# The City Bank Limited (CBL)

**Procurement Division**

City Bank Center, 4th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh

## RFQ Terms & Conditions and Instructions to the Bidders

| **Supply, Delivery & Installation of MICR Cheque Reader & Fake Note Detector (UV Machine) for City Bank PLC** | | | |
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| **Part-A** | A | **Reference Number** | **City Bank/Proc/Y24/035, Date: 06-Feb-2024** |
| | B | **Purchase Division's Name & Address** | Procurement Division, City Bank PLC, Head Office, City Bank Center 4th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh. |
| | C | **Name of the Work/Services** | Supply, Delivery & Installation of MICR Cheque Reader & Fake Note Detector (UV Machine) for City Bank PLC |
| | D | **Proposal submission place** | Procurement Division Tender Box, City Bank PLC, City Bank Center 4th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh. |
| | E | **Submission Date and Time** | Date of submission **on or before February 18, 2024 at 4:00 PM**. (Except Regular Holidays). |
| | F | **Contact Person for Commercial Issues** | Md. Toufique Hasan, Assistant Manager, Procurement Division, Phone: +88-02-58813483, Ext: 1191, Email: toufique.hasan@thecitybank.com for any commercial clarification contact during the office hour only. |
| | G | **Contact Person for Technical Issues** | Md. Mahboob Alam (Head of Channel Support, IT), PABX No: 58813483, Ext: 3303, Email: alam.mahboob@thecitybank.com for any Technical clarification of MICR Cheque Reader.<br>Faisal Uddin Ahmed (Head of Central Clearing), PABX No.: 9565925, Ext: 321, Email: fuahmed@thecitybank.com for ant Technical Clarification of Fake Note Detector.<br>Please contact during the office hour only. |
| **Part-B** | 1 | **Written Offer** | Complete proposal/offer must be written clearly in Company Letterhead Pad which is duly signed and sealed with date by the authorized representative of the Company. There should not be any cutting / erasing / overwriting in the bid documents. |
| | 2 | **Inclusive Price/Cost** | Quoted price must be included delivery, VAT, Taxes & all other duties, fees/charges as applicable. VAT & Taxes will be deducted from the bill as per Laws of Land. |
| | 3 | **Structure of Bid** | Bid documents must contain 02 (Two) Envelops: **"Technical Offer"** in one Envelop and **"Financial Offer"** in another separate envelop.<br><br>**Documents to be provided in "Financial Offer":** Bidders must submit their quotation as per provided **Pricing Format** (Annexure-II attached herewith) and Necessary Information/Documents. **Detail BOQ with pricing, warranty, after sales support, payment terms, delivery lead time, offer validity, Client List** and **"Supplier Information Form"** (Annexure-IV attached herewith) and **SCOC** (Annexure-V attached herewith) shall be accompanied with the quotation.<br><br>**Documents to be provided in "Technical Offer":** Completed **Technical Offer** (Annexure-III attached herewith) All the necessary **technical specification, data sheet, papers, product catalogue/brochure and all other supporting documents** shall be accompanied with the quotation. |

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| | 4 | **Warranty and After Sales Support** | Bidders must mention the warranty and after sales support services. |
| | 5 | **AMC and On Call Service Rate** | In Financial Offer bidder must quote for AMC and comprehensive On Call Service rate of their offered products/services which shall be applicable after the warranty period. The service rate must include VAT, Taxes & all other associate cost if any. |
| | 6 | **Delivery & Installation Time** | Delivery & Installation lead time must be mentioned in the offer. |
| | 7 | **Offer Validity & Price Fixation** | Offered price should be valid at least 90 days. The offer validity must be mentioned in the offer. Offered unit price will be fixed for at least one year. City Bank will purchase the items as and when requirement basis. |
| | 8 | **Payment Terms** | Payment will be made by A/C Payee Cheque/Pay Order or A/C Transfer in favor of the Supplier/Service Provider upon submission of Bill with complete supporting documents after completion of delivery procedure. |
| | 9 | **Security Deposit / Performance Guaranty (PG)** | 10% of total Work/Purchase Order Amount will be retained by the Bank up to the end of Warranty Period. Supplier may submit Performance Guarantee (PG) of equivalent amount instead of security deposit. |
| | 10 | **Seal Bid** | Bid envelop shall be properly sealed and Signed. At the top of envelop bidder shall clearly write (name and reference number of this RFQ) **"City Bank/Proc/Y24/035, RFQ for Supply, Delivery & Installation of MICR Cheque Reader & Fake Note Detector for City Bank PLC"** Envelop without written the reference number and bids without seal and sign will not be considered for evaluation. |
| | 11 | **Sample Product** | Vendor may need to provide Sample Product for testing purpose as a part of vendor selection process. |
| | 12 | **Rights of CBL** | The City Bank Ltd. reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. CBL is not obliged to purchase the lowest offer or any offer at all. CBL reserves the right to share the Bidder's response to this RFQ with its advisors and concern Business Units. CBL reserves the right to: conduct negotiations with one or more Bidder and/or accept the Bid without any negotiations. |
| | 13 | **Incomplete Bid Document** | The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled. |
| | 14 | **Manipulation & Action** | 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. |