**Ref: BRAC BANK/Proc/RFQ/Y25/241; Auction 2000002869**

**Date: July 29, 2025**

**Subject:** **RFQ for Renovation of HOD Cubical at Anik Tower Level 11 for BRAC Bank PLC.**

**Dear Sir,**

BRAC Bank PLC. (hereinafter referred to as “BRAC BANK”) invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experience in Interior and Construction work.

Please check the following attached files for detailed scope and instructions for your response

1. Annexure 1: BOQ

The utmost care in preparing the bid documents from the bidder end is expected.

**GENERAL TERMS AND CONDITIONS:**

1. **Purchaser’s Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offers 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 bidders are requested to send their commercial offers by live auction for participating in the commercial Bid on **July 30, 2025; 11:00:00– 12:30:00 in BRAC Bank Fusion Portal.**

The commercial bid will be a reverse auction for BRAC BANK Fusion Portal with the Auto Extension feature (if a new lowest price is received, the bid time will extend by 10 minutes from that offer) with the interested vendors. 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.

1. **Quotation Validity:** The Quotation shall be valid for a minimum of One Twenty (120) calendar days from the Quotation submission/ bid closing date. However, during the tendering process, if asked by the Bank, the bidder shall be prepared to extend quotation validity.
2. **Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as “Disqualification” to attend to the bidding.**
3. Vendors must submit the filled up and signed (by minimum CXO or Director level) ‘Supplier Relationship Declaration Form’ attached below.
4. **Point of Contact:**

**Technical Issues: Noman Ahmed; e-mail:** **noman.ahmed@bracbank.com**; **Mobile: 01787692251; Shamshara Doulatana; email :** [**shamshara.doulatana@bracbank.com**](mailto:shamshara.doulatana@bracbank.com) **; +8801713 481185**

**Commercial Issues: Ashraf Hossain Bhuiyan; e-mail:** [**ashrafhossain.bhuiyan@bracbank.com**](mailto:ashrafhossain.bhuiyan@bracbank.com) **Mobile: 01847196341or Abu Jafar Al Mamun 01711296184**

1. After quoting a price in Oracle Fusion (BRAC Bank ERP system), the bidder must submit a breakdown of the price through the mail by **July 31, 2025; 17:00:00.** If ERP/system price does not match with breakdown price, then BRAC BANK will consider ERP/system price as a final one. BRAC BANK also reserves the right to disqualify the vendor if prices differ.
2. If the procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BRAC BANK standards and expectations, the bid may be negotiated with the most suitable vendor(s) or maybe floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BRAC BANK need/expectation the best.

**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 the instructions of the BRAC BANK Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in the vendor’s offer.
3. **Liquidated Damages for Delay:** The Bidder must complete the entire work within the stipulated period as mentioned in clause no 2, in failure 5% of the total contract value will be deducted for each Week’s delay but the Penalty will be considered pro-rata basis. The bank will not consider any delay in delivery unless due to force majeure (Natural, Political, Government or other similar factors that are out of the control of the participant).
4. **Payment Terms:** No Advance shall be paid for the supply of Products and Goods. However, on special occasions, such as for services and special products, an advance may be provisioned based on a discussion between the supplier/service provider and the BRAC BANK. Payment will be made upon submission of the bill with work order and original challan which is duly signed by authorized personnel of BRAC BANK (IT Person’s Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BRAC BANK 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 requests are subject to BRAC BANK Policy and Management approval.

The Payment Schedule is mentioned as follows,

Phase-01 20% payment after completion of 25% project works.

Phase-02 20% payment after completion of 50% project works.

Phase-03 20% payment after completion of 75% project works.

Phase-04 30% payment after completion of 100% project works.

Phase-05 10% payment after 1 year from work completion.

1. Bank reserves the right to conduct 2nd or multiple rounds of the bid if deemed necessary.
2. BRAC BANK reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at the import stage.

**EVALUATION CRITERIA:**

**O 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. Participants must ensure redundancy with alternate internet connection (broadband/mobile data)
2. Advised to quote best possible offer at the earliest instance
3. Any technical malfunction, if faced, must be captured in a screenshot and mailed to responsible procurement personnel immediately. Any communication without the screenshot or done after the bid is over shall not be entertained.
4. If said malfunction/technical difficulties is not validated by BRAC BANK Technology Team from system records, it will not be entertained.
5. In case of failure of the bidder to continue full time during the bidding, the latest quote offered by the bidder during the bidding process shall be taken into account.
6. If similar technical difficulty is not reported by more than 2 bidders, BRAC BANK management reserves the discretion to ignore or accept the complaints/reports.
7. Any technical difficulty occurring due to participant’s technical issue or their lack of understanding or following the manual properly shall not be taken into account.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank PLC. .

