

Request for Interest (RFI) for UPC of Photocopy Machine for BRAC Bank Ltd.

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>	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate <i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

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1 Overview

1.1 General Information

Title	RFI for UPC of Photocopy Machine for BRAC Bank Ltd.
Buyer	Ivy Rahman
E-Mail	ivy.rahman@bracbank.com
Introduction	

1.2 Schedule

Preview Date		Open Date	28-Mar-2022 17:07:36
Close Date	31-Mar-2022 18:00:00		
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
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1.4 Terms

Instructions

Ref: BBL/Proc/RFQ/Y22/121- (20000001184)

Dated: March 28, 2022

Subject: Request for Interest (RFI) regarding UPC of Photocopy Machine for BRAC Bank Ltd.

Dear Sir,

BRAC Bank Limited invites Technical proposals for the requirement mentioned in the RFQ from reputed Manufacturer/Suppliers having experience in delivering world class Photocopy machines.

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 submitted through fusion by **6:00 PM (Bangladesh Standard Time) March 31, 2022**. Vendor will submit technical proposal only. Commercial bid will be conducted through online/live auction later. 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. **Quotation Validity:** The Quotation shall be valid for minimum Three sixty five (365) 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

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 30 March, 2022 at 6:00 pm** with the following documents To: enlistment@bracbank.com **CC: Ivy Rahman <ivy.rahman@bracbank.com>; Khaleda kabir <khaleda.kabir@bracbank.com>; Abu Jafar Al Mamun <abujafaralmamun.30936@bracbank.com>** by email: (Mail size Should not exceed 10 MB).

5.1.Trade License/Certificate of Incorporation

5.2.TIN Certificate

5.3.BIN Certificate

5.4.Bank Solvency/Bank Statement

5.5. Company profile

5.6. Contact persons :Name, Mobile no, Email Address

6. Point of Contact:

Technical Issues: K. M. Firoj Ashrafuzzaman, Contact No: 01730305581

Commercial Issues: Ivy Rahman, Contact No: 01708453478

7. 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.

8. 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.

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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.

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 bank. 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 (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.

5. Bank reserves the right to conduct 2nd or multiple rounds 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.

7. Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.

EVALUATION CRITERIA:0 /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.

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**

1.5 Attachments

File Name or URL	Type	Description
Annex-A_Technical spec.xlsx	File	
ITB-20000001184.pdf	File	

2 Requirements

**Response is required*

Technical Evaluation Criteria	
1	Country of Manufacturing
2	Warranty
3	Power Consumption
4	Memory
5	Copy Speed (Page per minute)

2.1 Section 1. Technical

Section Weight: 100.00

*1. Please attach technical documents

Weight: 100.00

Response attachments are required.

