BBL/Proc/RFQ/Y21/1

Dated: January 04, 2021

Subject: Request for Quotation for Stamp for BRAC Bank Limited.

Dear Sir:

BRAC Bank Limited invites financial proposals 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 **18:00 PM (Bangladesh Standard Time) January 14, 2021.** 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.

4. The bidder shall submit soft copy of the **Commercial Offer** (on the Company Letterhead of the bidder) through e-mail. The **subject of the e-mail containing ''Financial Offer for Stamp Ref No: BBL/Proc/RFQ/Y21/1''** respectively.

5. 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.*

6. **Quotation Validity:** The Quotation shall be valid for Three Sixty (360) calendar days from the Quotation submission/ closing date.

7. 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.

Commercial Terms and Conditions:

1. **Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.

2. **Delivery Place:** The Bidder will deliver or make the Services available to the Purchaser at Anik Tower, on the Agreed Date of Delivery.

3. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer.

4. If we could find any kind of fake Non judicial Stamp & Cartridge Paper, or Revenue Stamp then we would be able to take initiative as per Govt. rules and Bank reserves the right for outright rejection of the goods, which you will have to take back at your own cost and will need to be replaced with goods of acceptable quality within 03 days of the rejection date.

5. **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.

6. **Payment Terms: P**ayment will be made after successful delivery and subsequent submission of the bill along with photocopy of the work order photocopy of the VAT registration certificate (if applicable) and original challan, which is duly signed by authorized person & photocopy of **treasury challan** and the amount will be transferred to the vendor's BRAC Bank account. Delivery charge will be paid after successful delivery and subsequent submission of the bill along with received challan from user. In case of non-judicial stamp vendor may sub-contract.

7. **Price Submission:** The bidder shall have to submit the price as per attached Price Annexure.

8. **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.**