which is called Purchase Order (PO) or Work Order (WO). PO/WO will act as the contract for supply of goods/ services as per required quality, quantity, and delivery time. Before issuing final PO/WO to the selected vendor, a written recommendation can be obtained from end-user/requester to ensure appropriate matching of his/her requirement with the specification mentioned on the PO/WO.

2.7.4 TRACK THE ORDER

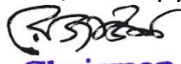
Tracking includes routine follow-up of orders to avoid late delivery or deviations from requested order quantities/qualities. Suppliers are to be contacted by letter, fax, telephone, or e-mail. These follow up and compliance are particularly important for large purchases when a delay could disrupt program delivery or could mean loss of Uttaran's reputation to its donors/clients for not being able to deliver goods/services on time and spend the budgeted expenditures.

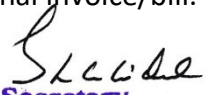
2.7.5 RECEIVE THE GOODS

Materials/goods must be checked for specifications, quantity and quality with procurement order (PO) or work order (WO) before entering into the store/respective place. Primarily Store-in-charge or designated person will check the quantity, and then concerned procurement requester or designated person will verify the quality of procured items. If the shipment is not satisfactory, purchaser must decide immediately whether to return it to supplier or take any other action and it should be informed to the respective supplier/authority with requester. The final goods will be stored in the regional/field office stores which will be controlled by the logistic department and in every regional office one nominated admin staff will maintain the regional store or Field Office Store.

2.7.6 GOODS & SERVICES RECEIPT NOTE (GSRN)

The GSRN is to be used to receive the goods/ services from vendor and this will be prepared in triplicate of which original will get by the vendor, one copy by accounts department and another copy will keep in the pad by store-in-charge/responsible administrative staff. The assigned employee for receiving the goods/services will prepare a GSRN entering GSRN no. (If not printed), date of receipt, description of goods/services and quantity received, differences in receipt if any, and related shipping reference number etc. Upon signature by both the parties, the vendor will receive his/her copy for onward submission to A/C Section with the original invoice/bill.


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In case of unavailability of prescribed and printed GSRN, challan from vendor/supplier / simple white page can be used and preserved mentioning the date of receipt, description of quality, quantity of goods/services, difference (if any) with signature of recipient and should be attached with other documents of the procurement.

2.7.7 DELIVERY OF THE RECEIVED GOODS:

Once the goods are received after checked the quality of the goods other than warehouse goods should be delivered to end users or project through approved Store Requisition Form (SRF³) at the earliest possible time and opportunity. Information of arrival of goods and its readiness as to delivery should be intimated to all end users at earliest possible time.

The above will help to solve the storing and space problems, reduce the risk of pilferage, breakage, damages, etc.

The goods which can't be delivered instantly will be set up in store as per the space given to the selected projects.

2.7.8 CONFLICT OF INTEREST (COI)

No employee or officer regardless of his/her status in the organization shall be involved in the procurement process if it causes or likely to cause a real or apparent conflict of interest. Such a conflict of interest may arise when the employee engaged in the award and Procurement Department of procuring goods/services has a business or family relationship with the vendors/contractors selected, unless the conflict stemming from this relationship has been adequately addressed throughout the selection process and in the issuance/execution of work order/contract.

The situation where an employee is involved in the procurement process has a financial or other interest directly or indirectly with the vendor/contractor that is participating or has participated with any particular procurement proceedings shall declare in writing his relationship with the specific vendor/contractor.

2.7.9 SEGREGATION OF DUTIES

It is mandatory to maintain the segregation of duties for any procurement of goods or services. There must be the following divisions of responsibilities for completing the procurement process:

- Person responsible for initiating the procurement: Person(s) responsible for preparing RFQ and sending them to enlisted/non-enlisted vendors/open market, collecting quotations/bids from enlisted/non-enlisted vendors/open market, and taking necessary efforts and actions for public tendering, etc.


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- Evaluating team members: Persons responsible for opening the quotations/ tender box as per the rules and preparing the comparative statement;
- Authorized personnel: Persons authorized for signing the PO/Work order/Contract after being recommended by the procurement Committee.

2.7.10 AMENDMENT OF PURCHASE ORDER

The purchase order may be revised or amended in writing before completion of delivery, if required, with the mutual consent of both parties.

2.7.11 LEAD TIME

A reasonable time must be allowed in order to complete the procurement process from seeking quotations to delivery of goods or services in compliance with the policy in order to ensure the quality and perfection in the delivery and other features of the supplied goods or services. Lead time for purchasing goods or services is shown below:


Amount (Tk.)	Minimum time after preparation of PR
Up to Tk. 10,000	3 days
Tk. 10,001- 200,000	5 days
Tk. 200,001–1,000,000	15 days
Tk. 1,000,001- 5,000,000	30 days
Above Tk. 5,000,000	45 days

2.7.12 AUTHORITY AND RESPONSIBILITY

A threshold for approving PR, comparative statement, PO, work order, etc. has been set in consistence with the amount and level of the position. This is described more elaborately in clause 5.2.

