

Ref: BBL/Proc/RFQ/Y22/168; 2000001245

Date: May 10, 2022

Subject: RFQ for New Desk Installation for New Joiner of Asset & ROC Operations Department 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

Address:

Anik Tower

220/B, Bir Uttam Mir Shawkat Sarak, Bir Uttam Mir Shawkat Sarak, Dhaka 1208

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 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 bidders are requested to send their commercial offers by live auction for participating in the commercial Bid on **11-May 2022 (11:00 AM – 12:30 PM)** in BBL Fusion Portal.  
  
The commercial bid will be a reverse auction for BBL 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.
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](mailto:ivy.rahman@bracbank.com) by 10-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](mailto:nazrulislam.idp@bracbank.com); Mobile: 01730052011

**Commercial Issues:** Ms. Ivy Rahman; e-mail: [ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com); Mobile: 01729063952

- 8. After quoting price in Oracle Fusion (BRAC Bank ERP system), the bidder has to submit a breakdown of the 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.

**COMMERCIAL TERMS AND CONDITIONS:**

- 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 2<sup>nd</sup> 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	Instant Support service	Communication	Bank Solvency Certificate	TOTAL WITH WEIGHTAGE
10	15	10	5	10	15	10	10	5	10	100

### **Guidelines on Fusion Participation Contingencies**

Dear Participants

Please see below precautionary guidelines regarding submission of the bid through Fusion Portal:

1. Participants must ensure redundancy with an 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 BBL 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, BBL 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 ক্রটি 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 ক্রটির মুখোমুখি হলে অবশ্যই সেটির স্ক্রিনশট গ্রহণ করে ততক্ষণিক ভাবে ব্যাঙ্কের প্রকিউরমেন্ট ডিপার্টমেন্টের কাছে ইমেইল করতে হবে। উল্লেখ্য, স্ক্রিনশট ব্যাতিত কোন অভিযোগ আমলে নেয়া হবে না। বিড এর জন্য বরাদ্দ নির্দিষ্ট সময়সীমা শেষ হওয়ার কোন অভিযোগ গ্রহণযোগ্য না।
৪. যদি উল্লেখিত ক্রটি / প্রযুক্তিগত সমস্যাগুলির যথার্থতা ব্যাঙ্কের আইটি ডিপার্টমেন্ট দ্বারা যাচাইপূর্বক নিশ্চিত করা না যায়, তবে সেগুলো গ্রহণযোগ্য হবে না।
৫. দরদাতা যদি বিড চলাকালীন পুরো সময় ধরে অংশগ্রহণ অব্যাহত রাখতে ব্যর্থ হয় তবে বিড চলাকালীন সময়ে উক্ত দরদাতা কর্তৃক প্রদত্ত সর্বশেষ অফারটিকে বিবেচনায় নেওয়া হবে।
৬. যদি দুইয়ের অধিক অংশগ্রহণকারী 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 ডিপার্টমেন্ট  
জেনারেল সার্ভিস ডিভিশন  
ব্রাক ব্যাংক লিঃ

[TO BE PRINTED ON VENDOR'S LETTERHEAD]

## SUPPLIER'S RELATIONSHIP DECLARATION FORM

Date:

**BRAC Bank Limited**

Anik Tower (1<sup>st</sup> 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 Limited (BBL) 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)

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

- Family and relatives.
- Friends.
- Business partners in outside company.
- BBL employees who have an ownership in your company.

Name of Supplier's Employee(s)	Position in Supplier's Company	Name of BBL Employee	Position in BBL	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 Limited.*