**ফিউশন বিডিং অংশগ্রহণ ও ত্রুটি সংক্রান্ত যোগাযোগ নীতিমালা**

১. বিকল্প ইন্টারনেট সংযোগ (ব্রডব্যান্ড / মোবাইল ডেটা) দিয়ে নিরবিচ্ছিন্ন ইন্টারনেট সংযোগ নিশ্চিত করতে হবে

২. নিজ কোম্পানির সর্বনিম্ন মূল্যের প্রস্তাবটি সিস্টেমে সর্বাগ্রে প্রদান করার পরামর্শ দেওয়া হল।

৩. যে কোনও প্রযুক্তিগত ত্রুটির মুখোমুখি হলে অবশ্যই সেটির স্ক্রিনশট গ্রহণ করে ততক্ষণিক ভাবে ব্যাঙ্কের প্রকিউরমেন্ট ডিপার্মেন্টের কাছে ইমেইল ​করতে হবে। উল্লেখ্য, স্ক্রিনশট ব্যাতিত কোন অভিযোগ আমলে নেয়া হবেনা। বিড এর জন্য বরাদ্দ নির্দিষ্ট সময়সীমা শেষ হওয়ার কোন অভিযোগ গ্রহণযোগ্য না।

৪. যদি উল্লেখিত ত্রুটি / প্রযুক্তিগত সমস্যাগুলির যথার্থতা ব্যাঙ্কের আইটি ডিপার্মেন্ট দ্বারা যাচাইপুর্বক নিশ্চিত করা না যায়, তবে সেগুলো গ্রহনযোগ্য হবে না।

৫. দরদাতা যদি বিড চলাকালীন পুরো সময় ধরে অংশগ্রহন অব্যাহত রাখতে ব্যর্থ হয় তবে বিড চলাকালীন সময়ে উক্ত দরদাতা কর্তৃক প্রদত্ত সর্বশেষ অফারটিকে বিবেচনায় নেওয়া হবে।

৬. যদি দুইয়ের অধিক অংশগ্রহনকারী দরদাতাদের একই রকম প্রযুক্তিগত অসুবিধার অভিযোগ উত্থাপন না করেন, তবে ব্যাংক কর্তৃপক্ষ এ সঙ্ক্রান্ত অভিযোগ / প্রতিবেদনগুলি উপেক্ষা বা গ্রহণ করার বিবেচনা সংরক্ষণ করেন।

৭. অংশগ্রহণকারীদের নিজস্ব কম্পিউটার কিংবা ইন্টারনেট সংযোগের প্রযুক্তিগত সমস্যার কারণে বা ম্যানুয়ালটিকে সঠিকভাবে অনুসরণ না করার কারণে যে কোন সমস্যার সম্মুখীন হলে তা বিবেচনায় নেওয়া হবে না।

আপনাদের সার্থক অংশগ্রহণ কামনা করছি।

ধন্যবাদান্তে

প্রকিউরমেন্ট ডিপার্ট্মেন্ট

জেনারেল সার্ভিস ডিভিশন

ব্রাক ব্যাংক লিঃ

**[To be printed on vendor’s letterhead]**

**Supplier’s Relationship Declaration Form**

Date:

**BRAC Bank PLC.**

Anik Tower (1st Floor), 220/B, Tejgaon I/A

Tejgaon Gulshan Link Road,

Dhaka-1208

Bangladesh

Attention :

RFQ Title :

RFQ Ref. No. :

1. Please state if the <……………………………………… > has any relationship to BRAC Bank PLC. (BRAC BANK) employees. The list must, as a minimum, include the following persons in your company:

* Major shareholder(s) or owner(s) of the company.
* Member(s) of the management team.
* Other person(s) involved in answering this RFQ.
* Other key person(s).

□ **YES**  □ **NO** (In such case skip section 2)

1. Relationships that must be described should, as a Minimum, cover the following:

* Family and relatives.
* Friends.
* Business partners in outside company.
* BRAC BANK employees who have an ownership in your company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Supplier’s Employee(s)** | **Position in Supplier’s Company** | **Name of BRAC BANK Employee** | **Position in BRAC BANK** | **Type of Relationship** |
|  |  |  |  |  |
|  |  |  |  |  |

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature :

Name of the Signatory :

Title of the Signatory :

Name of the Company :

Date :

E-mail Address :

Phone No. :

*Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with BRAC Bank PLC. .*