

RFQ for New open Desk installation work at Sepal Tower GF (Innovation lab)

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Ivy Rahman**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Phone
 Fax
 E-mail **ivy.rahman@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 New open Desk installation work at Sepal Tower GF (Innovation lab)		
Buyer	Ivy Rahman	Outcome	Purchase Order
E-Mail	ivy.rahman@bracbank.com		

1.2 Schedule

Preview Date		Open Date	09-May-2022 17:48:33
Close Date	10-May-2022 17:00:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
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Lines Settings

Rank Indicator	1,2,3...
Ranking Method	Price only

1.4 Terms

Instructions

Ref:BBL/Proc/RFQ/Y22/167; 2000001242

Date: May 09, 2022

Subject: RFQ for New open Desk installation work at Sepal Tower GF (Innovation lab) for BRAC Bank Ltd.

Dear Sir:

BRAC Bank Limited (hereinafter referred to as "BBL") invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experience in Construction and Interior works.

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

- a) Annexure 1: Instruction to Bidder
- b) Annexure 2: BOQ for tables
- c) Annexure 2: Layout of Innovation Lab

Address:

Sepal Tower:

247, 248 Bir Uttam Mir Shawkat Sarak, Dhaka 1208

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

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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.

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2. **Bid Submission/ Closing Date:** Commercial bid will be conducted through RFQ in BBL Fusion Portal. The bid should be submitted within **10 –May -2022, 6 PM** with the Auto Extension feature (if a new lowest price is received, the bid time will extend by 10 minutes from that offer).

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 a minimum One Twenty (120) 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 the 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 to ivy.rahman@bracbank.com by 09-May-22; 6:00 PM 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:**

Technical Issues: Name: Md. Nazrul Islam; e-mail: nazrulislam.idp@bracbank.com; Mobile: 01730052011

Commercial Issues: Ms. Ivy Rahman; e-mail: ivy.rahman@bracbank.com; Mobile: 01729063952

8. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

9. 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 labour 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 the BBL 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 has to 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 Penalty will be considered pro-rata basis. 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 BBL. Payment will be made after successful completion of delivery of the ordered product) and upon submission of the bill with work order and original challan which is duly signed by authorized personnel of BBL (IT 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 requests are subject to BBL Policy and Management approval.

The payment Schedule is mentioned as follows,

- Phase 1: 30% to be paid after completion of 30% of project works.
- Phase 2: The running bill of 30% amount of the total project cost will be paid after 60% of the Project works.
- Phase 3: Rest 40% will be paid as Final Bill after deducting 10% as Security Money & withholding VAT & AIT. 10% Security Money will be paid after 12 months from the date of handing over the project.

5. Bank Reserves the right to conduct 2nd or multiple rounds of the bid if deemed necessary.

6. BBL reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at the import stage.

7. Any Terms/Conditions in Bidders' offer contradictory to this Instruction to Bidder (ITB) may lead to disqualification.

EVALUATION CRITERIA:

EVALUATION CRITERIA: Two-Stage Techno-Commercial Evaluation and Scoring:

The final selection will be done by the Technical and Price Negotiation Committee on the basis of combined Techno-commercial scoring. The total score will be arrived at by integrating the Technical Scores and Commercial Scores (separately for each unit) assigning 50% weightage to Technical Score and 50% weightage to Commercial Score

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for the award of the contract

Technical Evaluation Criteria:

Previous experience outside BBL (H/O)	Previous experience (BBL-Head Office work)	TAT (Turnaround Time)/ Fulfill a request	Technical know-how	Interior Project Volume	Resource strength	The capacity of Project Implementation	
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10	15	10	5	10	15	10	
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Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Freight Terms
FOB

Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
innovation Lab OPT 1.pdf	File	
Innovation Lab.xlsx	File	
ITB-2000001241.pdf	File	

2 Lines

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-New open Desk installation work at Sepal Tower GF (Innovation lab)	1	JOB				

2.2 Line Details

2.2.1 Line 1 New open Desk installation work at Sepal Tower GF (Innovation lab)

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.
RENOVATION
OTHER**

Item **FORNO00000**

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
68,000.00**

Start Price (BDT)

Target Price (BDT)

3 Appendix: Alternate Lines

3.1 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.

3.2 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	