

Request for Quotation of Physical Security Service (Security Guard Service) for BRAC Bank Ltd

Submit your response to the following contact.

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

 Phone
 Fax
 E-mail **shakil.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 of Physical Security Service for BRAC Bank Ltd		
Buyer	Shakil Ahmed	Outcome	Contract Purchase Agreement
E-Mail	shakil.ahmed@bracbank.com		
Introduction	<p>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.</p> <p>2. Offer Validity: Submitted offer must remain valid at least for six (06) months.</p> <p>3. 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.</p>		

1.2 Schedule

Preview Date
 Close Date **20-Jun-2021 10:00:00**
 Time Zone **Bangladesh Time**

Open Date **09-Jun-2021 11:35:12**
 Award Date

1.3 Negotiation Controls

Response Visibility **Blind**

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Price only**

1.4 Terms

Agreement Start Date
 Agreement Amount
 (BDT)
 Payment Terms
 Shipping Method
 Negotiation Currency **BDT (Taka)**

Agreement End Date
 Freight Terms
 FOB
 Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
Annexure A-Pricing Format.xlsx	File	
Instruction to Bidder(physical	File	
Company Information.xlsx	File	
ATM Booth Security Services.xl	File	
Character of Security Guard.do	File	

2 Requirements

**Response is required*

Ref: BBL/Proc/RFQ/Y21/126

Dated: June 9, 2021

Subject: Request for Quotation of Physical Security Service for BRAC Bank Ltd.

Dear Sir,

BRAC Bank Limited invites financial proposals for "**Physical Security Service for BRAC Bank Ltd.**" mentioned in the RFP from reputed Companies.

General Terms and Conditions:

- 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 must be submitted through fusion: by **10:00 AM (Bangladesh Standard Time) June 20, 2021. Price must be Exclusive of VAT & Inclusive of TAX.**The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time

3. 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.***

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. For any kind of Technical query please contact with Mr. Sarowar Alam (+8801730006236), Senior Manager, Safety and Security, BRAC Bank Ltd.

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Terms and Conditions:

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

2. **Price Validity:** Price should be valid and fixed from 01 July 2021 to 30 June 2022.

3. **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. Necessary documents of VAT should be provided along with bills each time.

4. 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.

P.T.O

Terms & Conditions:

Company Should Comply With— A Guard should get following facilities:

- a) A guard must **not** perform duty more than **12 hours** per day.

- b) Guard should wear comfortable descent dresses/winter dress & required equipment's.
- c) Company must have training centre and guard should get minimum 15 days exclusive basic training.
- d) A guard must get minimum two days weekend per month
- e) 14 days annual leave (with pay).
- f) 7 days recreational leave (each after 3 years).
- g) 2 festival bonuses annually (Minimum 50% of the Basic Salary).
- h) Group insurance.
- i) Yearly salary increment.
- j) Periodical health check-up
- k) Salary in time.
- l) Guards should be above 20 years of age
- m) Educational qualification for the guards should be minimum class eight and for the Supervisors minimum SSC.
- n) Guards must be provided with comfortable resting place while off duty.
- o) Security guards' duties must be carried out in accordance with labor laws.
- p) Every year, the security guards' police clearances are need to be up to date by concern security Vendor Company.

2. VAT & AIT/TAX:

Mentioned price should be Exclusive of VAT and Inclusive AIT/TAX & which will be deducted at the source by BRAC Bank Limited as per Government rules.

3. Qualification of Guards

- a. Basic recruitment training.
- b. Firefighting.
- c. First aid.
- d. Crisis management.
- e. Handling and use of security equipment.
- f. Crowd management.
- g. Communication equipment e.g. wireless, megaphones, phones, GSM etc.
- h. Different alarm system e.g. seismic, burglar, motion, fire, panic, etc.

3 Lines

Instructions

Mentioned price should be Exclusive of VAT and Inclusive AIT/TAX & which will be deducted at the source by BRAC Bank Limited as per Government rules.

3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Security Guard (Monthly Charge 8 Hours Daily)	1	EA			
2-Female Guard (Monthly Charge 8 Hours Daily)	1	EA			
3-Security Supervisor (Monthly Charge 8 Hours Daily)	1	EA			
4-Security In Charge (Monthly Charge 8 Hours Daily)	1	EA			

3.2 Line Details**3.2.1 Line 1 Security Guard (Monthly Charge 8 Hours Daily)**

To provide an alternate line, see appendix.

Category Name	CAPEX.FURNITURE AND FIXTURES- OTHERS.RENOVATION OTHER		
Item	FORNO00003		
Allow Alternate Lines	Yes	Revision	
Target Minimum Release Amount (BDT)		Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Price (BDT)			

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.2 Line 2 Female Guard (Monthly Charge 8 Hours Daily)

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.RENOVAT
ION OTHER**

Item **FORNO00003**

Allow Alternate Lines **Yes**

Target Minimum Release Amount (BDT)

Start Price (BDT)

Revision

Alternate Line Provided ☐ Yes ☐ No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.3 Line 3 Security Supervisor (Monthly Charge 8 Hours Daily)

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.RENOVAT
ION OTHER**

Item **FORNO00003**

Allow Alternate Lines **Yes**

Target Minimum Release Amount (BDT)

Start Price (BDT)

Revision

Alternate Line Provided ☐ Yes ☐ No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.4 Line 4 Security In Charge (Monthly Charge 8 Hours Daily)

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.RENOVAT
ION OTHER**

Item **FORNO00003**

Allow Alternate Lines **Yes**

Target Minimum Release Amount (BDT)

Start Price (BDT)

Revision

Alternate Line Provided ☐ Yes ☐ No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line (Number and description of the negotiation line for which you have an alternative)	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number (Enter only numbers in sequence starting with 1 for every alternate line)	
Alternate Line Description	
Response Price (For a negotiation line with cost factors, enter your line price in the cost factors table)	
Response Minimum Release Amount	
Note to Buyer	

Price Breaks

If the negotiation line has price breaks which you are required to enter, then you must copy those price breaks for your alternate line. If they are optional, then you may propose price breaks in the space provided or on a separate sheet of paper.

Location	Quantity	Pricing Basis (Price/Discount Percentage)	Response Value	Start Date	End Date