2.7.13 REPEAT ORDER

Any items may be procured through a repeat order without seeking fresh quotation within 90 days of issuing the PO, provided the bid validity remains in force and/or the vendor agrees to supply the items at the same price, quantity, quality and terms and conditions.


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2.7.14 QUALITY CERTIFICATE/INSTALLATION CERTIFICATE

The Receiver of goods or services must certify through challan or GSRN or physical verification (where applicable) stating that the ordered items have been received as per the WO/PO/Contract.

2.7.15 DOCUMENT AND RECORD

All payments must be supported by proper documentation - PR, RFQ, CS/BS⁴ vendor invoices/bill, work order/purchase order, GSRN/Challan, advance requests, Completion/Installation certificates, etc. Payment vouchers are to be prepared for all payments. A payment voucher must be completed, reviewed and approved by an Appropriate Authority before the disbursement is completed.

- All purchase documents should be preserved for at least five years;
- Purchase documents must be preserved according to the agreement with the donor where purchases are made by using donor fund.

CHAPTER-3: PAYMENT PROCEDURES

3.1 MODE OF PAYMENT:

Uttaran will make payment to the vendors through Account Payee cheques against procurements of any goods and services. Cash payment can be allowed for up to Tk. 10,000; however, the cash payment system should be restricted as much as possible.


3.2 ADVANCE CASH PAYMENT

In the case of spot purchases/open market purchases/ urgent purchase, advance payment may be required. For such advance request, the responsible staff should make written justification and attach the same with the request. Receiving advance usually requires three days prior notice/request; however, in emergency situation, at least one day prior request is needed for the payment.

3.3 ADVANCE TO VENDOR

In general, no vendor advance is allowed, and it is discouraged as much as possible. However, the nature of some goods or services may require a vendor advance. In consideration of the work and request of the vendor, an advance may be considered for 40% of work order, and secondly 30% advance may be allowed. Note that 80% of the work must be completed under the work order. Terms and conditions in RFQ (Request for Quotation) or Purchase Order (PO) should reflect whether specific Vendor/Supplier requires any advance, and if so, in what ratio/amount. Advance to the vendor should always be order-specific.


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All the providers of the procured goods and services, including enlisted vendors, preferred vendors as well as Sister Concern (if it is qualified as a procurement provider and free from conflict of interest) may receive advance from Uttaran against any purchase order issued to them, subject to prior approval from the Director/Donor, as applicable. If an advance amount is to be given against any purchase of goods or services, it should be clearly mentioned in the purchase/work order, as stated above, and it should not be more than 50% of the individual purchase/work order. However, there are some exceptional situations where more than 50% advance payment is a pre-condition of getting any services from some organizations/vendors (e.g., Consultancy work, legal aid services etc.). In such cases, advance payment may be made as per the provision/condition laid down in this regard by the organization(s) of the service provider and it should be ensured that there is no alternative source.

3.4 TAX AND VAT COLLECTION

Tax and VAT will be deducted at source while making any payments as per the prevailing rules of the Govt. of Bangladesh and the collected Tax and VAT will be deposited accordingly providing copy of deposition challan to the vendor/party.

3.5 INVOICE SUBMISSION PROCEDURES

Following procedure should be maintained in submission of Invoice/Bill:

- The bill/Invoice should be submitted by the vendor/party in time;
- All the Invoices/bills must have the reference of PO/WO number where applicable, otherwise the bill will be returned;
- The vendor will submit the invoice/bill along with the copy of purchase order/contract agreement, copy of GSRN duly signed by the receiver (where applicable), original challan and other relevant documents,
- In the case of partial delivery and/or part payment, it should be clearly stated so in the WO/PO;
- Payments must be made by Account Payee cheque within 30 days from submission of Invoice.
- If cash payments are agreed by both the parties, a written request with accurate justification should be attached with bill/invoice by the vendor and unless getting approval from the authority, this document will not be treated as 'acceptable'.


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CHAPTER-4: VENDOR ENLISTMENT

4.1 GENERAL PROCEDURE FOR VENDOR ENLISTMENT

Uttaran will maintain a list of authorized enlisted vendors/suppliers for procurement of goods/ services. This list should be prepared goods and services category-wise by the concerned department and after taking recommendation from Tender/Purchase Committee, finally approve by the Director and will remain valid for two years. This enlistment will be reviewed at the end of the enlistment period in general. However, it may also be reviewed during the enlistment period if the situation warrants so. For updating the enlistment, consent of the procurement committee will be required.

