

**RFQ for UPC of Tea & Green Tea Ref: BBL/Proc/RFQ/Y23/78 (2000001743)**

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> )	

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## 1 Overview

### 1.1 General Information

Title	RFQ for UPC of Tea & Green Tea Ref: BBL/Proc/RFQ/Y23/78 (2000001743)		
Buyer	Abu Jafar Al Mamun	Outcome	Purchase Order
E-Mail	abujafaralmamun. 30936@bracbank.com		

### 1.2 Schedule

Preview Date		Open Date	Immediately
Close Date	02-Mar-2023 12:00:00	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*

DRAFT

*Ref: BBL/Proc/RFQ/Y22/52 (2000001100)*

Dated: February 09, 2022

**Subject: Request for Quotation (RFQ) for UPC of Sugar Milk Tea & Green Tea.**

Dear Sir:

BRAC Bank Limited invites proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in manufacturing or supplying food industry.

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

A) Annexure 1: price annexure

## B) Annexure 2: Manual For Submitting Proposal

**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 bidder has to submit their Commercial bid in BBL Fusion Portal by **12:00 PM January 13, 2022** (Bangladesh Standard Time). Vendor will submit Commercial proposal only. The Purchaser reserves the right to reject any Offer 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 minimum Three Sixty Five (365) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.
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. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below.
6. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mailing the following documents by **February 10, 2022-4:00 PM** TO: enlistment@bracbank.com **CC: Monjurul Alam <Monjurul.alam@bracbank.com>; Shakil Ahmed <shakil.ahmed@bracbank.com>;** by email: (Mail size Should not exceed 10 MB)
  - a. Trade License/Certificate of Incorporation
  - b. TIN Certificate
  - c. BIN Certificate
  - d. Bank Solvency/Bank Statement
  - e. Company profile
  - f. Contact persons :Name, Mobile no, Email Address

7. **Point of Contact:**

**Monjurul Alam-01712027287**

**Shakil Ahmed, Contact No: 01730098000**

8. 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 carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding Tax and VAT, which shall be deducted during payment as per Government rules and regulations.*

2. **Delivery Place & Time:** The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

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. **Payment Terms:** No Advance shall be paid for supply of Products and Goods. Payment will be made after successful completion of delivery of ordered product) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank Limited (Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BBL will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.



5. Bank Reserves right to conduct 2<sup>nd</sup> or multiple rounds of bid if deemed necessary.
6. 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.
7. **Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.**

**EVALUATION CRITERIA: 0/ Single Stage Commercial Evaluation**

The final selection will be done on the basis of commercial evaluation.

## **Guidelines on Fusion Participation Contingencies**

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Please ensure that your Internet connection is stable and fast.
2. Please log in the Fusion portal 30-60 minutes before the auction to confirm that you can log in successfully. In case of any issues, please mail to procurement concerned person immediately.
3. You are also advised to keep an alternative device (phone/laptop, etc.) in case there is any issue with your current device
4. In case of any browser issue, you are suggested to restart the browser (and PC, if needed) or clear cache memory of browser. In case the issue remains, please mail to procurement concerned person immediately.
5. For any technical difficulty or issue, please take a screenshot and mail to Procurement concerned before the bidding is over. No verbal request, mail without proof (screenshot) or communication after bidding is over may not be

taken under consideration.

6. In case of technical difficulty that prevents one or more bidders from participating successfully, the bid may be cancelled and held at a later time. However, any technical difficulty, issues, lack of understanding, etc., arising from bidder's end shall not be entertained.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank Ltd.

ফিউশন বিডিং অংশগ্রহণ ও ক্রটি সংক্রান্ত যোগাযোগ নীতিমালা

১. বিকল্প ইন্টারনেট সংযোগ (ব্রডব্যান্ড / মোবাইল ডেটা) দিইনিরবিচ্ছিন্ন ইন্টারনেট সংযোগ নিশ্চিত করতে হবে

২. নিজ কোম্পানির সর্বনিম্ন মূল্যের প্রস্তাবটি সিস্টেমে সর্বোত্তম প্রদান করার পরামর্শ দেওয়া হল।

