

**Instruction to Bidder (ITB) for business series Laptop, Ref no: BBL/Proc/RFQ/Y21/186**

DRAFT

*Submit your response to the following contact.*

Company **BRAC Bank Ltd.**  
 Buyer **Abu Jafar Al Mamun**  
 Location **House No. 220/B**  
**Tejgaon Industrial Area,**  
**Gulshan Link Road**  
**DHAKA 1208**  
**BANGLADESH**  
  
 Phone  
 Fax  
 E-mail **abujafaralmamun.30936@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>	

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DRAFT

## 1 Overview

### 1.1 General Information

Title	<b>Business series Laptop, Ref no: BBL/Proc/RFQ/Y21/186 (2000000787)</b>		
Buyer	<b>Abu Jafar Al Mamun</b>	Outcome	<b>Purchase Order</b>
E-Mail	<b>abujafaralmamun.30936@bracbank.com</b>		
Introduction			

**Ref: BBBBL/Proc/RFQ/Y21/186 (2000000787)**

**Dated: 07 August 2021**

**Subject: Instruction to Bidder (ITB) for business series Laptop, Ref no: BBL/Proc/RFQ/Y21/186 (2000000787)**

**Dear Sir:**

BRAC Bank Limited invites technical proposals for the requirement mentioned in the RFQ from reputed Companies having experiences in Telco & Banking and are OEM specialized partners.

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

- a) Annexure 1 – Requirement with price breakdown
- b) Annexure 2 - Supplier Relationship Declaration Form

Submission of above mentioned documents (duly filled) has got direct bearing on the 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:** Vendor will submit financial proposal to the link by **3:00 August 09., 2021** (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. **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. Point of Contact:**

**Commercial Issues:** Abu Jafar Al Mamun, [abujafaralmamun.30936@bracbank.com](mailto:abujafaralmamun.30936@bracbank.com),  
contact no: 01711-296184

6. 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.

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 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:**

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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 technology division, on the Agreed Date of Delivery.
3. **Delivery Lead Time:** Vendor will arrange the UPS in their ready stock within the stipulated time after receiving UPC notification letter, or as per the projection by BBL IT Team. Vendor must inform BBL by mail / letter if stock is available earlier or later.
4. **Liquidated Damages for Delay:** The Bidder has to complete the entire work within the stipulated period as mentioned in the purchase order (PO)/ work order(WO), in failure 1% 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 or mutually agreed time extension.
5. **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 by authorized personnel of BRAC Bank Limited (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.
6. Bank Reserves right to conduct 2<sup>nd</sup> round of bid if deemed necessary.

7. 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.

**N.B.:** BRAC Bank Ltd. (publisher) has the right to change any terms and conditions mentioned

above.

## **Guidelines on Fusion Participation Contingencies**

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Participants must Ensure redundancy with alternate internet connection (broadband/mobile data)
2. Advised to quote best possible offer at the earliest instance
3. Any technical malfunction, if faced, must be captured in a screenshot and mailed to responsible procurement personnel immediately. Any communication without the screenshot or done after the bid is over shall not be entertained.
4. If said malfunction/technical difficulties is not validated by BBL Technology Team from system records, it will not be entertained.
5. In case of failure of the bidder to continue full time during the bidding, the



latest quote offered by the bidder during the bidding process shall be taken into account.

6. If similar technical difficulty is not reported by more than 2 bidders, bank management reserves the discretion to ignore or accept the complaints/reports

7. Any technical difficulty occurring due to participant's technical issue or their lack of understanding or following the manual properly shall not be taken into account.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank Ltd.