In general, the following procedures shall be observed for enlistment:

- a. Advertisement through media and/or advertisement in the web site (at least one) should be made every two years, which will be updated for new suppliers. The press advertisements should clearly state names of the enlisted suppliers to supply the goods/services;
- b. The Application Form for enlistment is to be issued to each of the prospective vendor who shall reply to the press advertisement with all required enclosures i.e. application should be made in the prescribed Form for necessary enlistment;
- c. On receipt of the application form for enlistment, which must be duly filled up in all respects, will be listed and forwarded to Purchase Committee for approval and final enlistment;
- d. Enlistment of vendor should be valid for two years, and there will be provision for renewal as well. In case of item(s) where the price is so variable and cannot be possible to fix-up for more than one month, may be negotiable and must be gone to the competitive bidding process with another enlisted vendor. In that case, vendor will clearly mention the name of such item(s) on the quotation with application for enlistment. While selecting the vendors for enlistment, physical verification will be conducted which will include inspecting vendor's location, his/her capacity to supply the respective goods/services, manpower of the organization, production site and other relevant condition.
- e. Each vendor who has been qualified for supplying materials will be given a separate registration number and the details of the information received will be entered in a register in the following manner.
 - Registration No and date of Registration.
 - Name, address and telephone No./Mobile, e-mail address
 - TIN No.
 - VAT registration No.


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- Trade license No.
 - Bank Solvency certificates (if needed)
 - Category of Supplier/vendor
- f. The name of any enlisted vendor may be deleted on any of the following grounds such as failing to supply, not executing the assigned jobs, closure of business, committing any irregularity or other acts justifiable to cancel the firm/organization.

4.2 SELECTION OF GENERAL SUPPLIERS

For efficient procurement, Uttaran allows enlistment of a general supplier who may not have inventory or materials of their own, but have a business entity / office with appropriate business documents. It is expected that enlisting general suppliers will resolve the procurement problem of the organization especially in the branch office or field level.

4.3 VENDOR'S INFORMATION FORM:

The vendors who are interested to be enlisted to supply required quantity of materials and goods to Uttaran is required to fill up the data sheet giving the following information with sign and seal during submission of their enlistment documents:

Mandatory Documents are:

- Valid Trade License
- TIN Certificates
- VAT Registration Certificates
- Business name, address with Telephone / fax/ e-mail number
- Name of proprietor/partner/CEO
- Name of contact person who basically will deal for Uttaran.
- Letter head pad, Cash memo, Invoice/Bill, Money receipts if any

Exceptions

- a. TIN and VAT registration certificate may be relaxed for local vendor or big supplier of unusual items like paddy, rice, wheat or such other commodity and or project materials like plow, Kodal, cutter, axe etc. domestic animal like cow, goat, pig etc when it is required to procure from local market/local supplier/hat/bazaar etc.
- b. For international vendor or supplier, it is required to have the copies of work permit, passport, name of bank account with details information like account number, name of bank, country, country code, SWIFT code, payment procedures, channel etc. in addition to the above mandatory documents.


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Optional Documents are:

- Experience/performance certificate as supplier from any reputed organization along with a list of its present customers with their telephone number
- Category of the firms particularly on which they have the expertise/ experience.
- Nationality of the Company (in case the nationality is other than Bangladeshi)
- Business Experience with Uttaran: submit the enlistment letter or a purchase order (PO) received from Uttaran.

4.4 GROUPING / SUB-GROUPING OF VENDORS

Goods and services can be categorized in different groups or sub-groups. One supplier can be placed in a maximum of two groups but the same supplier can be placed in several sub-groups (if any). When the number of suppliers is more than 07, then the Procurement Committee for enlistment may divide them in the category or groups based on their past experience in particular line items/ business, say stationery and printing material supplier, project material supplier, furniture and office equipment supplier etc. It should be noted that information for RFQ/seal bid/tender must be sent to all the enlisted suppliers of a particular group and a cyclic order should be maintained so that all enlisted supplier get the equal opportunity for bidding.

Where the probability of getting substantial numbers of vendors is less, there the numbers of grouping/sub-grouping should be as less as possible and the committee will try to increase the general supplier to meet up the daily needs. The committee must strive to establish at least three vendors for a particular group. If the Procurement Committee is able to identify not more than two enlisted vendors for a particular group and during purchasing the committee is unable to fit any more supplier with that purchase then prior approval should be taken from Director on bid evaluation sheet writing justification appropriately. Only one vendor in one group can be enlisted to use as sole vendor or can be used to work below Tk.10,000.00 purchases.

4.4.1 LIST OF ITEMS FOR GROUPING / SUB-GROUPING OF VENDORS

Group – A: Vendor for Printing, Stationery & General Suppliers:

A-1 Printing, Publications & Design Vendors

A-2 Office Stationery Items

A-3 Cleaning, Grocery & toiletries Item

A-4 Medicine & medical equipment

A-5 General Supplier: Project materials like Rice, Rain Coat, Life Jackets, Life Buoys, base, banner disaster material Blanket, electrical fittings, Instrument and appliances like weighing and measuring scales, weight machine, wooden items, calculators etc.


