

Ref: BBL/Proc/RFQ/Y20/156

Dated: October 19, 2020

Subject: Request for Quotation (RFQ) regarding UPC of Digital Printing (Branding) Items for BBL (All BBL Locations), Ref no: BBL/Proc/RFQ/Y20/156

Dear Sir:

BRAC Bank Limited invites offers for the requirement mentioned in the RFQ from reputed Companies having experiences in similar type of Job.

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

- a) Annexure 1: Instruction to bidder
- b) Annexure 2: Specification and Commercial BOQ (Scope of Work)
- c) Annexure 3: List of Enlistment Documents
- d) Supplier Relationship Declaration Form (Mandatory)

Submission of above mentioned documents has got direct bearing on the technical scoring of the bidder. Hence 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 bidder has to submit their offers to the email address: **tender@bracbank.com** by **06:00 PM, 01 November, 2020 (Bangladesh Standard Time)**. 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. **Required Content and Structure of the Quotation:** The bidder shall submit soft copy of the **Offer** through e-mail. The **subject of the e-mail containing offer would be mentioned as "Request for Quotation (RFQ) regarding UPC of Digital Printing (Branding) Items of BBL, Ref no: BBL/Proc/RFQ/Y20/156"**
4. **Quotation Validity:** The Quotation shall be valid for **Three Sixty Five (365)** calendar days from the Quotation submission/ closing date.
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. **Point of Contact:**
  - **Technical/Product related Issues:** Mr. Minhaj Uddin Ahmed, Email: **minhajuddin.ahmed@bracbank.com**, contact no: **01709630240**
  - **Commercial Issues:** Mr. Shakil Ahmed, Email- **shakil.ahmed@bracbank.com**, contact no: **01730098000**
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.

8. Samples may be asked by user department for evaluation purpose and must be submitted as requested.

**COMMERCIAL TERMS AND CONDITIONS:**

1. **Price and VAT and Tax:** The quoted price must include applicable withholding Tax and VAT.
2. **Delivery Place & Time:** The Bidder will deliver the product to various branches as per instruction of user division (Communications), 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 case of failure, a penalty of 1% for every 5 working days delay may be considered. However, considering the importance and complexity of the work, the penalty may vary, which shall be mentioned in each workorder likewise. Bank will not consider any delay in delivery unless due to force majeure.
4. **Payment Terms:** 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/accepted by authorized personnel of BRAC Bank Limited (Authorised 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.
5. Bank Reserves right to conduct 2<sup>nd</sup> or subsequent round of bid/negotiation if deemed necessary.
6. The price shall be valid for 1 year. However, it can be extended to 1 more year subject to satisfactory performance.