ফিউশন বিডিং অংশগ্রহণ ও ক্রটি সংক্রান্ত যোগাযোগ নীতিমালা

১. বিকল্প ইন্টারনেট সংযোগ (ব্রডব্যান্ড / মোবাইল ডেটা) দিয়ে নিরবিচ্ছিন্ন ইন্টারনেট সংযোগ নিশ্চিত করতে হবে

২. নিজ কোম্পানির সর্বনিম্ন মূল্যের প্রস্তাবটি সিস্টেমে সর্বাপেক্ষে প্রদান করার পরামর্শ দেওয়া হল।

৩. যেকোনও প্রযুক্তিগত ত্রুটির মুখোমুখি হলে অবশ্যই সেটির স্ক্রিনশট গ্রহণ করে ততক্ষণিক ভাবে ব্যাকের প্রকিউরমেন্ট ডিপার্টমেন্টের কাছে ইমেইল করতে হবে। উল্লেখ্য, স্ক্রিনশট ব্যতীত কোন অভিযোগ আমলে নেয়া হবে না। বিড এর জন্য বরাদ্দ নির্দিষ্ট সময়সীমার শেষ হওয়ার কোন অভিযোগ গ্রহণযোগ্য না।

৪. যদি উল্লেখিত ত্রুটি / প্রযুক্তিগত সমস্যাগুলির যথার্থতা ব্যাকের আইটি ডিপার্টমেন্ট দ্বারা

যাচাইপূর্বক নিশ্চিত করা না যায়, তবেসেগুলো গ্রহনযোগ্য হবে না।

৫. দরদাতা যদি বিড চলাকালীনপুরোসময় ধরে অংশগ্রহনঅব্যাহতরাখতেব্যর্থহয় তবেবিড চলাকালীনসময়ে উক্তদরদাতা কর্তৃক প্রদত্তসর্বশেষঅফারটিকেবিবেচনায়নেওয়াহবে।

৬. যদিদুইয়ের অধিক অংশগ্রহনকারীদরদাতাদেরএকই রকমপ্রযুক্তিগতঅসুবিধার অভিযোগ উত্থাপন না করেন, তবেব্যংক কর্তৃপক্ষ এ সঙক্রান্ত অভিযোগ / প্রতিবেদনগুলি উপেক্ষাবাগ্রহণকরারবিবেচনাসংরক্ষণকরেন।

৭. অংশগ্রহণকারীদের নিজস্ব কম্পিউটার কিংবা ইন্টারনেট সংযোগেরপ্রযুক্তিগতসমস্যার কারণেবাম্যানুয়ালটিকেসঠিকভাবেঅনুসরণনা করারকারণেযেকোন সমস্যার সম্মুখীন হলে তাবিবেচনায়নেওয়াহবেনা।

আপনাদের সার্থক অংশগ্রহণ কামনা করছি।

ধন্যবাদান্তে

প্রকিউরমেন্ট ডিপার্টমেন্ট

জেনারেল সার্ভিস ডিভিশন

ব্রাক ব্যাংক লিঃ

[To be printed on vendor's letterhead]

### Supplier's Relationship Declaration Form

Date:

**BRAC Bank Limited**

Anik Tower (1<sup>st</sup> Floor), 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 Limited (BBL) 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)

2. 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 Limited.*

## 1.2 Schedule

Preview Date		Open Date	<b>Immediately</b>
Close Date	<b>09-Aug-2021 15:00:00</b>	Award Date	
Time Zone	<b>Bangladesh Time</b>		

## 1.3 Negotiation Controls

Response Visibility	<b>Blind</b>
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## Lines Settings

Rank Indicator	<b>1,2,3...</b>
Ranking Method	<b>Price only</b>

## 1.4 Terms

Payment Terms		Freight Terms	
Shipping Method		FOB	
Negotiation Currency	<b>BDT (Taka)</b>	Price Precision	<b>2</b>

## 2 Lines

### 2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Laptop Core i5 16GB 512GB SSD 14.1" or Equivalent – HP/Dell/Lenovo, business series, OS: Win 10 Pro, warranty : three years	5	EA				

### 2.2 Line Details

**2.2.1 Line 1 Laptop Core i5 16GB 512GB SSD 14.1" or Equivalent – HP/Dell/Lenovo, business series, OS: Win 10 Pro, warranty : three years**

Category Name **CAPEX.IT  
EQUIPMENTS-  
HARDWARE.ALL  
TOWER**

Item  
Allow Alternate Lines **No**  
Requested Date

Revision

Location **House No. 220/B  
Tejgaon Industrial  
Area,  
Gulshan Link Road  
DHAKA 1208  
BANGLADESH**

Start Price (BDT)