

# RFQ for Secured OD Loan File

*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	<b>RFQ for Secured OD Loan File</b>		
Buyer	<b>Shakil Ahmed</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>shakil.ahmed@bracbank.com</b>		
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	<b>25-Jul-2021 15:47:02</b>
Close Date	<b>27-Jul-2021 12:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

**1.3 Negotiation Controls**Response Visibility **Blind****Lines Settings**Rank Indicator **1,2,3...**Ranking Method **Price only****1.4 Terms**

Instructions

Item Name: Secured OD Loan File

Quantity: 4,000pcs

Specification:

Size: W 8" X H 11" (When Closed), Size: W 16.4" X H 11.2" (When opened).

Cover Paper: 150 GSM Art Paper, 4 color print on both side,

Inner Paper: 100 GSM Indonesian or equivalent offset, Four color print both side

Number of sheet: 18, Page: 36 (Excluding cover and back),

Cutting: Die perforation on 02 sheets, Binding: Pin binding

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	Specification

## 2 Requirements

*\*Response is required*

Item Name: Secured OD Loan File

Quantity: 4,000pcs

Specification:

Size: W 8" X H 11" (When Closed), Size: W 16.4" X H 11.2" (When opened).

Cover Paper: 150 GSM Art Paper, 4 color print on both side,

### **Technical & commercial Issues:**

**Shakil Ahmed, Contact No: 01730098000**

**Ariful Haque, Contact No 01713350233**

Inner Paper: 100 GSM Indonesian or equivalent offset, Four color print both side

Number of sheet: 18, Page: 36 (Excluding cover and back),

Cutting: Die perforation on 02 sheets, Binding: Pin binding

### 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: Secured OD Loan File

Quantity: 4,000pcs

Specification:

Size: W 8" X H 11" (When Closed), Size: W 16.4" X H 11.2" (When opened).

Cover Paper: 150 GSM Art Paper, 4 color print on both side,

Inner Paper: 100 GSM Indonesian or equivalent offset, Four color print both side

Number of sheet: 18, Page: 36 (Excluding cover and back),

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#### Technical & commercial Issues:

Shakil Ahmed, Contact No: 01730098000

Ariful Haque, Contact No 01713350233

### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Secured OD Loan File	4,000	PC				

### 3.2 Line Details

#### 3.2.1 Line 1 Secured OD Loan File

*To provide an alternate line, see appendix.*

Category Name	<b>OPEX.STATIONERY</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>.CONSUMABLE</b>	Alternate Line Provided	
Allow Alternate Lines	<b>FILGN00004</b>	Location	<b>House No. 220/B</b>
Requested Date	<b>Yes</b>		<b>Tejgaon Industrial Area,</b>
			<b>Gulshan Link Road</b>
			<b>DHAKA 1208</b>
			<b>BANGLADESH</b>
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	