

**RFQ for Cash Sorters' dress for BRAC Bank Ltd.**

DRAFT

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Md. Monjurul Alam**  
 Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**  
  
 Phone  
 Fax  
 E-mail **monjurul.alam@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 Cash Sorters' dress for BRAC Bank Ltd.</b>		
Buyer	<b>Md. Monjurul Alam</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>monjurul.alam@bracbank.com</b>		
Introduction	<p>1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.</p> <p>2. Quoted price must include delivery and other installation charges.</p> <p>3. Delivery lead-time must be mentioned in the offer.</p> <p>4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.</p> <p>5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.</p> <p>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 10 (Ten) days from the date of rejection.</p> <p>7. This price will be valid for reordering same quantity up to December 31, 2021</p> <p>8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.</p> <p>9. Complete proposal/offer must be signed with date by the authorized representative of the company</p> <p>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</p>		

### 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>01-Sep-2021 16:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility	<b>Blind</b>
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### Lines Settings

Rank Indicator	<b>1,2,3...</b>
Ranking Method	<b>Price only</b>

**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- Cash	File	
ITB -Cash Sorters' dress.docx	File	
Fusion Manual(vendor).docx	File	Fusion Manual

## 2 Requirements

*\*Response is required*

DRAFT

Ref: BBL/Proc/RFQ/Y21/202 (2000000808)

Dated: August 29, 2021

**Subject: Request for Quotation (RFQ) for Cash Sorters' dress for BRAC Bank Ltd.**

Dear Sir:

BRAC Bank Limited invites proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in pulp & paper Industry.

**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 Commercial bid in BBL Fusion Portal by **4:00 PM September 01, 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 Three Sixty Five (365) 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 mailing the following documents by **September 01 ,2021-2:00 PM** - TO: enlistment@bracbank.com **CC: Monjurul Alm <Monjurul.alam@bracbank.com>; Ariful Haque <a.haque@bracbank.com>; by email:** (Mail size Should not exceed 10 MB)
  - a. Trade License/Certificate of Incorporation
  - b. TIN Certificate
  - c. BIN Certificate
  - d. Bank Solvency/Bank Statement
  - e. Company profile
  - f. Contact persons :Name, Mobile no, Email Address
7. **Point of Contact:** Monjurul Alam-8801712027287

8. 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:**

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**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 2<sup>nd</sup> 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: Commercial offer**

The final selection will be done on the basis of commercial bid.

## **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

Sl	Item Description		Qu
1	As per Sample	Shirt	15
		Pants/trouser	15
2	Tailoring Cost	Shirt and Pants/trouser	15

Vat &amp; Tax: All prices should be inclusive of VAT &amp; Tax.

**3.1 Line Information**

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Shirt-Gray Color	152	PC				
2-Pants- Blue Color	152	PC				
3-Shirt and Pants Making Cost	152	PC				

**3.2 Line Details****3.2.1 Line 1 Shirt-Gray Color***To provide an alternate line, see appendix.*

Category Name **OPEX.STATIONERY**  
**.CONSUMABLE**  
 Item **GFTIT00005**  
 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)

**3.2.2 Line 2 Pants- Blue Color***To provide an alternate line, see appendix.*

Category Name	<b>OPEX.STATIONERY</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>.PRINTING-</b>	Alternate Line Provided	<b>House No. 220/B</b>
Allow Alternate Lines	<b>PROMOTIONAL</b>	Location	<b>Tejgaon Industrial</b>
Requested Date	<b>GFTIT00032</b>		<b>Area,</b>
	<b>Yes</b>		<b>Gulshan Link Road</b>
			<b>DHAKA 1208</b>
			<b>BANGLADESH</b>

Start Price (BDT)

**3.2.3 Line 3 Shirt and Pants Making Cost***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	<b>House No. 220/B</b>
Allow Alternate Lines	<b>GFTIT00042</b>	Location	<b>Tejgaon Industrial</b>
Requested Date	<b>Yes</b>		<b>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	