**Dated: 15th October 2025**

**Subject: RFQ for 350 KVA (Prime) Diesel Generator with Installation & Commissioning for Brac Bank PLC Tongi- DR Site.**

**Dear Sir:**

BRAC Bank PLC invites offer for the requirement mentioned in the RFQ from reputed Companies having experience in manufacturing or supplying world class Generators.

Please check following attached files for detailed scope and instruction for your response

1. Annexure 1: Instruction to Bidders
2. Annexure 2: Technical Specification

Hence utmost care in preparing the bid documents from bidder end is expected.

**Location:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Premises Name** | **Capacity** | **Quantity** |
| 1 | BRAC Bank PLC Tongi-DR Site | 350 KVA (*Prime*) | 01 |

**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. **Technial Bid Submission/ Closing Date** Interest for Bid should be submitted through fusion (<https://eega.fa.ap1.oraclecloud.com/>) **by 3:00 PM (Bangladesh Standard Time) 22 October 2025. Vendor should submit their technical offer only according to requirement**. Commercial bid will be conducted through online/live auction later.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. 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 within 05:00 PM, 20 September 2025 with the following documents to: abujafaralmamun.30936@bracbank.com/ atiqur.rahman37280@bracbank.com
   1. Trade License/Certificate of Incorporation
   2. TIN Certificate
   3. BIN Certificate
   4. Bank Solvency/Bank Statement
   5. Company profile
   6. Contact persons: Name, Mobile no, Email Address.
7. **Point of Contact:**

**Technical Issues**: K.M. Firoj Ashrafuzzaman [kmfiroj.ashrafuzzaman@bracbank.com](mailto:kmfiroj.ashrafuzzaman@bracbank.com), Contact No: +8801730305581

Fusion/ Commercial Issues: Abu Jafar Al Mamun, Cell: 01711296184, Email: [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com)

Or

Atiqur Rahman, Officer-Procurement, Cell: 01752287384, Email: atiqur.rahman37280@bracbank.com

**Site Visit is mandatory: Please contact Mr K.M. Firoj Ashrafuzzaman, Cell: +8801730305581,** [**kmfiroj.ashrafuzzaman@bracbank.com**](mailto:kmfiroj.ashrafuzzaman@bracbank.com) **for necessary coordination.**

1. Technically shortlisted bidders shall be invited to a commercial round in Fusion Portal. 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 ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.
2. 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 applicable withholding Tax and VAT.
2. **Delivery Place:** The Bidder will deliver the product as per instruction of BRAC Bank 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 the bank will reserve the right to deduct 5% of the delivery value for every week delay at pro-rata basis on the discretion of the management of the bank. Bank will not consider any delay in delivery unless due to force majeure or mutually agreed time extension.
4. **Payment Terms:** Payment will be made after successful completion of delivery & installation of ordered product) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank PLC (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.
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.

**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 into 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 PLC.

**[To be printed on vendor’s letterhead]**

**Supplier’s Relationship Declaration Form**

Date:

**BRAC Bank PLC.**

Anik Tower, 220/B, Tejgaon I/A

Tejgaon Gulshan Link Road,

Dhaka-1208

Bangladesh

Attention :

RFQ Title :

RFQ Ref. No. :

1. Please state if the <……………………………………… > has any relationship to BRAC Bank PLC (BBPLC) employees. The list must, as a minimum, include the following persons in your company:

* Major shareholder(s) or owner(s) of the company.
* Member(s) of the management team.
* Other person(s) involved in answering this RFQ.
* Other key person(s).

□ **YES**  □ **NO** (In such case skip section 2)

1. Relationships that must be described should, as a Minimum, cover the following:

* Family and relatives.
* Friends.
* Business partners in outside company.
* BBL employees who have an ownership in your company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Supplier’s Employee(s)** | **Position in Supplier’s Company** | **Name of BBL Employee** | **Position in BBL** | **Type of Relationship** |
|  |  |  |  |  |
|  |  |  |  |  |

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature :

Name of the Signatory :

Title of the Signatory :

Name of the Company :

Date :

E-mail Address :

Phone No. :

*Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with BRAC Bank PLC.*