

**RFQ for Interior fit-out works at Dhanmondi-27 Branch (Relocation of Ashkona Branch) for BRAC Bank Ltd.**

DRAFT

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Ivy Rahman**  
 Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**

Phone  
 Fax  
 E-mail **ivy.rahman@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 Response Rules.....4

    1.5 Terms.....4

    1.6 Attachments.....10

2 Requirements.....11

3 Lines.....12

    3.1 Line Information.....12

    3.2 Line Details.....12

        3.2.1 Line 1.....12

4 Appendix: Alternate Lines.....13

    4.1 Instructions for Alternate Lines.....13

    4.2 Alternate Lines Template.....13

DRAFT

## 1 Overview

### 1.1 General Information

Title	RFQ for Interior fit-out works at Dhanmondi-27 Branch (Relocation of Ashkona)		
Buyer	Ivy Rahman	Outcome	Purchase Order
E-Mail	ivy.rahman@bracbank.com		
Introduction			

### 1.2 Schedule

Preview Date		Open Date	13-Feb-2022 15:00:00
Close Date	13-Feb-2022 16:30:00	Award Date	
Time Zone	Bangladesh Time		

#### Autoextend Settings

Lowest Triggering Response Rank	1	Triggering Period	10 Minutes
Number of Extensions	Unlimited	Length of Extension	10 Minutes
Lines to Autoextend	All lines	Start Time of Extensions	Close date

### 1.3 Negotiation Controls

Response Visibility	Blind
---------------------	-------

#### Lines Settings

Rank Indicator	1,2,3...
Ranking Method	Price only

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

#### Response Revision Settings

Revised Line Price	Lower than previous price
--------------------	---------------------------

### 1.5 Terms

Instructions

**Ref.: BBL/Proc/RFQ/Y22/43; Auction 2000001006**

**Date: February 10, 2022**

**Subject: RFQ for Interior fit-out works at Dhanmondi-27 Branch (Relocation of Ashkona Branch) for BRAC Bank Ltd.**

**Dear Sir:**

BRAC Bank Limited (hereinafter referred as "BBL") invites Commercial proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Interior and Construction work.

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

- a) Annexure 1: Instruction to Dhanmondi-27 Branch
- b) Annexure 2 : BOQ of Dhanmondi-27 Branch

c) Annexure 3: Floor Layout of Dhanmondi-27 Branch

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

-

**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 bidders are requested to send their commercial offers by live auction for participating in commercial Bid at **13-Feb-2022 (3 pm – 4:30 pm)** in BBL Fusion Portal.

The commercial bid will be a reverse auction for BBL Fusion Portal with Auto Extension feature (if a new lowest price is received, the bid time will extend by 10 minutes from that offer) with the interested vendors. 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 One

Twenty (120) 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 to [ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com) by 12-Feb-22; 18:00:00 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:**

**Technical Issues: Md. Nazrul Islam; e-mail:**[nazrulislam.idp@bracbank.com](mailto:nazrulislam.idp@bracbank.com) ;  
**Mobile: 01730052011**

**Commercial Issues: Ms. Ivy Rahman; e-mail:** [ivy.rahman@bracbank.com](mailto:ivy.rahman@bracbank.com);  
**Mobile: 01708453478**

8. 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.

9. 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 (Natural, Political, Government or other similar factors that are out of control of the participant).

4. **Payment Terms:**No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the BBL. Payment will be made upon submission of the bill with work order and original



challan which is duly signed by authorized personnel of BBL (IT 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.

Payment Schedule is mentioned as following,

- 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 2<sup>nd</sup> or multiple rounds of bid if deemed necessary.

6. BBL reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

EVALUATION CRITERIA:

EVALUATION CRITERIA: Two Stage Techno-Commercial Evaluation and Scoring:

The final selection will be done by the Technical and Price Negotiation Committee on the basis of combined Techno-commercial scoring. The total score will be arrived at

by integrating the Technical Scores and Commercial Scores (separately for each unit) assigning 50% weightage to Technical Score and 50% weightage to Commercial Score

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for award of contract.

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

Freight Terms  
FOB

Price Precision **2**

### 1.6 Attachments

File Name or URL	Type	Description
ITB- 2000001106.pdf	File	
Dhanmondi-27 Branch (1st Floor	File	
RFP- BOQ for Dhanmondi-27 Bran	File	
OP-01 PB lounge at Dhanmondi-2	File	
OP-2 Dhanmondi-27 Branch (PB L	File	

## 2 Requirements

*\*Response is required*

Technical Evaluation Criteria	
Previous experience outside BBL	
Previous experience inside BBL	
Experience on Branch implementation	
Experience on Krishi branch/Sub Branch implementation	
Interior Project Volume	
Resource strength	
Capacity of Project Implementation	
Bank Solvency Certificate	

### 3 Lines

#### 3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Dhanmondi-27 Branch (Relocation of Ashkona Branch)	1	JOB				

#### 3.2 Line Details

##### 3.2.1 Line 1 Dhanmondi-27 Branch (Relocation of Ashkona Branch)

To provide an alternate line, see appendix.

Category Name	<b>CAPEX.OFFICE EQUIPMENTS.AIR CONDITIONER</b>			Revision	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>House No. 220/B</b> <b>Tejgaon Industrial Area,</b> <b>Gulshan Link Road</b> <b>DHAKA 1208</b> <b>BANGLADESH</b>
Item	<b>OEACR00005</b>			Alternate Line Provided	
Allow Alternate Lines	<b>Yes</b>			Location	
Requested Date					
Start Price (BDT)					
Decrement (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	