City Bank PLC

Procurement Division

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

RFQ Terms & Conditions and Instructions to the Bidders

Supply of POS Terminal Battery & Adapter for City Bank PLC			
Part-A	A	**Reference Number**	**City Bank/Proc/Y24/034, 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 of POS Terminal Battery & Adapter 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 15, 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.
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**	Bidders must submit their quotation including below documents – • Completed Pricing Format (Annexure-II) • Completed Supplier Information Form (SIF) (Annexure-III) • Completed SCOC (Annexure-IV) • Client List • Product Data Sheet • Related Documents
	4	**Warranty Support**	Bidders must mention the warranty support services.
	5	**Delivery Time**	Delivery lead time must be mentioned in the offer.
	6	**Offer Validity**	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.
	7	**Product Sample**	Supplier may need to provide product sample for testing purpose.

	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	**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/Y24/034, RFQ for Supply of POS Terminal Adapter & Battery for City Bank PLC"** Envelop without written the reference number and bids without seal and sign will not be considered for evaluation.
	10	**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.
	11	**Incomplete Bid Document**	The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled.
	12	**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.