

Agent Banking Booklet

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Md. Ehsanuzzaman Riyad**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Phone
 Fax
 E-mail **ehsanuzzaman.riyad@bracbank.com**

When submitting your response, include the following information.

Your Company Name	
Company Site (<i>Optional</i>)	
Address	
Contact Details	
Response Valid Until (<i>Optional</i>)	

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1 Overview

1.1 General Information

Title	Agent Banking Booklet	Outcome	Purchase Order
Buyer	Md. Ehsanuzzaman Riyad		
E-Mail	ehsanuzzaman.riyad@brac bank.com		

Introduction

1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. Quoted price must include delivery and other installation charges.
3. Delivery lead-time must be mentioned in the offer.
4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.
5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.
6. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 3 (Three) days from the date of rejection.
7. This price will be valid for reordering same quantity up to December 31, 2020.
8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.
9. Complete proposal/offer must be signed with date by the authorized representative of the company
10. BRAC Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only. 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

1.2 Schedule

Preview Date		Open Date	14-Nov-2020 11:24:26
Close Date	15-Nov-2020 11:00:20	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation ControlsResponse Visibility **Blind****Lines Settings**Rank Indicator **1,2,3...**Ranking Method **Price only****1.4 Response Rules***This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line

1.5 Terms

Payment Terms
 Shipping Method
 Negotiation Currency **BDT (Taka)**

Freight Terms
 FOB

Price Precision **2**

2 Requirements

**Response is required*

Specification:

Booklet Size-8.50"x 11.25"

Cover

Paper-300 GSM Art Card

Color-4, Both side Print

Terms & Conditions:

- Computer proof to be submit within 01 working day after receiving the design file.
- Machine proof to be submit within 01 working day after computer proof approval.
- Final delivery to be done within 02 working day after machine proof approval.

Inner

Paper-150 GSM Art Paper

Color-4, Both side Print

Page-28 without Cover & Back cover

Binding- Pin

3 Lines

Instructions Vendors are requested to fill in the price in the table 'Response Price' field.

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Agent Banking Booklet	700	PC				

3.2 Line Details**3.2.1 Line 1 Agent Banking Booklet**

To provide an alternate line, see appendix.

Category Name	OPEX.STATIONERY .CONSUMABLE	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	BKOPS00000	Alternate Line Provided	
Allow Alternate Lines	Yes	Location	House No. 220/B Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH
Requested Date			
Start Price (BDT)			

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

<p style="text-align: center;">Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i></p>	<p>Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.</p>
<p style="text-align: center;">Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i></p>	
<p style="text-align: center;">Alternate Line Description</p>	
<p style="text-align: center;">Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i></p>	
<p style="text-align: center;">Response Quantity</p>	
<p style="text-align: center;">UOM</p>	
<p style="text-align: center;">Promised Date</p>	
<p style="text-align: center;">Note to Buyer</p>	