

**RFQ for Interior fit out works of 9 Sub Branches for BRAC Bank Limited**

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> )	

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## 1 Overview

### 1.1 General Information

Title **RFQ for Interior fit out works of 9 Sub Branches**  
 Buyer **Ivy Rahman**  
 E-Mail **ivy.rahman@bracbank.com**  
 Introduction

### 1.2 Schedule

Preview Date  
 Close Date **16-Jan-2022 18:00:00**  
 Time Zone **Bangladesh Time**  
 Open Date **Immediately**

### 1.3 Negotiation Controls

Response Visibility **Blind**

### 1.4 Response Rules

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

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.5 Terms

Instructions

Ref: BBL/Proc/RFQ/Y22/20; 2000001052

Date: January 13, 2022

Subject: RFQ for Interior fit out works of 9 Sub Branches of BRAC Bank Limited.

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: BOQ of Interior fit out works of 9 Sub Branches

b)Annexure 2 : Floor Plan of Interior fit out works of 9 Sub Branches

c)Annexure 3: Teller Counter View of Sub Branches

d)Annexure 4: Address of 9 Sub-Branches

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 interest request for participating in commercial Bid by 16-Jan-2022 06:00:00 pm in BBL Fusion Portal.

The commercial bid will be a reverse auction for in BBL Fusion Portal later 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 by 16-Jan-22; 12:00:00 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 ; Mobile: 01730052011

Commercial Issues: Ms. Ivy Rahman; e-mail: 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 after successful completion of delivery of ordered product) and 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 2nd 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.

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

#### EVALUATION CRITERIA:

O Single Stage Commercial Evaluation

The participants shall be evaluated based on commercial offer only.

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

Freight Terms  
FOB

Price Precision **2**

#### 1.6 Attachments

File Name or URL	Type	Description
Teller Counter view of Sub Bra	File	
Proposed-Khulshi, CTG.PDF	File	
Floor plan of Takerhat Sub Bra	File	
Floor plan of Shibu Market Sub	File	
Floor plan of Shariatpur Sub B	File	
Floor plan of Jhikorgacha Sub	File	
Floor plan of Dhamrai Sub Bran	File	
Floor plan of Compnayganj Sub	File	
Fllor plan of Meherpur Sub Bra	File	
Aftab Nagar Sub Branch.pdf	File	
BOQ of Takerhat Sub Branch-202	File	

File Name or URL	Type	Description
BOQ of Shibu Market Sub Branch	File	
BOQ of Shariatpur Sub Branch-2	File	
BOQ of Meherpur Sub Branch-202	File	
BOQ of Khulshi Sub Branch-2022	File	
BOQ of Jhikorgacha Sub Branch-	File	
BOQ of Dhamrai Sub Branch-2022	File	
BOQ of Companyganj Sub Branch-	File	
BOQ of Aftab Nagar Sub Branch-	File	
Address of Sub Branches.pdf	File	

## 2 Requirements

*\*Response is required*

### 2.1 Section 1. Commercial

\*1. Are you willing to participate in the commercial round of this Bid?

Select one of the following:-

- ☐ a. Yes(*Response attachments are optional*)
- ☐ b. No

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