

INSTRUCTION TO THE BIDDER (ITB)

Ref:

- A. BBL/Proc/RFQ/Y18/386
- B. BBL Procurement Policy 2017

Dated: November 26, 2018

Subject: Request for Quotation for Re-evaluation of Lands of BRAC Bank Limited.

Dear Sir:

BRAC Bank Limited invites proposals for the **Re-evaluation of Lands** mentioned in the RFQ from reputed Companies having experience in this field.

General Terms and Conditions:

1. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations. Purchaser shall also possess the right of cancelling the bid at any point based on internal management decision.
2. **Bid Submission/ Closing Date:** The bidder will submit the technical offer by **06:00 P.M- November 29, 2018** in the email: **tender@bracbank.com** .The submission timeline of commercial offer will be shared later.
3. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
4. **Point of Contact:**
 - i. For technical issues please communicate with Abdur Razzaque, contact no : +8801713090106

Addresses of the lands:

SL #	Name	Address	Land/ spaces
1	Gazipura Land	RS Khatian No # 180 & 186 RS Dag No # 227, 228, 226 & 248 CS Khatian no # 20 & 4 CS Dag No # 150, 151 & 152	1.59 2/5 Akor
2	Sat Mosjid Land	66, Sat Mosjid Road, Dhaka	08 Katha & 14.50 Chatak
3	Sylhet Millinium Center	Millennium Shopping Complex Holding # 5380, Ward # 14 Jallarpar Road Zindabazar, Sylhet	462 sft

Commercial Terms and Conditions:

1. **Price and VAT and Tax:** The quoted price should include applicable withholding Tax and VAT. The rate of VAT should be mentioned in the quotation
2. **Delivery Place:** The Bidder will deliver the product to the Purchaser at Anik Tower on the Agreed Date of Delivery.
3. **Warranty:** N/A
4. **Work Completion Timeline/Delivery Timeline:** The supplier have to deliver the product within 07 days from the date of Work order issuance.
5. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in **clause no 4, in failure 1%** of total contract value will be deducted for each Week delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.
6. **Payment Terms:** Payment will be made after successful completion of delivery of ordered product) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank Limited (IT Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
7. **Bid Bond/ Performance Bond:** Bank may ask for as and when necessary