



ADVERTISEMENT FOR ENLISTMENT AT SMC ENTERPRISE LIMITED

Reference No. and dated	SMC EL/Enlistment/01/2025 11 February 2025
Category of goods & services	1) Raw Materials (Local & Import), 2) Packaging Materials (Local & Import), 3) Printing & Packaging, 4) Computer & Computer Accessories, 5) Outdoor Advertising, 6) Promotional Gift Items, 7) General Order Supplier (Tour & Travel Agency, Freight Forwarder, CNF, Insurance Company, Gift & Stationary Items, etc.), 8) Advertising Agency (i.e. Creative, Media Buying, Events & Activations, Digital Media Buying) 9) Research Agency, 10) Training/HR Development Organization, 11) Vehicle Maintenance/Engineering Work Shop
Duration of Enlistment	02 Years
Schedule collection date, time, and place	Schedule will be available at www.smc-bd.org to be downloaded and printed free of cost from 11 to 23 February 2025
Application dropping place, date, and time	Potential vendors are invited to submit sealed envelope with application and necessary business documents into Tender Box at SMC Tower, Level 1, 33 Banani C/A, Dhaka-1213 from 11 to 23 February 2025 within 10.00 am to 5.00 pm. Category of goods & services should be mentioned on top of the envelope. SMCEL reserves the right to accept or reject any or all application(s) without conveying any reason whatsoever

N.B: Already enlisted suppliers have to apply in this procedure

**Deputy Managing Director (Operations), SMC Enterprise Limited
SMC Tower, 33 Banani C/A, Dhaka. Phone: +88-02-222275074-80**

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Date: 11.02.2025

Subject: Invitation for Enlistment at SMC Enterprise Limited

Invitation for the enlistment of different items under different groups, i.e., 1) Raw Materials (Local & Import), 2) Packaging Materials (Local & Import), 3) Printing & Packaging, 4) Computer & Computer Accessories, 5) Outdoor Advertising, 6) Promotional Gift Items, 7) General Order Supplier (Tour & Travel Agency, Freight Forwarder, CNF, Insurance Company, Gift & Stationary Items, etc.), 8) Advertising Agency (i.e. Creative, Media Buying, Events & Activations, Digital Media Buying) 9) Research Agency, 10) Training/HR Development Organization, 11) Vehicle Maintenance/Engineering Work Shop (detailed category breakdown given in Annexure A) under terms and conditions set forth herein below will be received by DMD, Operations, SMC Enterprise Limited up to **23.02.2025** as described in **Annexure A, Annexure B & Annexure C** for the period of **two (02) years**.

1. The full set of forms prescribed by SMC Enterprise Limited is available on the website www.smc-bd.org or can be collected from the Supply Chain Management (SCM) Division (Level 9, 33 Banani C/A, Dhaka-1213, Bangladesh) free of cost on all working days from 11.02.2025 to 19.02.2025 between 10.00 am and 3.00 pm.
2. Application should be **submitted by 23.02.2025** with FULL SET OF FORMS duly filled **at SMC EL Tender Box in 1st Floor Lobby (Reception)** on all working days of the SMC Enterprise Limited between 10.00 am to 3.00 pm. In the top of the envelope must mention 'Application for Supplier Enlistment' and Category (as mentioned above). **Incomplete and incorrect applications will not be considered.**
3. The enlistment committee will check all the required documents (**as per Annex – B**) and shortlist the potential suppliers for physical verification.
4. Upon receipt of a satisfactory report from the enlistment committee, the qualified suppliers in each category will be enlisted subject to management approval of SMC Enterprise Limited for a period of 02 years.
5. The enlisted suppliers will be officially notified regarding the enlistment and undergo a periodic performance monitoring and evaluation process. Failure to maintain the requisite performance criteria will lead to cancellation of enlistment.
6. Enlistment does not mean that tenders will be limited to the enlisted suppliers only. However, it will be ensured that whenever such tender is invited, it will be floated in the SAP/mail/web portal www.smc-bd.org for the interested tenders of that particular group, and they can also quote for that particular item.
7. Multiple Category enlistment is allowed. However, all the necessary documents must be submitted for an assessment of whether the vendor is eligible for such enlistment.
8. The Supplier (s) who do not have an active email address and telephone (cell phone) in their office premises need not apply.
9. Any attempt to persuade will result in disqualification from the enlistment process.
10. SMC ENTERPRISE LTD. reserves the right to accept or reject any or all applications for enlistment without assigning any reason. Upon mutual consent, the enlistment may be extended for a further agreed period.