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Group – B: Photocopiers, Training Aids, Computers, Printers, Communication tools, Home appliances and IT related appliances:

- B-1 Distributors for branded Computer, Printer and its related accessories including toner.
- B-2 Accessories for Computer and Printer (Details list of items are to be submitted with application).
- B-3 Suppliers of Computer Network items and its Installation and maintenance.
- B-4 Computer licensed Software supply, Installation and maintenance.
- B-5 Distributor for Photocopiers and its accessories including toner.
- B-6 Training Aids: Suppliers of Training aids like TV, VCR, VCP, Radio, Cassette Player, Camera, Video Camera, Multimedia, Projector, OHP, OHP screen and its accessories.
- B-7 Communications: Sole agents for Radio (Wireless) sets, PABX Systems and Intercoms including installations and maintenance, Supplies of Telephone sets, Mobile Telephone sets and its accessories.
- B-8 Home appliance: Supply installation and maintenance of Air Conditioner (Window & Split type) Fridge, washing machine, Oven Gas cooker etc.

Group – C: Motor Vehicle, Motor Cycle and its spare parts:

- C-1 Sole Agent for Toyota Vehicles and Honda Motor Cycles
- C-2 Spare parts for Motor Vehicles including Windshields & Glass Materials
- C-3 Spare parts for Motor Cycles
- C-4 Car paints, Polishing and Hardware materials
- C-5 Sole Agent/Suppliers for Tires, Tube & Flaps for Motor Vehicles and Motor Cycles
- C-6 Recondition engines and spare parts
- C-7 Miscellaneous Workshop: Denting, Paintings, Vulcanizing, Machine shop, Pump servicing, motor tailors, light repair, welding shop etc.

Group – D Construction, Maintenance and Furnishing Work:

- D-1 Office furniture
- D-2 Wooden and other furnishers
- D-3 Maintenance Contractor for Civil, Electrical, Thai Aluminum, Wooden works & Interior decoration.
- D-4 Foundry shop/Manufactures for Dao, Kodal, Durmoz and other road construction's hand tools.


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Group – E: Miscellaneous Services: Surveyor, Advertising Firm, Transport services, Cleaning & Fumigation and Security services:

E-1 Inspection Company having International Federation for Inspection Agencies (IFIA) core Membership/ Agents with details list of the Personnel's Master Mariners/ Chief Engineers working under the company.

E-2 Advertising firm:

For Newspapers: Commission/Discount rate should be submitted.

For production of documentary audio-visual: Work experience is must.(Documents to be submitted).

E-3 Truck/ Heavy duty Transport/Carrier/rental vehicle etc.

E-4 Cleaning & Fumigation Company and Security Service Company

Group – F: Training Venue:

F-1: Venue for Training/Workshop/Conferences including accommodation and food supplies.

4.4.2 EVALUATION AND SELECTION OF VENDOR FOR ENLISTMENT

With a view to selecting competent vendors/suppliers, main areas that need to be appraised pertaining to the prospective organization is its financial strength, quality and reputation in the market, management capacity, technical capability and potential for close long-term relationships. These play an important role in the evaluation and selection process. The vendor's company profile, services it renders, quality of its product/services, price, offering of warranty, capability of the sales personnel, delivery system etc. should also be noted in the evaluation process.

Upon finalization, Director will approve the Vendor's list based on the evaluation and recommendation of the Procurement Committee. Uttaran is allowed to use the enlisted vendor's list for its donor agencies or sub-partners as well for which no separate enlistment will be necessary.

4.4.3 PRICE LIST PURCHASE / SOLE SOURING

The vendor prices are fixed on the basis of a published price or index. For example, any institution organization, Construction Company, Media, branded item or specific electronic goods like Otobi, Brothers Furniture, NAVANA, Dell Computers, SAMSUNG, HP products, Singer sewing machine, HONDA Motor Cycle, YAMAHA Motor Cycle, General Air conditioner, Hercules Bi-cycle etc. In such cases, purchases may be made based on price list or if the vendor is the sole producer/ agent then sole sourcing can be done. While selecting vendors under this source, Senior Management and Representative from Donor Agency (where applicable) must be involved in this process to justify the selection and approval of the purchase. The restrictions imposed by other sections/clauses shall be relaxed, by scrutiny, for execution of procurement under this section.


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While purchasing under this procedure, documents/evidence such as published/ approved price list, sole proprietorship and distributorship, trade licenses/ TIN, VAT Registration certificate or numbers etc. should be attached by the respective organization.

4.5 PREFERRED VENDOR:

4.5.1 INTRODUCTION:

This is a vendor negotiation strategy to develop long-term partnering relationships with few suppliers who will work with the purchaser to satisfy end user's needs. This implies that purchasers should not always look for short-term attributes such as prices. Instead, a purchaser will be better off by forming a long-term relationship with a few dedicated suppliers.

