

**Request for Quotation for UPC of Metal Drawer Unit for Cash Area and Cash Box for BRAC Bank Limited.**

DRAFT

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Abu Jafar Al Mamun**  
 Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**  
  
 Phone  
 Fax  
 E-mail **abujafaralmamun.30936@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>	

This document has important legal consequences. The information contained in this document is proprietary of BRAC Bank Ltd.. It shall not be used, reproduced, or disclosed to others without the express and written consent of BRAC Bank Ltd..

## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Schedule.....	4
1.3 Negotiation Controls.....	4
1.4 Terms.....	4
2 Requirements.....	5
3 Lines.....	6
3.1 Line Information.....	6
3.2 Line Details.....	6
3.2.1 Line 1.....	6
3.2.2 Line 2.....	7
4 Appendix: Alternate Lines.....	8
4.1 Instructions for Alternate Lines.....	8
4.2 Alternate Lines Template.....	8

## 1 Overview

### 1.1 General Information

Title	UPC of Metal Drawer Unit for Cash Area and Cash Box		
Buyer	Abu Jafar Al Mamun	Outcome	Purchase Order
E-Mail	abujafaralmamun.30936@bracbank.com		

### 1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	18-Jan-2022 15:00:00	Award Date	
Time Zone	Bangladesh Time		

### 1.3 Negotiation Controls

Response Visibility	Blind
---------------------	-------

### 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, 2022.
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

**Metal Drawer Unit for Cash Area:**

Specification: Size: 24"\* 18"\* 20"; 3 Drawer with Central Lock; 18/20 Gauge Foreign Steel Sheet; Spray Color Painting; Color: Ash

Unit Price (All Over Bangladesh including VAT & Tax):

**Cash Box:**

Specification: Size: 12"\* 18"\* 18"; Double Locking System; 18/20 Gauge Foreign Steel Sheet; Spray Color Painting; Color: Ash

Unit Price (All Over Bangladesh including VAT & Tax):

**3.1 Line Information**

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Metal Drawer Unit for Cash Area	1	PC				
2-Cash Box	1	PC				

**3.2 Line Details****3.2.1 Line 1 Metal Drawer Unit for Cash Area**

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE  
AND FIXTURES-  
WOODEN.TABLE**

Item **FWTBL00000**

Allow Alternate Lines **Yes**

Requested Date

Revision

Alternate Line Provided

Location

☐Yes ☐No

**House No. 220/B  
Tejgaon Industrial  
Area,**

**Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)

### 3.2.2 Line 2 Cash Box

*To provide an alternate line, see appendix.*

Category Name	<b>CAPEX.FURNITURE AND FIXTURES- OTHERS.SAFE</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>FOSAF00001</b>	Alternate Line Provided	<b>House No. 220/B</b>
Allow Alternate Lines	<b>Yes</b>	Location	<b>Tejgaon Industrial</b>
Requested Date			<b>Area,</b>
			<b>Gulshan Link Road</b>
			<b>DHAKA 1208</b>
			<b>BANGLADESH</b>

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

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 Quantity	
UOM	
Promised Date	
Note to Buyer	