**Ref: BRAC BANK/Proc/RFQ/Y25/290 (2000002931)**

**Dated: 09 September 2025**

**Subject: Request for Quotation (RFQ) for Lifts (Passenger, Car, and Disable Lift) (Supply & installation) for Data Centre Building Dhanmondi Ref no: BRAC BANK/Proc/RFQ/Y25/290 (2000002931)**

**Dear Sir:**

BRAC Bank PLC invites, Technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in same type of jobs.

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

1. Annexure 1: Technical BOQ
2. Annexure 2: Participation Manual
3. Annexure 3: Drawing
4. Annexure 4: Evaluation Sheet & vendor response
5. Annexure 5: Draft Agreement

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

**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.
2. **Technical bid Submission/ Closing Date:** The Technical offer shall be submitted through BRAC Bank Fusion Link <https://eega.fa.ap1.oraclecloud.com/> within 30 September 2025: 4:00 PM (Bangladesh Standard Time). The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. Price shall be collected later after completion of technical evaluation. The Purchaser reserves the right to change the Time schedule at any time.
3. **Quotation Validity:** The Quotation shall be valid for 365 calendar days from the Quotation submission/ closing date.
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. **Pre-bid meeting**:

Date & time: 18/09/2025, 11 am

Location: BRAC Bank Head Office Anik Tower Tejgaon I/A Level -3

Instruction: Vendors are requested to visit project site before pre-bid meeting.

1. **Point of Contact:**

**Commercial or Oracle Issues**: Abu Jafar Al Mamun, Manager, Procurement Email: [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com), 01711296184

Or Reezwan Ahmed- Senior Manager, Procurement, email: [reezwan.ahmed@bracbank.com](mailto:reezwan.ahmed@bracbank.com), 01711296157

Site visit / Technical issue:

Site Address: (Mandatory site visit before Pre-bid)

66 (New), 766 (old)

Satmosjid Road

Dhanmondi

Dhaka

* Site Engr: Md. Amir Sohel
* Cell No: 01303 609199
* Visit Time: 11 am to 3 pm (Sunday to Thursday)

**Project In-charge and Technical Contact**: Mohammad S. Doulatana

Cell No : 01713481185 (Available banking days during office hours)

1. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BRAC BANK 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 BRAC BANK need/expectation the best.

**COMMERCIAL TERMS AND CONDITIONS:**

1. **Payment Terms**

* **Option -1 :** Local Payment: All prices shall be including VAT & Tax (deducted at time of payment). Project should be considered as turnkey.
* **Option -2:** 
  + For Foreign part, LC/importation shall be done by BRAC Bank PLC.
  + Local part: All other job like LC documentation, customs clearance, installation testing commission shall be done by awarded vendors. The quoted price must include applicable withholding Tax and VAT.

1. **Performance Guarantee:** Awarded vendor must submit a 10% Bank Guarantee of the ordered value which shall be returned after one year from the date of completion of project with an application to Head of Procurement.
2. **Delivery Place:** The Bidder will deliver the product as per instruction of BRAC BANK contact person, on the Agreed Date of Delivery.
3. BRAC Bank PLC reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

**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 Ltd.

**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.*