

**City Bank PLC
Procurement Division**

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

Annexure – 1

RFQ Terms, Conditions and Instructions to the Bidders.

Request for Quotation (RFQ) for supply of blanket at Chief Adviser's Relief Fund.		
Part-A	A	Reference Number
	B	Purchase Division's Name & Address
	C	Name of the Work/Services
	D	Place of Work
	E	Proposal submission place
	F	Submission Date and Time
	G	Single Point of Contact for Queries
	H	Last Date of Sending Queries/Clarifications
Part-B	1	Pre-qualification
	2	Written Offer
	3	Scope of work
	4	Specifications
	5	Inclusive Price/Cost
	6	Liquidated Ascertain Damages (LAD)

7	Payment Terms	Payment will be made within 30 days in BDT through Account Transfer in favor of the Supplier/Service Provider upon submission of Bill with complete supporting documents after duly completion of delivery.
8	Rights of City Bank	<p>City Bank reserves the right to -</p> <ul style="list-style-type: none"> • 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 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. • City Bank have the right to award multiple vendor splitting the total quantity.
9	Structure of Bid	<p>Bid documents must submit in an envelopes:</p> <p>Bidders must submit their quotation as per provided Pricing Format (Annexure-II), SIF (Annexure-III). Detail payment terms, delivery lead time, Client list with contact detail shall be accompanied with the quotation.</p>
10	Offer Validity	Offer price should be valid at least 90 days. The offer validity must be mentioned in the offer.
11	Seal Bid	<p>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/Y25/246, RFQ for Supply of blanket at Chief Adviser's relief fund office"</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.</p>
12	Cost of Bidding	The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including the cost of presentation for the purposes of clarification of the bid, if so desired by the Bank, the bank will in no case is responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
13	Clarification	City Bank may arrange clarification meeting with 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.
14	Modification and withdrawal of Bids	<ol style="list-style-type: none"> a) The Bidder is allowed to modify or withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving a written notice to the Bank. b) Subsequent to the last date for receipt of bids, no modification of bids shall be allowed. c) The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal may result in disqualification of the Bidder.

	15	Contacting City Bank	<p>a) Any effort by a Bidder influencing the Bank bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.</p> <p>b) Bidder shall not approach Bank officers after office hours and/or outside office premises, from the time of the bid opening till the time the Contract/WO/PO is awarded.</p>
	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.