

City Bank PLC

Procurement Division

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

RFQ Terms & Conditions and Instructions to Supplier/Service Provider.

RFQ FOR DESIGN, SUPPLY, INSTALLATION, COMMISSIONING, TESTING & BALANCING OF VARIABLE REFRIGERATION FLOW (VRF) CASSETTE TYPE AC FOR CITY BANK UTTARA BRANCH & PRIORITY CENTER.

| | | | |
|--------|---|---|---|
| Part-A | A | Reference Number | City Bank/Proc/Y25/159, date: 03/08/2025 |
| | B | Purchase Department's Name & Address | Procurement Division, City Bank PLC, Head Office, City Bank Center 4 th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh. |
| | C | Name of the Work/Services | Design, supply, installation, commissioning, testing & balancing of Variable Refrigeration Flow (VRF) cassette type AC for City Bank Uttara Branch & priority Center. |
| | D | Place of Work | 1st Floor to the 4th Floor of 'Mostafiz Tower', located at Plot-23, Road-15, Sector-03, Rabindra Sarani, Uttara, Dhaka. |
| | E | Proposal submission place | Procurement Division Tender Box, City Bank PLC, City Bank Center, 4 th Floor, 28 Gulshan Avenue, Gulshan-2, Dhaka - 1212, Bangladesh. |
| | F | Submission Date and Time | Date of submission on or before August 17, 2025 at 5:00 PM. (Except Holidays). |
| | G | Single Point of Contact for Queries | For clarification & queries please send your enquiries to tenderenquiry@citybankplc.com ; marking subject <u>"Queries of RFQ for supply & installation of VRF AC at Uttara Branch & Priority Center"</u> . Queries without marking proper subject would not be answered. |
| | H | Last Date of Sending Queries/Clarifications | If need any clarification of this RFQ document please let us send your queries to the above mentioned email by 11/08/25 . Queries/Clarifications receive after the deadline may not be answered. |
| Part-B | 1 | Prequalification | Minimum 5 years' experience. Authorized dealer / distributors are encouraged to apply. Ready stock preferred. |
| | 2 | Written Offer | Complete proposal/offer must be in written clearly in Company Letterhead Pad, 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. |
| | 3 | Inclusive Price/Cost | Quoted price must be included delivery cost, VAT, Taxes, AIT & all other duties, fees/charges as applicable. VAT & Taxes will be deducted from the bill as per Laws of Land. <u>Bidder shall strictly follow the Pricing Format attached with this RFQ. Changes/modification of the pricing format shall not be allowed.</u> |
| | 4 | Structure of Bid | <ul style="list-style-type: none"> a) All the proposals will have to be submitted in hard bound form. Incomplete proposal may summarily be rejected. b) No bid will be considered unless and until each page of the bid document is duly signed by the authorized signatory. c) Prices should not be indicated in the Technical Bid. d) All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. |

| | | |
|---|--|--|
| | | <p>e) The proposals shall be submitted in two parts, viz.,</p> <ul style="list-style-type: none"> o Envelope - 1: Technical documents: super scribed as “Envelope 1- Technical Documents” containing not limited but the following: <ol style="list-style-type: none"> 1. Executive summary. 2. Detail technical specification. 3. <i>Floorwise AC layout mentioning the position with capacity of indoor unit & out door unit.</i> 4. Product information as per annexure – 5. 5. Country of Origin Certificate. 6. Dealership/ Authorization' letter. 7. Client list with contact detail. 8. Profile of the bidder. 9. Any other technical documents, data sheet, papers, leaflets, brochure and all other supporting technical documents shall be accompanied with the Technical bid document. 10. Duly fill up Supplier Information Form (Annexure-3) with supporting all legal documents & SCOS. 11. A copy of the RFQ Documents (Annexure-1 & 2), all pages duly signed by the authorized signatory towards acceptance of the terms and conditions of the RFQ. o Envelope-2: Commercial Proposal containing Price/Cost super scribed as “Envelope 2 – Commercial Proposal”. Bidder shall duly fill up, print in letter head pad, sign & submit financial proposal. Financial Proposal shall contain the following: <ol style="list-style-type: none"> 1. Bid Authorization letter. 2. Price offer as per Annexure – 2 3. Product information as per annexure – 5. 4. Country of origin certificate. |
| 5 | Site Visit | <p>Bidder/Service provider may visit the site at their own cost & responsibility. For site visit, bidder may communicate with Mr. Rayhan, Site Engineer: 01853 166 980.</p> |
| 6 | Payment Terms | <p>Payment will be made in local currency through A/C Transfer in favor of the Supplier/Service Provider within 30 days upon submission of Bill with complete supporting documents after completion of delivery & installation procedure. If the Supplier/Service Provider wants to get payment promptly after submission of bill with complete supporting documents, may get the privilege through IDP.</p> |
| 7 | Retention Money / Security Deposit / Performance Guarantee (PG) | <p>10% of Total Work Order Amount will retained with us up to the end of Warranty period. Or the same amount of Performance Guarantee (PG) shall be furnished in a prescribed format available in City Bank. The validity of the PG would be up to the end of Warranty Period. The Guarantee must be signed by 2 authorized signatories of the Guarantor-Bank who have PA and/ AS numbers. The Guarantor-Bank must be any schedule Bank of Bangladesh. Please note that in this case, we do not receive any PG from our own Bank. The PG should be submit to us before submitting the final bill.</p> |
| 8 | Rights of City Bank | <p>City Bank reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. City Bank is not obliged to purchase the lowest offer or any offer at all. City Bank reserves the right to share the Bidder's response to this RFQ</p> |

