

The Earth Society

Registered Office: House # 147 (level-3), Road # 01, Baridhara DOHS, Dhaka

Tender# TES/EARN/ALL/FURN/2026/09.01

Date: 07.09.2026

Tender Document For the Supply and Delivery of Office and Training Furniture under the (EARN) Project

1. TENDER SCHEDULE & KEY INFORMATION		
a.	Date of commencement of Tender Document (available on The Earth website)	September 07, 2026
b.	Last date, time and address for receipt of Tender Document	September 15, 2026 till 11:00am The Earth Society- Procurement Section House # 147 (level-3), Road # 01, Baridhara DOHS, Dhaka Phone: 01320473177 , tender@theearthbd.org
c.	Date and time of technical bids opening	September 15, 2026, till 12pm
d.	Place of opening of technical bids	Procurement Committee House # 147 (level-3), Road # 01, Baridhara DOHS, Dhaka
e.	Address for Communication	1.b
f.	Contact to Bidders	Interested bidders can contact for any queries to info@theearthbd.org containing following information, Name of Company, Contact person, Mailing address, Telephone No. or email address or mobile No. Etc.

Note: Technical bids will be opened in presence of the bidders' representative who chooses/authorized to attend. Participation is not mandatory.

2. ELIGIBILITY CRITERIA OF THE BIDDER

(In accordance with Bangladesh Laws & Procurement Guidelines)

To be considered responsive, the bidder must submit valid copies of the following mandatory documents:

1. **Trade License:** Up-to-date valid Trade License (FY 2026–2027).
2. **e-TIN Certificate:** Active e-TIN Certificate along with proof of Income Tax Return submission for the latest assessment year.
3. **VAT/e-BIN Registration:** 13-digit valid e-BIN Certificate.
4. **National ID (NID):** Copy of NID of the Proprietor / Managing Director / Authorized Signatory.
5. **Financial Standing:** Bank Solvency Certificate / Bank Statement for the last 6 months issued by a scheduled bank in Bangladesh.
6. **Past Experience:** Proof of experience in successfully supplying furniture to NGOs, UN agencies, Govt. departments, or corporate bodies (Minimum 1 Work Order worth **BDT 2 Lac** or higher in the last 3 years).
7. **Non-Blacklisting Declaration:** Self-declaration on official letterhead stating that the firm is not blacklisted by any Government or Non-Government entity.
8. **Verification & Background Check (Anti-Terrorism Screening):**
The Purchaser (*The Earth Society*) shall conduct mandatory **Anti-Terrorism / Anti-Money Laundering (AML)** screenings on the Bidder/Supplier, its proprietors prior to the award of contract or issuance of any Purchase Order

9. Absolute Prohibition of Terrorist Financing & Illegal Funding:

The Bidder/Supplier warrants and certifies that neither the entity nor any of its affiliates, directors, officers, or partners are involved, directly or indirectly, in terrorist activities, money laundering, terrorist financing, or any illegal financial transactions prohibited under the **Anti-Terrorism Act, 2009 (and its amendments)** of Bangladesh, or designated on any national/international counter-terrorism sanction lists (including UN, OFAC, and NGO Affairs Bureau databases)

3. SCOPE OF SUPPLY & TECHNICAL SPECIFICATIONS

All items must be delivered to the designated project field locations across Bangladesh as detailed below:

Specification	Delivery Location	Sample Picture	UoM	Unit	Unit Price	Total Amount
Desk Application: Workstation -4 Siter Dimension: Length 96", Depth 48", Height 30", Top Partition Board Height 12" Top: 25 mm Water resistant Strong laminated board. Others: 16 mm Water resistant Strong laminated board. Edging: 1 mm PVC Edging. Drawer Lock: Yes	Pabna: Chatmohar-1, Pabna Sadar-1, Santhia-1, Sujanagar-1 Mymensingh: Trishal-1, Kalmakanda-1, Kendua-1, Netrokuna Sadar-1, Purbadhola-1 Rangamati: Barkal & Belaichhari -1, Kawkhali-1, Kaptai-1 Bagerhat: Morelganj-1 Khulna: Dumuria-1, Dighalia-1, Rupsa-1 Narail: Lohagara-1, Sathkhira: Sathkhira Sadar-1, Shyamnagar-1, Tala-1		Each	20		
Urban Visitor Chair: Body: Made of best quality fiber plastic frame with mash fabrics. Seat: Best Quality 18mm thick Gorjon Plywood. Seating Height 18 Inches. Foam: Made of best quality Semi Rubber Foam. Base: Made of SS chrome based.	Pabna: Chatmohar-4, Pabna Sadar-4, Santhia-4, Sujanagar-4 Mymensingh: Trishal-4, Kalmakanda-4, Kendua-4, Netrokuna Sadar-4, Purbadhola-4 Rangamati: Barkal & Belaichhari -4, Kawkhali-4, Kaptai-4 Bagerhat: Morelganj-4 Khulna: Dumuria-4, Dighalia-4, Rupsa-4 Narail: Lohagara-4, Sathkhira: Sathkhira Sadar-4, Shyamnagar-4, Tala-4		Each	80		