On behalf of SMC Enterprise Limited



Supplier Category Details:

- 1) Raw Materials (Local & Import)
 - a. Pharmaceuticals
 - b. FMCG
 - c. Reagents/Chemical/QC/PD Lab Items
- 2) Packaging Materials (Local & Import)
 - a. Pharmaceuticals (PVC/PVDC Film, Printed Sachet Foil, Printed Blister Foil, Bottom Foil, etc.)
 - b. FMCG
- 3) Printing & Packaging for Pharmaceuticals and FMCG Category (Local):
 - a. Primary Packaging: Plastic Cap, Printed Blister Foil, Printed Alu. Sachet, PVC/PVDC Film, PET Bottle, HDPE Bottle, etc.
 - b. Secondary Packaging: Inner Carton, Dispenser, Leaflet/Insert, Plastic Dropper, Plastic Measuring Cup, etc.
 - c. Tertiary Packaging: Corrugation/Master/Shipping Carton, Gum Tape, Plastic Hanger for Pharma, etc.
 - d. Promotional Packaging: Diary, Calendar, Dangler, Show Card, Prescription Pad, Sticker, Paper Bag, Poster, Catalogue, etc.
- 4) Computer & Computer Accessories
- 5) Outdoor Advertising (Billboard, Neon Sign, Wall Paint, Transit Advertising, etc.)
- 6) Promotional Gift Items (Ball Pen, Plastic Items, Leather & Rexene Items, Electronic Appliances, Kitchen Appliances, Glassware Items, Ceramic Items, Food Items, Cosmetics Items, Toiletries Items or any other gift items)
- 7) General Order Supplier
 - a. Freight Forwarder
 - b. CNF
 - c. Insurance Companies
 - d. Tour & Travel Agency, etc.
- 8) Advertising Agency
- 9) Research Agency
- 10) Training/HR Development Organization
- 11) Vehicle Maintenance/Engineering Work Shop

Required Document List (Local):

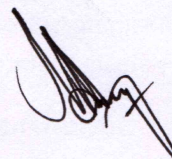
- I. Current Trade License
- II. ETIN
- III. Income Tax Certificate/Tax Acknowledgement Receipt (Updated)
- IV. Press Declaration Certificate (for printing & packaging)
- V. Bank Solvency Certificate/BG/PG
- VI. Performance Certificate from 3 Organizations (Buyer)
- VII. BIN/VAT Registration Certificate
- VIII. Company Profile
- IX. List of Machinery (if applicable)
- X. List of Manpower
- XI. List of Clients with Contact Information

Required Document List (Foreign):

- I. Current Trade License/Trade Registration Documents/Business License
- II. Income Tax Certificate/Tax Acknowledgement Receipt/TIN



- III. Manufacturing License from a Competent Authority
- IV. Bank Solvency Certificate
- V. Performance Certificate from 3 Organizations (Buyer)
- VI. Export Registration Certificate from Competent Authority
- VII. Company Profile (Company's History, Management, Production Capacity etc.)
- VIII. List of Machinery (If applicable)
- IX. List of Clients with at least three contact info (home and abroad)
- X. Source Validation Certificate from Bangladesh Drug Administration (If applicable)
- XI. Quality Certification from any reputed certifying body (GMP Certificate/ISO Certificate/USFDA Certificate)

A handwritten signature in black ink, consisting of several overlapping, stylized strokes, located in the lower right quadrant of the page.

SMC ENTERPRISE LTD.
Supply Chain Division

Enlistment checklist for Group No.....
Item category.....

