

Ref: BBL/Proc/RFQ/Y19/58

Dated: May 02, 2019

Subject: Request for Quotation of Security Guard & Gunman for BRAC Bank Ltd.

Dear Sir,

BRAC Bank Limited invites financial proposals for "Security Guard & Gunman for BRAC Bank Ltd." mentioned in the RFP from reputed Companies.

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 mail to the below mentioned address: tender@bracbank.com by **05:00 PM (Bangladesh Standard Time) May 12, 2019**. 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. **Required Content and Structure of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Head of Procurement" of BRAC Bank Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
 - iii. The bidder shall submit soft copy of the **Offer** through e-mail. **The subject of the e-mail containing "Quotation of Security Guard & Gunman for BRAC Bank Ltd. Ref No: BBL/Proc/RFQ/Y19/58"** respectively.
4. If you are enlisted vendor in BRAC Bank, you have to submit the above mentioned Commercial and Technical Offer. If you are not enlisted vendor in BRAC bank, in addition to the above documents you have to submit **List of Documents required for enlistment**.
5. 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. For any kind of Technical query please contact with Mr. Sarowar Alam (+88 01730006236), Manager, Safety and Security, BRAC Bank Ltd.

Terms and Conditions:

1. **Vat & Tax:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Price Validity:** Should be 12 months.
3. **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. Necessary documents of VAT should be provided along with bills each time.
4. 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.