

Request for Quotation (RFQ) for Generator shifting works at Shyamoli Branch of 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>)	

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
1.5 Attachments.....	5
2 Requirements.....	6
3 Lines.....	10
3.1 Line Information.....	11
3.2 Line Details.....	11
3.2.1 Line 1.....	11
4 Appendix: Alternate Lines.....	12
4.1 Instructions for Alternate Lines.....	12
4.2 Alternate Lines Template.....	12

1 Overview

1.1 General Information

Title	Generator shifting works at Shyamoli Branch		
Buyer	Farzana Haque	Outcome	Purchase Order
E-Mail	farzana.haque@bracbank.com		
Introduction			

1.2 Schedule

Preview Date		Open Date	24-May-2021 15:38:31
Close Date	27-May-2021 16:00:00	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

Instructions

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:** must be mentioned in the offer
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.**

Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Freight Terms
FOB

Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
1. Instruction to Bidder.pdf	File	
2. BOQ OF GENERATOR SHIFTING W	File	

2 Requirements

**Response is required*

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** Commercial bid will be conducted through online. The Quotation shall be sent to the fusion link by **04:00 PM (Bangladesh Standard Time) May 27, 2021**. 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 One Twenty (120) calendar days 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:**

Technical Issues: Name of the person, contact no: Md. Nazrul Islam (01730052011)

Commercial Issues: Name of the person, contact no: Ms. Farzana Haque (01729063952)

6. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider any of the price offered as final one. BBL also reserves the right to disqualify the vendor if price differ.

7. 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.

3 Lines

Instructions

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. **Payment Terms:** 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 (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.

1. Payment schedule:

Phase 1: 30% to be paid after completion of 30% project works.

Phase 2: Running bill of 30% amount of total project cost will be paid after 60% of Project works.

Phase 3: Rest 40% will be paid as Final Bill after deducting 10% as Security Money & withholding VAT & AIT. 10% Security Money will be paid after

12 months from the date of handing over the project.

5. Bank Reserves right to conduct 2nd round 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.

3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Generator shifting works at Shyamoli Branch	1	JOB				

3.2 Line Details

3.2.1 Line 1 Generator shifting works at Shyamoli Branch

To provide an alternate line, see appendix.

Category Name **CAPEX.FURNITURE
AND FIXTURES-
OTHERS.RENOVAT
ION OTHER
FORNO00000**

Item
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)

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	