

December 01, 2022

Request for Quotation (RFQ) for supply, installation and commissioning of 1 unit 17.50 ton capacity VRF type of Air Conditioner for Satmasjid Road Branch of the Bank.

Scope of Bid

Bengal Commercial Bank Ltd. (Hereinafter referred to as "the Bank") willing to receive bids from the bona fide vendors for purchasing of 17.50 ton capacity VRF type Air Conditioner for the period of next 01(one) year, which will be installed at Satmasjid Road Branch of the Bank.

Terms and Conditions:

1.1 Bidder's qualification

- Bidder shall pose his own office and trained & experienced manpower to install, configure the supplied products.
- Bidder shall be assessed under Income Tax Department.
- Bidder shall be an authorized dealer for supplied brand product.
- Bidder has the capacity for repairing or replacing any hardware unit or the product itself without any cost within the warranty period.
- Bidder has the capacity for repairing or replacing any hardware unit or the product itself within the Annual Maintenance Contact (AMC) period based on the terms and condition of AMC agreement.
- Bidder should have the capacity to solve any support related issue within the warranty and AMC period.
- The bidder must have experience of supply, delivery, install, commission and maintenance of VRF Type air conditioner at least in 1(One) Bank/NBFI. The bidders should also have been in operation in similar fields for at least last 3(three) years.
- The bidder shall possess his own office and adequately trained and experienced manpower to trouble shoot the problem.
- The bidder should have capable for 24/7 Support, Services and Communication facility.

1.2 Documents comprising the bid

- a. Technical Description of the deliverables to demonstrate the specified technical requirement.
- b. Photocopy of following documents may be submitted with the offer:
 1. Valid Trade License and Company Profile.
 2. E-TIN and VAT Certificate
 3. Business Identification Number (BIN) Details
 4. Name, contact number and e-mail address of the Contact person
 5. Proof of Experience.
 6. List of corporate clients (Bank preferred).
- c. All Proper documents, brochure, data sheet, technical spec papers of mentioned Products with proof have to be provided by the bidder in the Technical Proposal.
- d. All required documents needs to be provided as a proof of evidence to fulfill the need of supplier qualification.
- e. Seal and signed copy of this RFQ as a proof of declaration to have read and understand the whole "Terms & Conditions" and abiding by it fully with no objections
- f. List of support center across the country and support team member with experts' profile.
- g. Detail list of spare parts along with price.



1.3 Bid prices

Bidders shall quote the price excluding VAT and including Tax in Bangladeshi Taka (BDT) for the items. Vendors must submit the quotation different capacity and type wise individual unit rate. Related VAT to be borne by the Bank.

1.4 Bid validity

Bid shall remain valid for a period next 03 month from the date of opening of quotations. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

1.5 Sealing and marking of bid

The envelope shall:

1. Be addressed to the Bank at the following address: Head of General Services Division, Bengal Commercial Bank Ltd., Head Office, 5th floor, Khandker Tower, 94, Gulshan Avenue, Gulshan, Dhaka-1212.
2. Bidder(s) should submit the financial and technical offer in separate envelope mentioning the name of the offer and both envelopes must be submitted together in a single envelope.
3. In addition to the above requirements, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case may be declared "late" pursuant to clause 1.7.
4. If the envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the bid.

1.6 Deadline of bid

The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than 4:00 p.m. on **Thursday, December 08, 2022**. Bank reserves the right to unseal the tender(s) without presence of the participating vendors.

1.7 Late Bids

Any bid received by the Bank after the deadline may be rejected and returned unopened to the bidder.

1.8 Evaluation of proposals

The Bank will choose the offer that will be more comprehensive and that conform the relevant required product. The Bank will carry out technical as well as financial evaluation according to the criteria of the bank. Bank will give emphasis on quality and the richness of the product as well as experience of the vendor during evaluation.

1.9 Award of Contract

The Bank will award the Contract to the successful bidder as per clause 1.8.



1.10 Bank's right to accept any bid and to reject any or all bids.

Notwithstanding Clause 1.9, the Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.

1.11 Notification of Award/Work Order

Prior to expiration of the period of bid validity prescribed by the Bank and after successful negotiations (if any), the Bank will notify/issue work order in favor of the successful bidder that his bid has been accepted. The notification of award/work order may constitute the updated terms and conditions and basic formation of the Contract.

1.12 Penalty

In case of failure or any kind of delay regarding delivery of the product within due time, vendor will be liable to pay 1% of the total Notification of Award /work order value, as penalty, to the bank for delaying each week after the due date. Upon reaching the penalty to 5% of total Notification of Award / Work Order, the performance security as well as the Notification of Award / Work Order may be forfeited on sending a letter to the vendor.