Plastic Chair W/O Arm (Stick), Material: PP, Dimension CM: 52 X 37 X78, Attractive design, High-quality product	Pabna: Chatmohar-3, Pabna Sadar-3, Santhia-3, Sujanagar-3 Mymensingh: Trishal-3, Kalmakanda-3, Kendua-3, Netrokuna Sadar-3, Purbadhola-3 Rangamati: Barkal-3, Kawkhali-3, Belaichhari-0, Kaptai-3 Bagerhat: Morelganj-3 Khulna: Dumuria-3, Dighalia-3, Rupsa-3 Narail: Lohagara-3, Sathkhira: Sathkhira Sadar-3, Shyamnagar-3, Tala-3		Each	60		
Table and Chair Set for Trainers Table Dimension: Length- 24"Depth - 18", Height- 30" Chair Dimension: Length- 18",Depth - 16",Seating Height - 16", Height- 30" Table Top:: 16 mm Laminated board Others Place:16 mm Laminated board. Board Edging:1mm edging. Frame: Made of mighty mild steel Metal Paint: Powder coating heat paint.	Pabna: Chatmohar-12, Pabna Sadar-12, Santhia-12, Sujanagar-9 Mymensingh: Trishal-6, Kalmakanda-3, Kendua-6, Netrokuna Sadar-9, Purbadhola-6 Rangamati: Barkal & Belaichhari-3, Kawkhali-3, , Kaptai-3 Bagerhat: Morelganj-12 Khulna: Dumuria-9, Dighalia-6, Rupsa-6 Narail: Lohagara-9, Sathkhira: Sathkhira Sadar-12, Shyamnagar-6, Tala-6		Set	150		
Classroom Chair Material: PP, Metal Frame-MS Dimension (LxWxH): 71x46x80 cm Attractive design High-quality product Durable product Origin: Bangladesh	Pabna: Chatmohar-360, Pabna Sadar-360, Santhia-360, Sujanagar-270 Mymensingh: Trishal-180, Kalmakanda-90, Kendua-180, Netrokuna Sadar-270, Purbadhola-180 Rangamati: Barkal & Belaichhari-90, Kawkhali-90, Kaptai-90 Bagerhat: Morelganj-360 Khulna: Dumuria-270, Dighalia-180, Rupsa-180 Narail: Lohagara-270, Sathkhira: Sathkhira Sadar-360, Shyamnagar-180, Tala-180		Each	4500		

White Board Deli EV900 Wall Mounted White Board 90 x 120 x 1.5 cm	Pabna: Chatmohar-12, Pabna Sadar-12, Santhia-12, Sujanagar-9 Mymensingh: Trishal-6, Kalmakanda-3, Kendua-6, Netrokuna Sadar-9, Purbadhola-6 Rangamati: Barkal & Belaichhari -3, Kawkhali-3, Kaptai-3 Bagerhat: Morelganj-12 Khulna: Dumuria-9, Dighalia-6, Rupsa-6 Narail: Lohagara-9, Sathkhira: Sathkhira Sadar- 12, Shyamnagar-6, Tala-6		Each	150		
Delivery and loading/unloading	Pabna: Chatmohar, Pabna Sadar, Santhia, Sujanagar Mymensingh: Trishal, Kalmakanda, Kendua, Netrokuna Sadar, Purbadhola Rangamati: Barkal & Belaichhari, Kawkhali, Kaptai Bagerhat: Morelganj Khulna: Dumuria, Dighalia, Rupsa Narail: Lohagara, Sathkhira: Sathkhira Sadar, Shyamnagar, Tala					