৩. যেকোনও প্রযুক্তিগত ত্রুটির মুখোমুখি হলে অবশ্যই সেটির স্ক্রিনশট গ্রহণ করে ততক্ষণিক ভাবে ব্যাকের প্রকিউরমেন্ট ডিপার্টমেন্টের কাছে ইমেইল করতে হবে। উল্লেখ্য, স্ক্রিনশট ব্যাতিত কোন অভিযোগ আমলে নেয়া হবে না। বিড এর জন্য বরাদ্দ নির্দিষ্ট সময়সীমা শেষ হওয়ার কোন অভিযোগ গ্রহণযোগ্য না।

৪. যদি উল্লিখিত ত্রুটি / প্রযুক্তিগত সমস্যাগুলির যথার্থভাবে ব্যাকের আইটি ডিপার্টমেন্ট দ্বারা চাই পূর্বক নিশ্চিত করা না যায়, তবে সেগুলো গ্রহণযোগ্য হবে না।

৫. দরদাতা যদি বিড চলাকালীন পুরো সময় ধরে অংশগ্রহণ অব্যাহত রাখতে ব্যর্থ হয় তবে বিড চলাকালীন সময়ে উক্ত দরদাতা কর্তৃক প্রদত্ত সর্বশেষ অফারটিকে বিবেচনা নেওয়া হবে।

৬. যদি দুইয়ের অধিক অংশগ্রহণকারী দরদাতাদের একই রকম প্রযুক্তিগত অসুবিধার অভিযোগ উত্থাপন না করেন, তবে ব্যাংক কর্তৃপক্ষ এ সঙ্ক্রান্ত অভিযোগ / প্রতিবেদনগুলি উপেক্ষা বা গ্রহণ করার বিবেচনা সংরক্ষণ করেন।

৭. অংশগ্রহণকারীদের নিজস্ব কম্পিউটার কিংবা ইন্টারনেট সংযোগের প্রযুক্তিগত সমস্যার কারণে বা ম্যানুয়ালটিকে সঠিকভাবে অনুসরণনা করার কারণে যেকোন সমস্যার সম্মুখীন হলে তা বিবেচনা নেওয়া হবে না।

আপনাদের সার্থক অংশগ্রহণ কামনা করছি।

ধন্যবাদান্তে

প্রকিউরমেন্ট ডিপার্টমেন্ট

জেনারেল সার্ভিস ডিভিশন

ব্রাক ব্যাংক লিঃ

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### 3 Lines

#### Instructions

1. Tea Bag 50's- 100 gm
2. Premium Leaf- 200 gm
3. Green Tea Bag- 25 sachets (45-50gm) per pack
4. Green Tea Bag - 40 sachets (60-65 gm) per pack

### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Tea Bag 50's-100 gm	1	BOX				
2-Premium Leaf-200 gm	1	BOX				
3- Green Tea Bag- 25 sachets (45-50gm) per pack	1	BOX				
4-Green Tea Bag - 40 sachets (60-65 gm) per pack	1	BOX				

### 3.2 Line Details

#### 3.2.1 Line 1 Tea Bag 50's- 100 gm

To provide an alternate line, see appendix.

Category Name **OPEX.  
STATIONERY.  
SECURITY  
STATIONERY**  
Item **ATMSS00010**  
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 Premium Leaf- 200 gm

To provide an alternate line, see appendix.

Category Name	<b>OPEX. STATIONERY. SECURITY STATIONERY</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>ATMSS00010</b>	Alternate Line Provided	<b>House No. 220/B</b>
Allow Alternate Lines	<b>Yes</b>	Location	<b>Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH</b>
Requested Date			

Start Price (BDT)

**3.2.3 Line 3 Green Tea Bag- 25 sachets (45-50gm) per pack***To provide an alternate line, see appendix.*

Category Name	<b>OPEX. STATIONERY. SECURITY STATIONERY</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>ATMSS00010</b>	Alternate Line Provided	<b>House No. 220/B</b>
Allow Alternate Lines	<b>Yes</b>	Location	<b>Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH</b>
Requested Date			

Start Price (BDT)

**3.2.4 Line 4 Green Tea Bag - 40 sachets (60-65 gm) per pack***To provide an alternate line, see appendix.*

Category Name	<b>OPEX. STATIONERY. SECURITY STATIONERY</b>	Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item	<b>ATMSS00010</b>	Alternate Line Provided	<b>House No. 220/B</b>
Allow Alternate Lines	<b>Yes</b>	Location	<b>Tejgaon Industrial Area, Gulshan Link Road DHAKA 1208 BANGLADESH</b>
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

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