However, Bank must be informed for any foreseeable delay due to uncontrolled situation prior to exceed the delivery deadline which may be considered by the bank if situation justify such delay and the decision of management of the bank will be final.

1.13 Mode of Payment:

- i. Payment will be made after successful supply, installation as well as commissioning and subsequent submission of the bill after deducting Tax as per government rules. No advance payment will be allowed. Related VAT to be borne by the Bank.
- ii. 10% of the work order value will be kept as Security money up to warranty period mentioned in clause no 1.16.

1.14 Security Money:

An amount equivalent to 10% (Ten) of total final invoice amount will be considered as security money. Security money amount will be deducted from the bill and retained up to the warranty period of the products. Security money will be returned after the stipulated warranty period mentioned in clause no 1.16. Security money may be forfeited in case of violation of warranty and or support issues within the stipulated warranty period.

1.15 Product Delivery:

- i. Product must be delivered from ready stock
- ii. Supplier have to deliver the product at Satmasjid Road Branch, Rangs Eminance, Holding No 779(Old), 79(New), Satmasjid Road, Dhanmondi, Dhaka at own arrangement and own cost through maintaining standard safety, security and precaution measure.



1.16 Warranty:

Bidders/vendors should specify the warranty type and period clearly for each of the items /components. However, the warranty period must not be less than 3(three) years. Warranty includes any kind of after sale support, service, troubleshooting and any other charges thereof.

1.18 Maintenance

All products / items supplied/installed should be covered under standard mentioned warranty and maintenance unless specified within the detail specification. Price for such maintenance should be included in the bidding price.

1.19 Withholding Sales Tax

The bidder is hereby informed that the Bank shall Tax at the rate prescribed under the Tax Laws of Bangladesh, from all payments for services rendered by any bidder who signs a contract with the Bank. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by the bank. If bidder is exempted from any specific VAT/taxes, then it is requested to provide the relevant documents with the proposal.

1.20 Safety and Security

The safety and security of technician, workers at the site is the responsibility of the vendor/ supplier. In case of any accidental occurrence, which causes the death of any person/lives or damaged of any asset owned by the Bank and or by other parties, all responsibilities including compensation have to borne by the vendor/ supplier.

1.21 Financial Offer format

SI	Specifications	Qty	Unit price excluding VAT and including Tax
a. Outdoor Unit			
1	17.5 ton Capacity Outdoor unit (Heat Pump System) Brand: Model: Country of origin: Country of assemble:	1 unit	
b. Indoor Unit			
1	One way Cassette type indoor unit, Capacity: 0.60 ton including Remote Controller Brand: Model:	1 unit	
2	Four way Cassette type indoor unit, Capacity: 1.25 ton including Remote Controller Brand: Model:	1 unit	
3	Four way Cassette type indoor unit, Capacity: 1.60 ton including Remote Controller Brand: Model:	1 unit	

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4	Four way Cassette type indoor unit, Capacity: 2.00 ton including Remote Controller Brand: Model:	3 units	
5	Four way Cassette type indoor unit, Capacity: 3.20 ton including Remote Controller Brand: Model:	1 unit	
6	Four way Cassette type indoor unit, Capacity: 4.00 ton including Remote Controller Brand: Model:	1 unit	
c. Installation materials			
1	Branch pipe/Y-Branch Pipe/Refnet joint	07 units	
2	28.60 mm ϕ copper pipe with insulation	70 meter	
3	19.10 mm ϕ copper pipe with insulation	04 meter	
4	15.90 mm ϕ copper pipe with insulation	85 meter	
5	12.70 mm ϕ copper pipe with insulation	35 meter	
6	9.52 mm ϕ copper pipe with insulation	40 meter	
7	6.35 mm ϕ copper pipe with insulation	18 meter	
8	Control Cable	150 meter	
9	Condensate Drain line	70 meter	
10	Supply, installation, testing and commissioning with carrying and lifting charge, refrigerant as well as other accessories	01 job	
Total price in BDT excluding VAT & including Tax			

Note:

1. Bill of installation material would be paid as per actual measurement basis.
2. Vendor may add required diameter copper pipe as per drawing.

