

RFQ for BBL Tie and Scarf

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*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
Buyer **Shakil Ahmed**  
Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**  
  
Phone  
Fax  
E-mail **shakil.ahmed@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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## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Schedule.....	4
1.3 Negotiation Controls.....	4
1.4 Terms.....	5
2 Requirements.....	6
3 Lines.....	10
3.1 Line Information.....	10
3.2 Line Details.....	10
3.2.1 Line 1.....	10
3.2.2 Line 2.....	10
4 Appendix: Alternate Lines.....	11
4.1 Instructions for Alternate Lines.....	11
4.2 Alternate Lines Template.....	11

## 1 Overview

### 1.1 General Information

Title	<b>Rfq for Tie and Scarf for BBL</b>		
Buyer	<b>Shakil Ahmed</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>shakil.ahmed@bracbank.com</b>		
Introduction	<p>1. The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.</p> <p>2. Quoted price must include delivery and other installation charges.</p> <p>3. Delivery lead-time must be mentioned in the offer.</p> <p>4. Delivery is to be done at Bank's Head Office at 220/B, Anik Tower, Gulshan-Tejgaon Link Road, Tejgaon, Dhaka.</p> <p>5. Penalty may be imposed for unreasonable delayed delivery @ 1% of total value of work order of delayed site.</p> <p>6. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 10 (Ten) days from the date of rejection.</p> <p>7. This price will be valid for reordering same quantity up to june 15, 2021.</p> <p>8. Mode of Payment is to be mentioned in the offer. BRAC Bank Limited discourages advance payment.</p> <p>9. Complete proposal/offer must be signed with date by the authorized representative of the company</p> <p>10. BRAC Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only. 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</p>		

### 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>15-Jun-2021 14:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

### 1.3 Negotiation Controls

Response Visibility	<b>Blind</b>
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### Lines Settings

Rank Indicator	<b>1,2,3...</b>
Ranking Method	<b>Price only</b>

**1.4 Terms**

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

Freight Terms  
FOB

Price Precision **2**

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## 2 Requirements

*\*Response is required*

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**Ref: BBL/Proc/RFQ/Y21/130**

Date: June 13, 2021

**Subject: Request for Quotation for Tie and Scarf for BRAC Bank.**

**Dear Sir:**

BRAC Bank Limited invites financial proposals for **Tie and Scarf for BRAC Bank**, mentioned in the RFQ from reputed Companies.

**General Terms and Conditions:**

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1. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer, fully or partially, 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 must be submitted to over fusion by **12:00 PM (Bangladesh Standard Time) June 15, 2021**. The bidder shall submit soft copy of the **Commercial Offer** (on the Company Letterhead of the bidder) through e-mail.
3. 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.

4. **Quotation Validity:** The Quotation shall be valid for One Twenty (120) calendar days from the Quotation submission/ closing date.
5. If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit 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.
6. **Point of Contact:** For any query related with scope of work, please contact with Mr. Monjur Alam, Cell: 01712027287, email: Monjurul.alam@bracbank.com within office hour only.
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.

### **Commercial Terms and Conditions:**

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1. **Price:** The quoted price should include applicable VAT/Tax. The rate of VAT should be mentioned in the quotation. It must also include carrying charge/manual labor charge or other applicable charges.
2. **Work Completion Timeline:** Delivery lead-time must be mentioned in the offer.
3. **Price Validity:** The Prices provided should be valid for 365 days. It may also be extended till next UPC upon satisfactory vendor performance.
4. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in Purchase Orders, in failure penalty will be considered at 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 & 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 disqualified and will not be considered for evaluation.**

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### 3 Lines

Instructions Please enter your unit price rate in fields mentioned below. For further details or clarification, please discuss with Communications Team. Specs as follows:

#### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-BBL Tie	8,000	PC				
2-BBL Scarf	2,000	PC				

#### 3.2 Line Details

##### 3.2.1 Line 1 BBL Tie

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**  
**.CONSUMABLE**  
 Item **GFTIT00049**  
 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 BBL Scarf

To provide an alternate line, see appendix.

Category Name **OPEX.STATIONERY**  
**.CONSUMABLE**  
 Item **GFTIT00044**  
 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	