

Ref: BBL/Proc/RFQ/Y20/152

**Dated: October 14, 2020**

**Subject: Request for Quotation (RFQ) for UPC of Maintenance Items (AC, Generator, AVR, MCM, Photocopier, Electronics, Premises etc.) supply and service. Ref no: BBL/Proc/RFQ/Y20/152**

**Dear Sir:**

BRAC Bank Limited invites Technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in same type of jobs.

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

- a) Annexure 1: Instruction to bidder
- b) Annexure 2: BOQ of AC Maintenance
- c) Annexure 3: BOQ of Electronics Items Maintenance
- d) Annexure 4: BOQ of Generator and AVR Maintenance
- e) Annexure 5: BOQ of MCM Maintenance
- f) Annexure 6: BOQ of Photocopier Maintenance
- g) Annexure 7: BOQ of Premises Maintenance
- h) Annexure 8: List of Enlistment Documents
- i) Annexure 9: Supplier Relationship Declaration Form

Hence utmost care in preparing the bid documents from bidder end is expected.

**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](mailto:tender@bracbank.com) by 06:00 PM (Bangladesh Standard Time) October 28, 2020. 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. **Quotation Validity:** The Quotation shall be valid for two years 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:**

Functional Issues: Mr. Zakaria Kabir, Email: [zakaria.kabir@bracbank.com](mailto:zakaria.kabir@bracbank.com), Contact no: (01713110302)

Commercial Issues: Md. Ehsanuzzaman Riyad, Email: [ehsanuzzaman.riyad@bracbank.com](mailto:ehsanuzzaman.riyad@bracbank.com), Contact no: (01711296158)

6. 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 negotiated with most suitable vendor(s) or 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.

**COMMERCIAL TERMS AND CONDITIONS:**

1. **Price and VAT and Tax:** The quoted price must **include applicable withholding Tax and VAT.**
2. **Delivery Place:** The Bidder will deliver the product as per instruction of BBL contact person, on the Agreed Date of Delivery.
3. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in **failure 5% 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.
4. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.