

Permanent Address: DCCI Building (3rd Floor), 65-66 Motijheel C/A, Dhaka – 1000

Temporary Address: 5th Floor, 9/G, Motijheel C/A, Dhaka – 1000

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Tender Evaluation Committee (TEC) Terms of Reference (TOR) for

1. Introduction:

This document sets out the roles and responsibilities of the Tender Evaluation Committee (TEC) of CMSF. It provides guidance on the committee's purpose, roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements

2. Role of the Tender Evaluation Committee:

The Tender Evaluation Committee has been established to examine and evaluate submitted bids as well as give recommendations in respect of the Tender of CMSF in accordance with Public Procurement Rules. It should outline the specific objectives of the committee or purpose to be achieved including requirements under governing legislation

3. Composition:

The Tender Evaluation Committee (TEC) shall be a functional committee established by the management of CMSF.

4. Purpose:

The committee shall support the board by cost-effectively acquire the necessary supplies from a list of efficient vendors who will deliver quality goods on time, abiding by the purchasing terms.

5. Secretarial and Meetings

- a. The Chairman of TEC shall select one of the committee members as secretary of the committee.
- b. In absence of the regular Chairman of NPC remaining members may elect one of themselves as Chairman for that particular meeting; the reason of absence of the regular Chairman will duly be recorded in the minutes of the said meeting.

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- c. The TEC will conduct several meetings to evaluate submitted bids.
- d. The Chairman of TEC may convene any emergency meeting if he deems necessary or upon request by any member of the committee.
- e. Quorum of the meeting of TEC shall be constituted in presence of either two members or two-third of the members of the committee, whichever is higher.
- f. The proceedings of the meeting of the TEC shall duly be recorded in the minutes of the meeting and such minutes shall be confirmed in the next meeting.
- g. Every meeting should be conducted inclusively with the members to maintain confidentiality.

6. Responsibilities:

- Evaluate the bids using the criteria stated in the solicitation documents.
- Prepare Evaluation Report
- Recommend in the report which bidder should be awarded the contract
- Maintain confidentiality throughout the process

7. Reporting Authority

- a. TEC shall be responsible and accountable to the management.
- b. The minutes of the meeting of the TEC shall be furnished to the management within 3 (three) days of confirmation.
- c. The evaluation report should be submitted to the procuring entity or NPC
- d. TEC shall perform their duties as per the terms of reference (TOR) as determined by the management from time to time.

8. Future Scope:

TEC will examine and evaluate submitted bids as well as give recommendations in respect of any tender of CMSF which will be published.