1.22 Technical Specifications of Air Conditioner:

a. Specification of Outdoor unit:

Particulars	Item description
Air-conditioner information	
Name of item	17.50 ton VRF type air conditioner
Brand	To be mentioned by bidder
Model	To be mentioned by bidder
Manufacturer/assembled by	To be mentioned by bidder
Country of origin	To be mentioned by bidder
Country of assemble	To be mentioned by bidder
Cooling Capacity in BTU/h	To be mentioned by bidder
Cooling Capacity in KW	To be mentioned by bidder
Heating capacity in KW	To be mentioned by bidder
EER	To be mentioned by bidder
COP	To be mentioned by bidder
KW/Ton	To be mentioned by bidder
Refrigerant	To be mentioned by bidder
Outdoor Dimension (HxWxD) in mm	To be mentioned by bidder
Outdoor Weight in Kg	To be mentioned by bidder



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Cooling Output in BTU/ per watt power consumption	To be mentioned by bidder
Condenser materials	To be mentioned by bidder
Evaporator materials	To be mentioned by bidder
Compressor (Type, Brand, Country of Origin & Assemble)	To be mentioned by bidder
Warranty	Minimum 3 years including spare part, compressor & labor

b. Specification of Indoor Unit

Particulars	Item description
Air-conditioner information	
Name of item	
Brand	To be mentioned by bidder
Model	To be mentioned by bidder
Manufacturer/assembled by	To be mentioned by bidder
Country of origin	To be mentioned by bidder
Country of assemble	To be mentioned by bidder
Cooling Capacity in BTU/h	To be mentioned by bidder
Cooling Capacity in KW	To be mentioned by bidder
Indoor Air-Flow Rate in CFM	To be mentioned by bidder
Indoor Dimension (HxWxD) in mm	To be mentioned by bidder
Indoor Weight in Kg	To be mentioned by bidder
Indoor Air-Flow Rate in CFM	To be mentioned by bidder
Cooling Output in BTU/ per watt power consumption	To be mentioned by bidder
Condenser pipe materials	To be mentioned by bidder
Warranty	Minimum 3 years including spare part & labor

Note: Please provide details information for each capacity indoor unit.

c. Specification of Installation materials:

Copper pipe:

Supply, installation, and testing of Copper pipe including supply and installation of sockets, U- trap, elbows, tees, venting, hangers, unions other consumables, etc. complete in all respects. Pipe sizes from 6.4mm to 15.9mm shall be soft copper pipe and above 15.9mm shall be hard copper pipe & body thickness 0.7 mm to 1.2mm. Insulation materials are engineered with the highest standard, cell characteristic is the key component to an effective insulator by providing a barrier between the pipe's surface and atmospheric conditions. Low thermal conductivity and high moisture resistance, insulation materials are available in Class 1, Class 0 and FM Approved, materials have zero Ozone Depleting Potential (ODP), zero Global Warming Potential (GWP), and low Volatile Organic Compounds (VOC). Applying such type Insulation materials properly also helps to reduce the energy consumption of air conditioning and heating units.

Drain line:

Supply, installation & testing of water grade PVC pipe of required sizes in/c. with required PVC sockets U-trap, elbows, tees, venting, hangers, unions other consumable etc. complete in all



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respects. Pipe work shall be properly plumbed, leveled and fix. The pipe shall be at least 10mm thick Aluminum Foil pasted PE Insulation, Jacketed with 24 SWG Aluminum sheet.

1.23 Bank's Right

Bank reserves the right to accept or reject any or all of the offers in full or part without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.

Thanking you,

Monzur 30/11/2022
Engr. Md. Monzur-A-Moula
Head of General Services Division



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General Services Division
Head Office, Dhaka

Check list

Vendor(s) are requested to submit the documents as per below mansion check list:

SL	Particulars	Vendor response (Yes/No)
1	Up to date trade license	
2	E-TIN, VAT & BIN certificate	
3	Memorandum & Article of Association (if applicable)	
4	Partnership Deed (if applicable)	
5	Name, contact number, e-mail of contact persons as per attached format	
6	Proof of experience	
7	List of corporate client (Bank preferred)	
8	Manufacturer's Letter of Authorization/ Distributorship /Dealership	
9	Catalogue, brochure, data sheet, etc.	
10	List of support center across the country along with support team member details	
11	Seal and signed copy of the RFQ	

Vendor has to be submitted all the documents in the order of this list.

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VENDOR CONTACT INFO.