Long term suppliers are more likely to understand broad objectives of Uttaran and the end users. Using a few suppliers can create value by allowing to economies of scales that yields both lower transactions cost and lower ordering costs.

4.5.2 STRATEGY OF PREFERRED VENDOR:

Preferred vendor strategy favors a few suppliers on particular item or service, with just one or two suppliers being the ideal number at each category. As volume of order increases, supplier receives the repeat order, which follows strategy of high volume at low cost. This is mainly applicable in case of procuring routine items such as stationery, office supplies, electric goods, vehicle/computer repairing/servicing, etc.

4.5.3 ADVANTAGES OF PREFERRED VENDOR:

By setting up the list of preferred vendors would decrease the risk of inappropriate or improper procurement and increase the efficiency and effectiveness of procurement. Another advantage of preferred vendor-ship is the potential reduction in the number of suppliers in the supply-chain, thereby reducing complexity of managing them.


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CHAPTER-5: PROCUREMENT COMMITTEE

5.1 PROCUREMENT COMMITTEE (PC) MEMBERS:

The major responsibilities of the PC members will be as follows:

- Review and recommend procurement quotations/ estimates/ proposals, Comparative statement/summary;
- Assist the management for taking appropriate procurement decision by analyzing the pertinent issues;
- Assist to maintain proper and transparent procurement procedures as well as compliance issue.

However, Procure Committee members may be changed periodically upon approval of Director. At least two PC members' recommendation will be required for procurement in any case where applicable. PC members should include representatives from all department/sections such as

1. Program support Section
2. Administrative Section
3. Accounts and Finance Section
4. Technical section
5. General Section
6. M & E Section
7. Any other section deems to be necessary

5.2 AUTHORIZATION/APPROVAL FOR PROCUREMENT/PURCHASE ORDER:

This Authority or designated persons will approve Requisition, Comparative Statement, and Procurement Order Work Order, payment etc.

List of Approval Authorities	Amount Limit
Branch / Area Manager	Up to Tk.10,000.00
Assistant Coordinator	Up to Tk. 50,000.00
Coordinator	Up to Tk. 200,000.00
Director	Up to Tk. 25,000,000.00
Chairman	For above Tk. 25,000,000.00


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CHAPTER-6: MANAGEMENT OF INVENTORY

6.1 STORE/STATIONERY ITEMS

- i. Store Space: The store should be placed in a safe space and it should be kept in a place under lock and key.
- ii. Store authorization process: The level of Authority or any designated person should authorize the Supplies Requisition Form (SRF).
- iii. Responsibilities: Responsibilities for and access to the Store must be clearly identified.
- iv. Receiving/recording procedures: Inventory receipts must be recorded into Stock Register immediately after the receipt. If any item is received after office hours, it is to be recorded within the following working day.
 - a. There should be documented Challan or bill/invoice against every receipt.
 - b. Store in-charge will receive all store items from suppliers after checking quantity and quality, and duly signed by concerned authority.
- v. Issuance procedures: Store items should be issued to the Staff or designated person against individual SRF.
 - a. There should be documented SRF against every issuance or disbursement.
 - b. There should be a recipient signature by the receiver at the time of receiving inventory items from the store.
- vi. Physical Inventory: Balance of physical inventory at the end of Quarter must agree with the Stock Register. A committee or team shall conduct physical counting of inventory to reconcile it with the stock register at least twice a year.
- vii. Store Management: For ensuring better internal control system, responsibilities should be decentralized to at least two persons to maintain inventory in the store in following areas:
 - a. Handling/Recording
 - b. Purchasing/Accounting
 - c. Approval


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6.2 ASSET/FURNITURE & EQUIPMENT ITEMS

All assets procured for the organization will be registered under the ownership of Uttaran. In case of project assets procured from Donor's fund will be treated according to the clause mentioned on the Delegation of Authority (DOA) or getting written instruction from Donor. Ownership of such assets will be transferred to the organization subject to getting written permission from the donor after closing of the project unless mentioned otherwise in the agreement. For proper management of fixed assets/Furniture & equipment, the following procedures will be followed by Uttaran: -

i. Asset Register:

The management of Uttaran is to ensure that the identification numbers of (F&E) items are properly affixed and maintained in the Asset Register detailing present condition of the F&E as needed.

ii. Challan/Authorization:

Uttaran staff has to prepare Delivery Challan during carrying any Asset or Furniture & Equipment items out of the office and should maintain file for such activity.

iii. Assets Identification Number:

The identification Number against each F&E item must be affixed by the Uttaran authority and Asset Register must be maintained for the items which are not consumable and useful life of which extends beyond 1 (one) year.

iv. Write off Form of F & E

Proper documentation procedures must be maintained by Uttaran if any F&E item is lost, damaged or sold. In case of loss of any F&E items, it is required to inform to the management (as well as donor-if it is under donor funded project) in writing within 24 hours of such occurrence. No assets can be sold, destroy without getting written permission from management as well as donor in applicable case.

v. Individual Inventory Register- IIR

IIR for all staff shall be maintained to ensure for tracking non-perishable stationery items.

