

Request for Quotation (RFQ) for the Supply and Maintenance of ATM (20 units) and RCDM (50 units)

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **reezwan.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 ATM and RCDM**
Buyer **Reezwan Ahmed**
E-Mail **reezwan.ahmed@bracbank.com**
Introduction

Ref: BBL/Proc/RFQ/Y22/342;

Dated: September 29, 2022

Subject: Request for Quotation (RFQ) for Supply and Maintenance of ATM: Automated Teller Machine (20 units) and RCDM: Real Time Cash Deposit Machine (50 units) for BRAC Bank Limited.

Dear Sir:

BRAC Bank Limited (hereinafter referred as "BBL") invites Technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Banking and are OEM specialized partners.

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

- a) Annexure 1: Scope of Work & SLA

- b) Annexure 2: Draft Agreement (As a draft sample, for viewing only)
- c) Annexure 3: Draft Non-Disclosure Agreement(As a draft sample, for viewing only)
- d) Annexure 4: Manual for submitting proposal

Submission of above mentioned documents has got direct bearing on the technical scoring of the bidder. Hence utmost care in preparing the bid documents from 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:** The bidder has to submit their Technical offer in BBL Fusion Portal by EOD, 15 October, 2022 (**Bangladesh Standard Time**) at <https://eega.fa.ap1.oraclecloud.com/> .

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Vendor will submit technical proposal only. Commercial bid will be conducted through online bidding later. 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. Bidders may submit technical offers for Either ATM or RCDM or both. The file or folder name for the offered item must be clearly mentioned.
4. **Quotation Validity:** The Quotation shall be valid for 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.
5. **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.**
6. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below.
7. 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 reezwan.ahmed@bracbank.com and Farzana.haque@bracbank.com by 11 October, 2022 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

8. Point of Contact:

Technical Related Issues: Mr. A H M Javed Iqbal; Email: ahmjaved.iqbal@bracbank.com; Contact no: +8801787668279.

Commercial/Fusion Participation Related Issues: Mr. Reezwan Ahmed, Email: reezwan.ahmed@bracbank.com; Contact no: +8801711296157 or Ms. Farzana Haque, Email: farzana.haque@bracbank.com, contact no: +8801729063952

9. 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 or breakdown price, whichever is lower, as final one. BBL also reserves the right to disqualify the vendor if price differ.

10. 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 (Natural, Political, Government or other similar factors that are out of control of the participant).

4. **Payment Terms:** Payment will be made after successful completion of the job 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 request is subject to BBL Policy and Management approval. Details shall be provided in the price annexure shared with technically shortlisted bidders.

5. In case a vendor does not comply with the BBL mentioned payment terms or the offer validity, bank reserves the right to disqualify that offer.

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

7. Bank reserves the rights to call for all relevant papers e.g. production, import, take assistance from service provider regarding physical & Logical configuration etc.; for further clarification & or settlement of bill.

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

EVALUATION CRITERIA:

O Two Stage Techno-Commercial Evaluation and Scoring

The final selection will be done by the Technical and Price on the basis of combined Techno-commercial scoring as under:

The total score will be arrived at by integrating the Technical Scores and Commercial Scores (separately for each unit) assigning 70% weightage to Technical Score and 30% weightage to Commercial Score as under:

(Technical Score out of 100 x 70%) + (Commercial Score out of 100 x 30%).

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 award of contract.

1.2 Schedule

Preview Date

Open Date **29-Sep-2022 09:55:32**

Close Date **15-Oct-2022 23:59:59**

Time Zone **Bangladesh Time**

1.3 Negotiation Controls

Response Visibility **Blind**

1.4 Terms

Instructions

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 Clarification Date:** Vendor need to confirm their participation in bid by sending their expression of interest at email of Khaleda. kabir@bracbank.com by 25th January,2021. **Subject of email** will be "EOI for Firewall for Bangladesh Bank, Ref no BBL/Proc/RFQ/Y21/18".

3. **Bid Submission/ Closing Date: BBL shall send link for submitting technical proposal only to those vendor who Submits EOI.** Vendor will submit technical proposal only. Commercial bid will be conducted through online/live auction later. 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.

4. **Required Content and Structure of the Quotation:** The bidder shall submit soft copy of the **Technical Offer** through ERP.

5. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.

6. 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.

7. **Point of Contact:**

Technical Issues: Saiful Hoque Robin, mohammadsaiful.haque@bracbank.com, contact no: +8801713187775

Commercial Issues: Khaleda Kabir, khaleda.kabir @bracbank.com, contact no: -01844 048 111

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 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.

Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Freight Terms
FOB

Price Precision **2**

2 Requirements

**Response is required*

2.1 Section 1. Technical

*1. Please attach technical documents

Response attachments are required.