*** (Mandatory info) ***

Company Contact information

Name :
Company Address :
Company Phone No. :
Company Fax No. :
Company Email :

Tender Concerned

Name :
Company Designation :
Cell Phone No. :
Email Address :

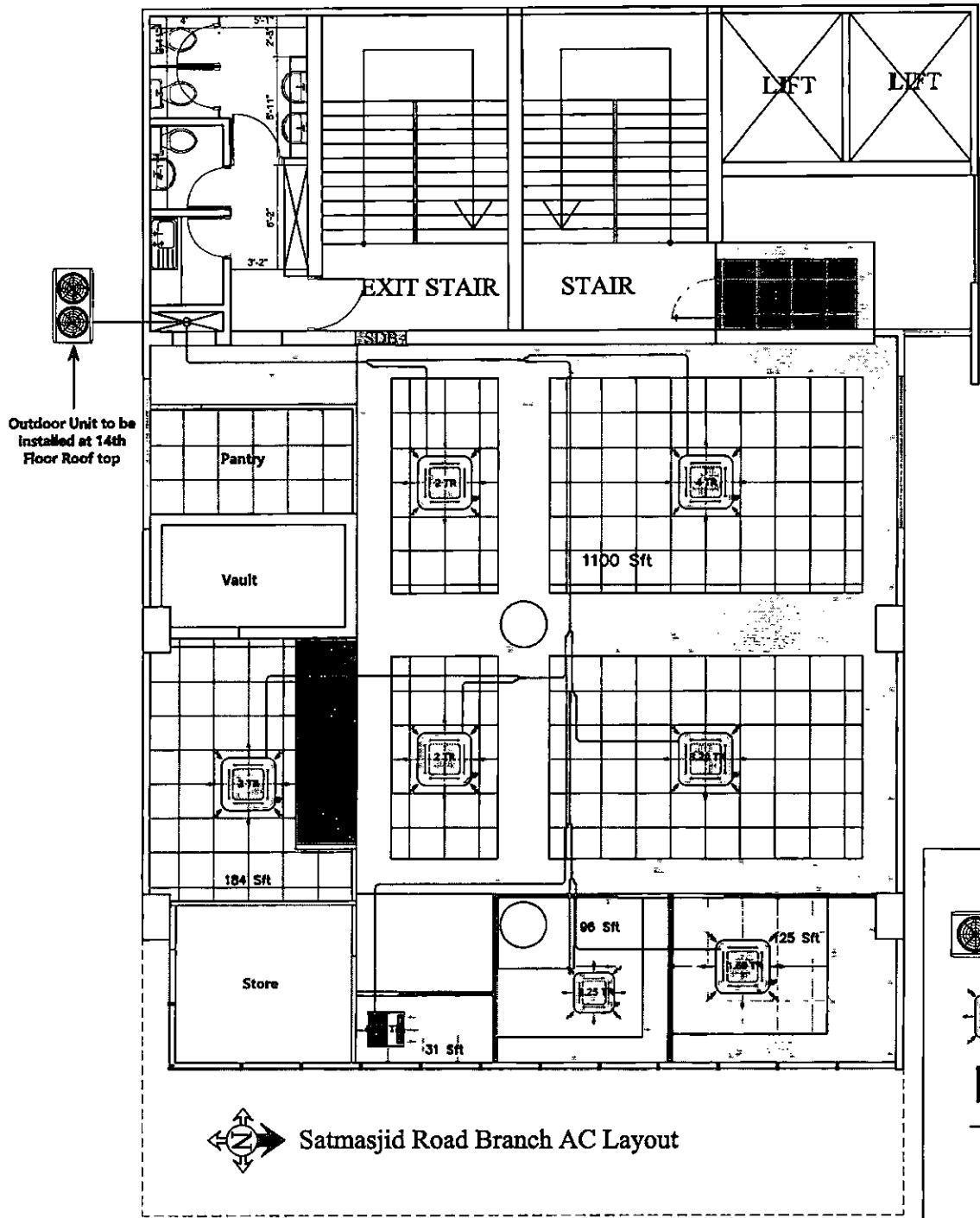
Sales & Marketing- I

Name :
Company Designation :
Cell Phone No. :
Email Address :

Maintenance and after Sale Service - I

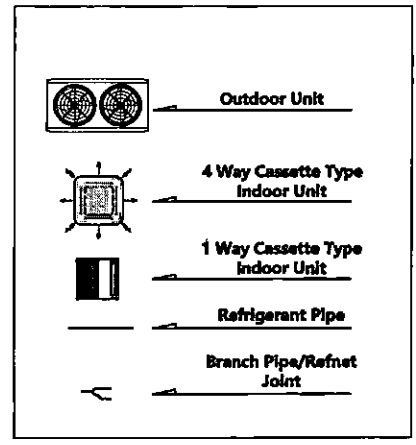
Name :
Company Designation :
Cell Phone No. :
Email Address :





Outdoor Unit to be installed at 14th Floor Roof top

[Handwritten Signature]



Satmasjid Road Branch AC Layout

MAIN ROAD