Chapter-7: ANNEXURE AND FORMS

Annexure – 1: Purchase Request Form (PR)

Annexure – 2: Request for Quotation (RFQ) Form

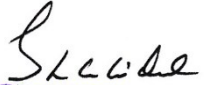
Annexure – 3: Comparative Statement (CS) Form

Annexure – 4: Purchase Order or Work Order Form

Annexure – 5: Vendor Enlistment Form

Annexure – 6: Tender Form


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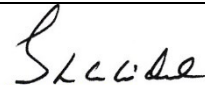

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ANNEXURE – 1: PURCHASE REQUEST FORM (PR)

Uttaran
Mubarakpur, Tala, Satkhira
PURCHASE REQUISITION (PR)
(GOODS OR SERVICE)

PR No. (Assigned by Procur. Dept)						
Applied Date						
Requisitioner (Project/Dept.)						
Donor						
Require date						
Delivery Location						
Requisitioned Needed by						
					Goods/Service	
Budget Code	Budget Head	Item Description/Specification	Qty	Unit	Unit Price	Total Price
1						
2						
3						
4						
5						
Total Budget Amount:						
Signing Authority					Remarks	
Name/Position title of Requisitioner						
Name/Position title of Check						
Recommended by						
Approved by						
*		To be assigned by requester if procurement is processed by Procurement Department				
**		Attach scope of work if applicable				
***		To be checked or filled out by approver				


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ANNEXURE – 2: REQUEST FOR QUOTATION (RFQ) FORM

Ref:

To

Subject: Request for Quotation (RFQ) for -----

Issue date:

Deadline for submitting quotations:

FOREWORD

Uttaran is an NGO working in Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged community people. Uttaran is a people-centered organization using a rights-based approach to alleviate poverty, diversify livelihood opportunities and empower poor communities of Bangladesh

Objective

Uttaran is seeking a suitable supplier for the supply of ----- under the ----- Project. Interested suppliers are requested to submit their best price quotation/proposal/financial offer, along with updated legal documents, as per the details mentioned in the table below, by ----- . Please submit the price quotation in hard copy on your organization's/company's official letterhead pad. Kindly ensure that this RFQ document is signed and enclosed with your quotation at the time of submission.

Sl. No.	Items Name with Specification	Qty	Unit	Unit price (Including Vat, Tax & Delivery)	Total Price (Including Vat, Tax & Delivery)
1					
2					
3					
	Total Amount (Including Vat, Tax, Transportation & Delivery):				

Terms and Conditions:

1. The quoted price should be submitted including VAT, Tax, transportation, delivery cost, and any other related costs, if any.
2. The supplier must submit the price quotation on a letterhead pad and submit the signed Request for Quotation (RFQ) Form with the organization seal.
3. The supplier/vendor must mention the quotation validity in the price offer.


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4. This is a confidential document. Please do not share this document or any other related documents without the consent of Uttaran.
5. Delivery date and time: The supplier should agree to complete the service/delivery by -----.
6. Delivery location: -----.
7. VAT & Tax shall be deducted from the payment as per the applicable rate of the Government of Bangladesh rules.
8. Payment Mode: A/C Payee cheque or bank transfer in favor of the vendor within 07 working days after successful submission of the bill, challan, and other required documents.
9. Uttaran authority is not bound to accept the lowest bid.
10. Uttaran will consider the price including VAT and Tax. If these are not mentioned in the quotation, Uttaran will consider the quotation as inclusive of VAT and Tax.
11. Uttaran reserves the right to accept or reject any part or all quotations without assigning any reason whatsoever.
12. Documents to be provided: Valid Trade License, TIN Certificate & Return Certificate, BIN Certificate, Relevant Experience Certificate (if any), and the Receiving RFQ Form supplied by Uttaran.
13. Uttaran follows a ZERO-TOLERANCE policy for any form of bribery or corruption.
14. Child labor (less than 18 years of age) is prohibited. The organization strictly follows this policy. If any vendor uses child labor, the agreement may be cancelled and further action may be taken against the supplier.
15. Selection Criteria: Uttaran will select the supplier/vendor based on price, business documents, and supplier reputation.
16. Quotation Submission Address: To,-----
17. If you have any queries, feel free to communicate at Cell #: -----.

