

Request for Quotation (RFQ) for "Outward Mail Register & Inward/Outward Mail Register" of BRAC Bank Ltd.

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **shakil.ahmed@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	RFQ for "Outward Mail Register & Inward/Outward Mail Register" of BRAC Bank Lt		
Buyer	Shakil Ahmed	Outcome	Purchase Order
E-Mail	shakil.ahmed@bracbank.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, 2021.
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	11-Jul-2021 11:34:11
Close Date	Award Date	

Time Zone **Bangladesh Time**

1.3 Negotiation Controls

Response Visibility **Blind**

Lines Settings

Rank Indicator **1,2,3...**

Ranking Method **Price only**

1.4 Terms

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

Freight Terms
FOB

Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
Annexure-1 (Scope of work)200	File	

2 Requirements

**Response is required*

Dated: July 10, 2021

Subject: Request for Quotation (RFQ) for "Outward Mail Register & Inward/Outward Mail Register" of BRAC Bank Ltd.

Dear Sir:

BRAC Bank Limited invites Technical and/or Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Offset Lithography, Flexography, Digital Printing, Large Format ,Screen Printing ,3D Printing sectors.

Please check following attached files for detail scope and instruction for your response

A) Annexure 1: Scope of work

GENERAL TERMS AND CONDITIONS:

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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.
2. **Bid Submission/ Closing Date:** The bidder has to submit their Technical bid in BBL Fusion Portal by **1:00 PM July 12, 2021** (Bangladesh Standard Time). Vendor will submit Commercial proposal only. The Purchaser reserves the right to reject any Offer submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. **Quotation Validity:** The Quotation shall be valid for minimum One Twenty (120) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.
4. **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.**
5. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below

6. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mail with the following documents TO: enlistment@bracbank.com CC: **Shakil Ahmed** <shakil.ahmed@bracbank.com>; **Ariful Haque** <a.haque@bracbank.com>; **Farzana Haque** <farzana.haque@bracbank.com> by email: (Mail size Should not exceed 10 MB)
- Trade License/Certificate of Incorporation
 - TIN Certificate
 - BIN Certificate
 - Bank Solvency/Bank Statement
 - Company profile
 - Contact persons :Name, Mobile no, Email Address

7. **Point of Contact:**

Technical & commercial Issues:

Shakil Ahmed, Contact No: 01730098000

Ariful Haque, Contact No 01713350233

8. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

9. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BBL standard and expectation, the particular bid may be negotiated with most suitable vendor(s) or may be floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BBL need/expectation the best.

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COMMERCIAL TERMS AND CONDITIONS:

1. **Price and VAT and Tax:** The quoted price must include carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding Tax and VAT, which shall be deducted during payment as per Government rules and regulations.

2. **Delivery Place & Time:** The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

3. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in **failure 5% 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.

4. **Payment Terms:** No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the bank. 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 (Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BBL will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.

5. Bank Reserves right to conduct 2nd or multiple rounds of bid if deemed necessary.

6. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

7. Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.

EVALUATION CRITERIA: 0/ Single Stage Commercial Evaluation

The participants shall be evaluated based on commercial offer only.

Guidelines on Fusion Participation Contingencies

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Please ensure that your Internet connection is stable and fast.
2. Please log in the Fusion portal 30-60 minutes before the auction to confirm that you can log in successfully. In case of any issues, please mail to procurement concerned person immediately.
3. You are also advised to keep an alternative device (phone/laptop, etc.) in case there is any issue with your current device

4. In case of any browser issue, you are suggested to restart the browser (and PC, if needed) or clear cache memory of browser. In case the issue remains, please mail to procurement concerned person immediately.
5. For any technical difficulty or issue, please take a screenshot and mail to Procurement concerned before the bidding is over. No verbal request, mail without proof (screenshot) or communication after bidding is over may not be taken under consideration.
6. In case of technical difficulty that prevents one or more bidders from participating successfully, the bid may be cancelled and held at a later time. However, any technical difficulty, issues, lack of understanding, etc., arising from bidder's end shall not be entertained.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank Ltd.

3 Lines

Instructions Vendors are requested to fill in the price in the table 'Response Price' field.
There may be multiple orders throughout 2021 at the same price level.
The specs are as follows:

Item Name: Outward Mail Register (for Branch)

Quantity: 50 pcs

Specification: Size: 8.20" x 13", Paper: Laser paper 70 GSM (Bashundhara/ Partex),
300 page=1 book, Quality Binding.

Item Name: Inward/Outward Mail Register (for Unit Office)

Quantity: 50 pcs

Specification: Size: 8.20" x 13", Paper: Laser paper 70 GSM (Bashundhara/ Partex),
304 page=1 book, Quality Binding.

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Out ward Mail Register (for Branch)	50	PC				
2-Inward/Outward Mail Register (for Unit Office)	50	PC				

3.2 Line Details**3.2.1 Line 1 Out ward Mail Register (for Branch)**

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**
.CONSUMABLE
 Item **REGGN00016**
 Allow Alternate Lines **Yes**
 Requested Date

Revision
 Alternate Line Provided ☐ Yes ☐ No
 Location **House No. 220/B**
Tejgaon Industrial

Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Start Price (BDT)

3.2.2 Line 2 Inward/Outward Mail Register (for Unit Office)

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**
.CONSUMABLE
 Item **FRMGN00092**
 Allow Alternate Lines **Yes**
 Requested Date

Revision
 Alternate Line Provided
 Location

☐ Yes ☐ No
House No. 220/B
Tejgaon Industrial
Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

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

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