4. MANDATORY LEGAL & CONTRACTUAL CLAUSES

(Governed by Public Procurement Regulations & Contract Act 1872 of Bangladesh)

1. **Two-Envelope System:**

- Bidders must submit their proposals in two separate sealed inner envelopes marked clearly as “**Envelope A: Technical Proposal**” and “**Envelope B: Financial Proposal**”. Both envelopes must be enclosed within one main **sealed outer** envelope addressed to the Procurement Committee.
- **Company Letterhead & Authentication: Both the Technical Proposal and Financial Proposal must be printed on the official Company Letterhead.** Each page of both proposals must be duly signed by the Authorized Representative of the company and stamped with the official Company Seal. Proposals without proper signature, company seal, or letterhead will be subject to immediate rejection.
- **Deadline for Submission: September 15, 2026, on or before 11:00 AM.**
- **Physical Hard Copy Submission:** Drop the sealed main tender package directly into the Tender Box at the following address:

The Procurement Committee

The Earth Society

House # 147, Road # 01, Baridhara DOHS, Dhaka-1206, Bangladesh.

- **Electronic Submission (if applicable):** Send technical and financial proposals via email to tender@theearthbd.org before the deadline.
- 2. **Pricing & Taxes:**
Quoted prices must be in Bangladeshi Taka (BDT) and **inclusive of all applicable Government Taxes (AIT), VAT and packaging.**
- 3. **Statutory Deduction at Source (AIT & VAT):**
The Purchaser shall deduct applicable statutory Income Tax (AIT) and Value Added Tax (VAT) at source from all payments as per the Income Tax Act 2023 and VAT & Supplementary Duty Act 2012, and deposit the same to the Govt. Treasury.
- 4. **Lot-Wise Order & Payment Schedule:**
 - **PO Issuance:** Separate Purchase Orders (POs) will be issued lot-wise according to project implementation schedules.
 - **Payment:**
 1. **1st Partial:** After approval of all the samples, **40% Payment (net of Tax/VAT)** will be paid by Account Payee Cheque.
 2. **Final Payment:** The remaining **60% balance payment** will be made **150 days** after complete delivery, inspection, and final acceptance.
- 5. **Liquidated Damages (Penalty for Delay):**
If the supplier fails to deliver within the specified schedule in the Purchase Order, a penalty rate of **0.5% per week of delay** (up to a maximum ceiling of **10%** of total PO value) will be deducted from the invoice.
- 6. **Inspection & Rejection:**
The Purchaser reserves the right to perform pre-shipment or site inspections. Any item failing to meet the required quality, dimensions, or technical specifications will be rejected and must be replaced at the supplier's own cost within 7 days.
- 7. **Price Negotiation:**
Prices submitted in the Financial Proposal shall generally be considered final and firm throughout the validity period of the tender. Notwithstanding The Earth Society, Purchase Committee / Procurement Committee reserves the explicit right to initiate price negotiations with the selected/technically qualified Bidder regarding the Unit Price of any or all items prior to the issuance of any Purchase Order (PO) or Contract Award. If the Purchase Committee deems the quoted rates to be higher than prevailing market rates or budget allocations, the PO shall be issued based on the mutually agreed revised unit prices finalized during such negotiations. All other terms, conditions, and technical specifications shall remain unaffected.
- 8. **Right to Accept or Reject:**
 - The Purchaser reserves the right to accept or reject any or all tenders, split the order into multiple lots, or annul the procurement process at any stage without incurring any liability to the affected bidder(s).

- The Purchaser (*The Earth Society*) reserves the absolute right to omit, remove, increase, or reduce the quantity of any item(s) listed in the Schedule of Requirements at the time of contract award, PO issuance, or during the execution of the contract, without changing the unit rates quoted by the Bidder/Supplier.

9. **Governing Law & Dispute Resolution:**

This procurement process shall be governed by the laws of Bangladesh. Any dispute arising out of or in connection with this tender shall be resolved amicably, failing which it shall be referred to arbitration in Dhaka under the **Arbitration Act 2001**.