

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:

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 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.

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.

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.