| | | |
|----|---|---|
| | | with its advisors and concern Business Units. City Bank reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations. |
| 9 | Liquidated Ascertain Damages (LAD) | All the supply, installation, testing and commissioning should be completed within agreed time from the date of issuing the Work Order. Any failure of the work schedule will be financially penalized or even caused the cancellation of the Work Order. |
| 10 | Other Terms & conditions | <ul style="list-style-type: none"> • All equipment, machines, cables etc shall be brand new and as per the Bank's standard. In case of delivery of sub-standard, defective, or non-specific items, the Bank shall reserve the right to either stop receiving or return the goods, in whole or in part at the supplier's expenses. • Necessary technical training should be provided by the successful vendor with free of cost up to the satisfaction of the Bank. • As built drawing, IOM Manual, catalogs has to be submit after completion of work. • The Supplier/Service Provider must visit the site & confirm us that the site is perfectly alright. The confirmation must be submitted at the time of submission of the tender documents. • Name of manufacturer, Country of origin, shipment from etc. shall have to be mentioned in the financial offer for all most all items. • A fast moving spare parts list and slow moving spare parts list and their unit price shall have to be submitted for after completion date of warranty period. • Provide annual maintenance service charge per year excluding spare parts after the completion date of warranty period. • Provide annual comprehensive maintenance service charge including spare parts for after the completion date of warranty period. • Provide confirmation certificate of after sales service support within 24 hr. |
| 11 | 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) <u>"City Bank/Proc/Y25/159, RFQ for supply, installation, commissioning, testing & balancing of VRF AC at Uttara Branch & Priority Center, City Bank"</u> . Envelop without written the reference number and bids without seal and sign will not be considered for evaluation. City Bank reserves the right to accept/reject/cancel any or all the bids without showing any reasons. |
| 12 | Clarification | City Bank may arrange clarification meeting with each bidder. The bidders' experts will attend in such meeting for which no allowance / fee will be provided by City Bank. If the bidder fails to respond to such meeting their bid will be treated as non-responsive. |
| 13 | Short listing & Evaluating Bidders | City Bank authority shall evaluate the bidders considering not limited but the following points: brand, origin, warranty period, company structure, year of experience, Client list, legal documents (trade license, tin, vat, tax etc.), financial strength, professionalism, compliant handling capacity, past experience, service capacity/experience in the banking industry, market reputation, dedicated staff etc and over all presentation of documents. After evaluation, bidders will be shortlisted and categorize in A/B/C. |

| | | | |
|--|----|----------------------------------|---|
| | 14 | Offer Validity | Offer price should be valid for at least 90 days. The offer validity must be mentioned in the offer. |
| | 15 | Submission of SIF | Bidder shall duly fill up Supplier Information Form (SIF) and submit along with supporting documents with the Offer. |
| | 16 | Incomplete Bid Document | The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled. |
| | 17 | 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. |