

*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 TARA Welcome Pack		
Buyer	Shakil Ahmed	Outcome	Purchase Order
E-Mail	shakil.ahmed@bracbank.com		
Introduction	<ol style="list-style-type: none"><li>1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.</li><li>2. Quoted price must include delivery and other installation charges.</li><li>3. Delivery lead-time must be mentioned in the offer.</li><li>4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.</li><li>5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.</li><li>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.</li><li>7. This price will be valid for reordering same quantity up to December 31, 2021.</li><li>8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.</li><li>9. Complete proposal/offer must be signed with date by the authorized representative of the company</li><li>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</li></ol>		

### 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>24-Aug-2021 17:30:00</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**

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	Scope of work
ITB -2000000799.docx	File	ITB

## 2 Requirements

*\*Response is required*

Quantity: 5,000 pcs

Specification:

Size: 12" x 11.4" (Open size)

Paper: 300 gsm Art Card

Print: 4 Color Print One Side with MATT Lamination

Both Side Tape Pasting

Window with Poly Pasting

Making: Di Cutting, perforation with envelop making

### 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:

Quantity: 5,000 pcs

Specification:

Size: 12" x 11.4" (Open size)

Paper: 300 gsm Art Card

Print: 4 Color Print One Side with MATT Lamination

Both Side Tape Pasting

Window with Poly Pasting

Making: Di Cutting, perforation with envelop making

### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-TARA Welcome Pack	5,000	PC				

### 3.2 Line Details

#### 3.2.1 Line 1 TARA Welcome Pack

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY  
.CONSUMABLE  
PADNT00001**  
Item  
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)

DRAFT

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