Date:

Annex –B

Company Name				
Address				
Phone No				
Contact Person				
Mobile No				
E-mail				
SL No.	Description	SMC EL's Requirement	Submitted documents by the Applicants/Supplier's	
			Yes	No
01	Company Profile	Document to be submitted		
02	Copy of valid and up-to-date Trade License	Document to be submitted		
03	Copy of VAT registration Certificate	Document to be submitted		
04	Bank statement for the last 6 months	Document to be submitted		
05	Tax Clearance Certificate/Tax Acknowledgement Receipt (updated)	Document to be submitted		
06	Organization Space:	Please mention the actual		
	a) Office Space	Min. 200 Sft.		
	b) Ware House (if applicable)	Min. 300 Sft.		
07	Experience in relevant field	Min.03 years		
08	Membership of the Association of Relevant Sector			
09	List of Man Power with experience and qualification	Document to be submitted		
10	Client lists with Address & Contact number	Document to be submitted		
11	Two copies of purchase order /Contract sample as per value more than 10 lac of last 01 Year (similar items) (if applicable)	Document to be submitted		
12	Business Nature	To be mentioned		
13	Whether enlisted in other offices or not (If any)	Document to be submitted		
14	Any history of litigation or pending litigation.	To be mentioned		
15	Enlistment with SMC	To be mentioned		
16	Press Declaration Certificate (where applicable)			

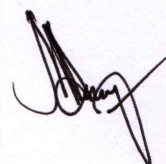
Applicants Signature with stamp:

Date :

General Terms & Conditions

The enlisted suppliers will comply with the general procurement policy/guideline available at www.smc-bd.org. However, key performance parameters are outlined below.

- I. SMC Enterprise Limited procurement department will float the RFQ among the potential suppliers and received offers will be evaluated by the SMC EL management comprehensively.
- II. During tendering, the unit and total price of all the items should be quoted both in figures and in words. Any overwriting or erasing must be initialed. Vendors must not quote items that are not readily available for supply.
- III. Order will be awarded to the technically accepted financial lowest bidder(s).
- IV. If the party on contract fails to supply any/or all items within the stipulated date mentioned in SMC ENTERPRISE LTD's purchase order, then SMC ENTERPRISE LTD. will cancel the purchase order to purchase the goods from the following technically accepted bidder (s).
- V. All samples must be passed through and approved as per SMC Enterprise Ltd's QC policy. Any deviation regarding quality or conformance to the required specification will not be entertained. Any item found below the standards specified or inferior to the sample/ specification provided with the price quotation shall be rejected and the rejected materials should be taken back by the supplier without delay at his own cost and management. Repetition of attempts to supply sub-standard materials might lead to cancellation of the enlistment and debarment from participation in any tender in the future.
- VI. Required materials brought for delivery shall be examined, weighed, counted, and measured as deemed necessary by persons authorized by SMC ENTERPRISE LTD.
- VII. Three copies of Challan should be submitted to the receiving officer/mention delivery point at the time of delivery of goods starting with the purchase/work order number and date. The receiving officer will sign the challan and return copies to the party.
- VIII. Payment will be made through cheque/BEFTN within 45 days after submitting the complete and corrected invoice. Income TAX & VAT will be deducted at source as per Govt. rules.
- IX. Neither party should be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts of God, fires, floods, wars, or any other causes directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.
- X. Regardless of cause, Tenders submitted late (i.e. after the dropping deadline) would not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.
- XI. Vendors should promptly notify the SMC ENTERPRISE LTD. the procurement department of any ambiguity, inconsistency, or error that they may discover upon examination of a tender document.
- XII. Unless otherwise stated, all prices and payments must be made in BDT.
- XIII. "English" shall be the language of all tender/ bid documents.
- XIV. The decision of the management of SMC ENTERPRISE LTD. will be final in case of any dispute between the firm regarding the contract.



We do hereby accept the above terms and conditions.

Applicants Signature :
Date :
Name & address of the Supplier :
(In block letters)
Contact Person Name :
Designation :
Telephone No :
Cell Phone :
E-mail address :

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.A very faint, light-colored handwritten mark or signature in the bottom left corner of the page.