

Request for quotation of Spiral Binding Machine for BRAC Bank Limited

Submit your response to the following contact.

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

Phone
 Fax
 E-mail **farzana.haque@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	Spiral Binding Machine for BBL	Outcome	Purchase Order
Buyer	Farzana Haque		
E-Mail	farzana.haque@bracbank.com		

1.2 Schedule

Preview Date		Open Date	21-Mar-2021 15:12:42
Close Date	23-Mar-2021 16:00:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
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Lines Settings

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

1.4 Terms

Payment Terms		Freight Terms	
Shipping Method			FOB
Negotiation Currency	BDT (Taka)	Price Precision	2

2 Requirements

**Response is required*

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

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

3. **Price Validity:** Till December 31, 2021.

4. **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.

5. **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.

6. 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.

3 Lines

Instructions

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Spiral Binding Machine	1	NO				

3.2 Line Details**3.2.1 Line 1 Spiral Binding Machine***To provide an alternate line, see appendix.*

Category Name	CAPEX.OFFICE EQUIPMENTS.SPIR AL BINDING MACHINE	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	OESBM00000	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Location	House No. 220/B Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH
Requested Date			
Start Price (BDT)			

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

<p style="text-align: center;">Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i></p>	<p>Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.</p>
<p style="text-align: center;">Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i></p>	
<p style="text-align: center;">Alternate Line Description</p>	
<p style="text-align: center;">Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i></p>	
<p style="text-align: center;">Response Quantity</p>	
<p style="text-align: center;">UOM</p>	
<p style="text-align: center;">Promised Date</p>	
<p style="text-align: center;">Note to Buyer</p>	