

Ref: BBL/Proc/RFQ/Y19/43

Dated: March 25, 2019

Subject: Request of Quotation regarding UPC of Fire Control Panel System, Access Control System, Intruder/ Security Control System and CCTV Surveillance System for BRAC Bank.

Dear Sir,

BRAC Bank Limited invites financial proposals for **Fire Control Panel System, Access Control System, Intruder/ Security Control System and CCTV Surveillance System** mentioned in the RFP from reputed Companies.

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 Quotation shall be mail to the below mentioned address: tender@bracbank.com by **05:00 PM (Bangladesh Standard Time) April 09, 2019**. The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. **Required Content and Structure of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Head of Procurement" of BRAC Bank Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
 - iii. The bidder shall submit soft copy of the **Commercial Offer and Technical Offer** (on the Company Letterhead of the bidder) through e-mail. **The subject of the e-mail containing "Quotation regarding UPC of Fire Control Panel System, Access Control System, Intruder/ Security Control System and CCTV Surveillance System for BRAC Bank Limited Ref No: BBL/Proc/RFQ/Y19/43" respectively.**
 - iv. Bidders can participate in any one of the particular jobs and/or all of the jobs.
4. If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial and Technical Offer. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit **List of Documents required for enlistment.**
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. For any kind of Technical query please contact with Mr. Sarowar Alam (+88 01730006236), Manager-Safety and Security, Brac Bank Ltd.

Terms and Conditions:

1. A formal AMC to be developed and maintained with all vendors for ATM routine checkup.
2. In case of any new installation of any product, the warranty period will be calculated from the activation date of the devices and the minimum tenure for warranty period will be 01 year. In this tenure if any trouble or damage took place with that device/system, then the service provider will have to fix the issue with immediate effect & no service charge will be paid for such services within the warranty period.
3. Within the following 15 days after any service, if the same problem raises again, then the service provider will have to attend the call again & fix the problem without charging any further service charges.
4. Post installation: Quarterly inspection of any new/ fresh devices to be done by the concerned vendor during the warranty period and feedback to be provided to the concerned team. During the interim period of warranty vendor will not be able to charge any amount for this checking purpose.
5. If any vendor attended any service related issue at any branch but failed to solve that completely or partially, then the vendor will not be able to claim any service charge on behalf of that service if the location is inside Dhaka metropolitan. But for outside of Dhaka Metropolitan, the vendor will be paid an amount as Honorarium which to be fixed by the proper authority concerned. Only after solving the issue the vendor can claim for service charges.

6. In case of new installation, the service charge can be claimed as 1 job for a single system. Demanding for device specific service charges will not be acceptable. Such as: (for CCTV system installation the total work will be considered as a single job but if the vendor fix "burglar & Seismic" panel then the vendor can claim for another service charge for the second system.
7. For fire extinguishers supply & refill, we need professional fire safety & support related service providers.
8. Vat & Tax: The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
9. Price Validity: Should be 12 months.
10. Liquidated Damages for Delay: The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 3, in failure 1% 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.
11. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery and installation as per scope) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (IT Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
12. The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.