

RFI for Smart Attendance and Access Control System Ref no: BBL/Proc/RFI/Y23/2 (2000001702)

DRAFT

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Abu Jafar Al Mamun**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

 Phone
 Fax
 E-mail **abujafaralmamun.30936@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	RFI for Smart Attendance and Access Control System Ref no: BBL/Proc/RFI/Y23/2 (
Buyer	Abu Jafar Al Mamun
E-Mail	abujafaralmamun. 30936@bracbank.com

1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	12-Feb-2023 15:00:00		
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
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1.4 Terms

Instructions

Ref: BBL/Proc/RFI/Y23/2 (2000001702)

Dated: 05 February 2023

Subject: Request for Information (RFI) for Smart Attendance and Access Control System Ref no: BBL/Proc/RFI/Y23/2 (2000001702).

Dear Sir:

BRAC Bank Limited invites technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Telco & Banking and are OEM specialized partners.

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

- a) Annexure 1 – Functional Scope
- b) Annexure 2 - Supplier Relationship Declaration Form

Submission of above mentioned documents (duly filled) has got direct bearing on the 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.

2. **Submission/ Closing Date:** Vendor will submit technical information to the link (<https://eega.fa.ap1.oraclecloud.com/>) by 3:00 PM 12 February 2023 (Bangladesh Standard Time). 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 One Twenty (120) calendar days from the Quotation submission/ closing date.

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. **Point of Contact:**

Commercial Issues: Abu Jafar Al Mamun, abujafaralmamun.30936@bracbank.com, contact no: 01711-296184

Any Functional issue: Syed Mahmud Hasan syedmahmud.hasan@bracbank.com, Senior Manager, HR Operations, Cell: 8801730077564

6. 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.

7. 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.

If you do not have BBL fusion ID please share the below company documents by 07 Feb 2023

Mandatory

1. Photocopy of Trade License
2. Photocopy of 13 digit BIN

3. Photocopy of TIN certificate
4. Company Profile

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Other Relevant Documents

4. Bank solvency certificate/documents such as Balance Sheet, Bank Statement etc.
5. Experience certificate if available
6. Details descriptions of products/services with catalogue/brochures if available
7. Existing Clients list
8. Organization Structure with the names of contact persons with contact details
9. Distribution Networks if available
10. Service Centers Networks if available
11. Manufacturer's Authorization Documents (if applicable)
12. Any other relevant documents

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Guidelines on Fusion Participation Contingencies

Dear Participants

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

1. Participants must Ensure redundancy with 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, bank 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 সর্বাপেক্ষে প্রদান করার পরামর্শ দেওয়া হল।
৩. যেকোনও প্রযুক্তিগত ক্রটির মুখোমুখি হলে অবশ্যই সেটির স্ক্রিনশট গ্রহণ করে ততক্ষণিক ভাবে ব্যাকের প্রকিউরমেন্ট ডিপার্টমেন্টের কাছে ইমেইল করতে হবে। উল্লেখ্য, স্ক্রিনশট ব্যতীত 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 ব্যাকের 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 সংক্রান্ত অভিযোগ / প্রতিবেদনগুলি উপেক্ষা করে গ্রহণ করার বিবেচনা সংরক্ষণ করেন।
৭. অংশগ্রহণকারীদের নিজস্ব কম্পিউটার কিংবা ইন্টারনেট সংযোগের প্রযুক্তিগত সমস্যার কারণে বা ম্যানুয়ালটিকে সঠিকভাবে অনুসরণ না করার কারণে যেকোন 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 (1st 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.

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

Freight Terms
FOB

Price Precision **2**

2 Requirements

**Response is required*

2.1 Section 1. Technical Offer

*1. Technical Offer

Response attachments are required.

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