Thanks

Member Secretary
Procurement Committee
Uttaran


Chairman
UTTARAN
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Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
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ANNEXURE – 3: COMPARATIVE STATEMENT (CS) FORM

Comparative Statement for-----

Name of Project:----- Date:

Sl#	Goods/Service name with Specification	Unit	Qty.	Name of Bidders					
				Supplier -01		Supplier -02		Supplier -03	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1									
2									
3									
Total Price (Including Vat, Tax, Transportation & Delivery)									
CONFORMITY BETWEEN THE QUOTATION AND THE NEEDS QUALITY OF THE PRODUCTS				Supplier -01		Supplier -02		Supplier -03	
1	Quotation validity period								
2	Delivery require time								
3	Experience								
4	Place of delivery or incoterm								
5	Advance payment								
6	Payment modalities (cheque, cash, bank transfer, etc)								
7	Vat, Tax and Transportation & Packaging								
8	Business documents								

Recommendation:

Name of Present Member:

Sl. No.	Name	Designation of Committee	Signature
1			
2			
3			

Approved by

Director
Uttaran


Chairman
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Secretary
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ANNEXURE – 4: PURCHASE ORDER OR WORK ORDER FORM

Date: -----

PO NO:

To

Subject: Purchase Order for Supply ----- under the -----
----- Project.

Dear Supplier,

Greetings from Uttaran!

Please be informed that the authority of Uttaran has gone through your organization ----- offered price against our required ----- as mentioned below and has selected your organization to supply the following items under the following terms and conditions:

Sl	Description	Quantity	Unit	Unit Price	Total Price
1					
2					
3					
Total Amount (Including Vat, Tax, Transportation and Packaging)					

In ward:-----

CONDITION:

1. Quality & Specifications : The quality & Specifications of the above mention items must be maintained as per our specification mentioned in your quotation.
2. Time of Delivery : Supplier will deliver the Mentioning Goods the dated of ----- within 5.00pm and sent the Work Order to us after receiving.
3. Delivery Point : -----
4. Mode of Payment : Through A/C payee cheque only.
5. Terms of payment : Uttaran will ensure the payment within 7 working days after successfully delivery of goods & our satisfaction and also submission of bill & Chalan accordingly.
6. VAT & Income tax : VAT & Tax will be deducted as per Govt. rules. For IT Deduction at Source (TDS) will be applicable as per rule. (Including VAT & Tax).
7. AML & ATF Policy : Uttaran will terminate this agreement without any notice if any supplier is found to be in violation of Anti Money Laundering & Anti-Terrorist Funding policy.


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8. Anti Bribery Policy : Uttaran follows ZERO-TOLERANCE policy for any form of bribery or corruption.(Contractor/Vendor/Supplier undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as: -
(i) to offer, promise or give any person a financial or other advantage;
(ii) to request, agree to receive or accept any financial or other advantage.
9. Child Protection Policy : Uttaran reserves the right to terminate this agreement without any notice if any vendor is engaging child labor or supporting any forms of illegal practices and child exploitation
10. Special Condition : The authority of Uttaran reserves the right of interpretation/ definition of any terms causing dispute (if any), and accept or reject any or all of the purchase order without assigning any reason whatsoever.

Thank you.

Director

Copy:

- 1) Coordinator (A&F)
- 2) Project Coordinator
- 3) All Procurement Committee Member
- 4) Project Accountant

My company agrees to supply ----- in compliance with all of the above conditions.

Signature of

(Company seal Signature)


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Dhanmondi R/A. Dhaka-1209, Bangladesh

ANNEXURE – 5: VENDOR ENLISTMENT FORM

Annex – : Application for enlistment

UTTARAN

APPLICATION FOR ENLISTMENT

1. Name of the Firm :
2. Full Address :
3. Contact Telephone No :
4. Name of the two-contact person who will deal business if, selected:
 - i. -----
 - ii. -----
5. Name of the Proprietor:
6. State name of the GROUP (as per SL # 1 of the Enlistment Notice) applied for enlistment.
7. Valid Trade License : Yes/ No (please attach photocopy)
8. Income Tax Registration : Yes/ No (If yes, please attach photocopy)
9. VAT registration : Yes/ No (If yes, please attach photocopy)
10. Bank account : Yes/ No

Is bank account firm name or proprietor's name?

We do hereby undertake that we have read, understand and acknowledge the terms and conditions as stated in the "Enlistment Notice" and agreed fully to abide by those regulations.

Further, we solemnly declare that the supporting documents enclosed with the application are genuine. If, any false/forged papers/ documents are found with regards to my firm, the enlistment will be cancelled outright.


Chairman
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Secretary
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House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

Ref:

Date:

Company Name with Address:

Attn. : Mr.

Subject: Confirmation of Enlistment as Supplier with Uttaran

Dear Mr.

Uttaran Management is pleased to inform that the Enlistment Committee has considered your application for enlistment. Group wise selection has been made based on your request and past experiences. You have been enlisted for the period up to In this regard, all the Terms and Conditions as contained in the Contract of Enlistment issued to you during selling of the enlistment document shall constitute an integral part of enlistment and shall be applicable in full force as and when necessary, during the period of your Firm's enlistment with Uttaran.

With this enlistment, you will participate in all the quotations/bids below Tk.02 (two) Lac as invited by Uttaran without any earnest money (EM) and performance guarantee (PG). For limited and press tender, you are to submit the EM/ PG as will be asked (if any) in the tender invitation for bids (IFB).

