

Ref: BBL/Proc/RFQ/Y19/110

Dated: July 18, 2019

Subject: Request for Quotation regarding UPC of Photocopy Machine for BRAC Bank Limited.

Dear Sir:

BRAC Bank Limited invites financial proposals for **Photocopy Machine** 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 shall be mail to the below mentioned address: tender@bracbank.com by **05:00 PM (Bangladesh Standard Time) July 31, 2019.** 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. **Required Content and Structure of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Chairman Procurement Committee" of BRAC Bank Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
4. The bidder shall submit soft copy of the **Commercial Offer and Technical Offer (Product Specification, brochure etc.)** (on the Company Letterhead of the bidder) through e-mail. The **subject of the e-mail containing 'Quotation regarding UPC of Photocopy Machine for BRAC Bank Limited, Ref No: BBL/Proc/RFQ/Y19/110'** respectively.
5. Bidders should submit **Authorization letter/ Distributorship confirmation letter.**
6. 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.**
7. **Quotation Validity:** The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission/ closing date.
8. 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.

Commercial Terms and Conditions:

1. **Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Delivery Place:** Anywhere in Bangladesh.
3. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer
4. **Stock Availability:** Stock availability must be mentioned in the offer if available.
5. **Warranty:** Please mention
6. **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.

7. **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 (Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only.
8. **Price Submission:** The bidder shall have to submit the price as per attached Price Annexure.
9. **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.**

Attachments:

- i. **Price Annexure**
- ii. **List of Documents required for enlistment**