Uttaran will retain your Enlistment Fee (If any) during the period of enlistment and will return on expiry with deduction if any due to some non- performance.

As proof of your acknowledgement of this letter please sign below & return a copy for our record. In case of any changes in address, telephone & person in contract, please inform us immediately.

Thanking you.

For Uttaran

Director

Acceptance from the vendor
For and on behalf of
(Company seal Signature)

Name of the CEO/MD/Proprietor
Telephone No -

E-mail –


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ANNEXURE – 6: TENDER FORM

UTTARAN

Notice for New Enlistment of Firms and renewals

Sealed Applications are invited from the bona-fide suppliers/Manufacturers/Sole agents/Distributors/ Whole sellers/Contractors/Procurement providers for enlistment with Uttaran in the following categories for the period from to.....

Group-A: Printing, Stationery & General Suppliers /Vendors:

A-1: Printing, Publications & Design Vendors

A-2: Office Stationery items

A-3: Cleaning, Grocery & toiletries Items

A-4: General Supplier: Training / Project materials like Rain Coat, banner, electrical fittings, Instrument and appliances, calculators etc.

Group-B: Photocopiers, Training Aids, Computers, Printers, Communication tools Home appliances and IT related appliances:

B-1: Distributors for branded Computer, Printer and its related accessories including toner.

B-2: Accessories for Computer and Printer (Details list of items are to be submitted with application).

B-3: Suppliers of Computer Network items and its Installation and maintenance

B-4: Computer licensed Software supply, Installation and maintenance

B-5: Distributor for Photocopiers and its accessories including toner.

B-6: Training Aids: Suppliers of Training aids like Camera, Video Camera, Multimedia, Projector, OHP, OHP screen and its accessories etc.

B-7: Communications: Sole agents for Radio (Wireless) sets, PABX Systems and Intercoms including installations and maintenance, Supplies of Telephone sets, Mobile Telephone sets and its accessories.

B-8: Home appliance: Supply installation and maintenance of Air Conditioner (Window & Split type) Fridge, washing machine, Oven Gas cooker etc.

Group-C: Motor Vehicle, Motor Cycle and its spare parts:

C-1: Sole Agent for Toyota Vehicles and Honda Motor Cycles


C-2: Spare parts for Motor Vehicles including Windshields & Glass Materials

C-3: Spare parts for Motor Cycles/ motor vehicles



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C-4: Car paints, Polishing and Hardware materials

C-5: Sole Agent/Suppliers for Tires, Tube & Flaps for Motor Vehicles and Motor Cycles

C-6: Recondition engines and spare parts

C-7: Miscellaneous Workshop: Denting, Paintings, Vulcanizing, Machine shop, Pump servicing, motor tailors, light repair, welding shop etc.

Group-D: Construction, Maintenance and Furnishing Work:

D-1: Class –I Office furniture

D-2: Class-II Steel, Wooden and other furnishers

D-3: Maintenance Contractor for Electrical, Thai Aluminum, Wooden works & Interior decoration.

Group-E: Miscellaneous Services: Surveyor, Advertising Firm, Transport services, cleaning and Security services, TVC, documentary, media etc.

E-1: Advertising firm: For Newspapers: Commission/Discount rate should be submitted. For production of documentary audio-visual, TVC etc.: Work experience is must. (Documents to be submitted).

E-2: Micro bus/ Jeep / Car for rent etc.

E-3: Cleaning and Security Service Company.

Group-F: Training Venue:

F-1: Venue for Training/Workshop/Conferences including accommodation and food supplies:

The following documents are to be submitted with the application:

- a) Valid Trade License, VAT Registration, TIN Certificate (Mandatory).
- b) Experience/performance certificate as supplier from any reputed organizations along with a list of its present customers with their telephone number, e-mail, fax number etc. (Mandatory).
- c) Sole Agency/dealership/distributorship certificate and their price list of products (If any).
- d) Name of the Proprietor/Partner/Managing Director, CEO and the key person with business address, telephone/fax number, e-mail (if any), must be enclosed with the application.
- e) Uttaran prescribed vendor information form duly filled-up.
- f) Money receipt as evidence of purchasing enlistment schedule from Uttaran (If any).


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Renewals of firms:

Those who are already enlisted for the year are required to submit the above documents.

Other information:

Enlistment form & schedule may be collected from procurement department, Uttaran, Tala, Satkhira, during office hours (9.00 a.m. to 5.00 p.m.) from to

..... Applications along with required supporting documents/papers must be dropped positively by(date) in the "**Enlistment Application Box**" which would be kept in ground floor from(date). The authority reserves the right to accept/reject any or all applications partially or wholly without assigning any reason whatsoever. For further and more information please contact with Procurement Section.

Women Entrepreneurs are encouraged

Director

Uttaran


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