

Bengal Commercial Bank PLC.
General Services Division
Head Office, Dhaka

Date: November 13, 2024.

Request for Quotation (RFQ) for supply, installation and commissioning of 7.5 KVA prime capacity petrol generator and 15 KVA & 20 KVA prime capacity diesel generator for different Branches & Sub-Branches of the Bank.

Scope of Bid

Bengal Commercial Bank PLC. (Hereinafter referred to as “the Bank”) willing to receive bids from the bona fide vendors for purchasing of 7.5 KVA prime capacity petrol generator and 15 KVA & 20 KVA prime capacity diesel generator for different Branches & Sub-Branches for the period of next 01(one) year, which will be installed at different locations across the country.

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 Contract (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 7.5 KVA prime capacity petrol generator and 15 KVA & 20 KVA prime capacity diesel generator at least in 3(Three) Bank/Organizations. The bidders should also have been in operation in similar fields for at least last 5 (Five) 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 as mentioned in Annexure A.
- 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 as per Annexure-C
 5. Proof of Experience.
 6. List of corporate clients (Global and Local).
- 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 (if any)
- g. Detail list of spare parts along with price.

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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. The related VAT to be borne by the Bank.

1.4 Bid validity

Bid shall remain valid for a period of 90 days from the date of opening of technical proposals. 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, November 21, 2024**. Bank reserves the right to unseal the tender(s) without presence of the participating vendor.

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.

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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 purchase committee of the bank will be final.

1.13 Mode of Payment:

- i. Payment will be made after successful supply, installation & commissioning in all respects and subsequent submission of the bill after deducting Tax as per government rules. No advance payment will be allowed.
- 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 final invoice value will be considered as security money or vendor may submit Bank Guarantee instead of 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 site (different locations across the country) own arrangement and own cost through maintaining standard safety, security and precaution measure.

1.17 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 24 months from the date of commissioning of the generator. Warranty includes any kind of spare parts, after sale support, service, troubleshooting and any other charges thereof.

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1.19 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.

1.20 Withholding Sales Tax & VAT

The bidder is hereby informed that the Bank shall deduct 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 taxes, then it is requested to provide the relevant documents with the proposal.

1.21 Safety and Security

The safety and security of engineer, technician, and worker at the site is the responsibility of the vendor/contractor/supplier. In case of occurrence of any accident, which causes any damage/death of any person/lives or any asset owned by the bank and or by other parties, all responsibilities including compensation will shoulder to the vendor/ contractor/supplier.

2.0 Financial Offer:

Vendor must submit the technical offer as per Annexure-A.

2.1 Technical Specifications of Generator:

Vendor must submit the technical offer as per Annexure-B.

2.2 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,

Yours faithfully,

Engr. Md. Monzur-A-Moula
Head of General Services Division

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Annexure- A

1. Technical Specification of 7.5 KVA Petrol/Octane Generator

SL	Particulars	Standard	Vendor Specification
A	Generator		
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Capacity	7.5KVA	
4	Country of Origin	To be mentioned	
5	Country of Assemble	To be mentioned	
6	Rated current (A)	10.10 A	
7	Fuel System	Petrol / Octane	
8	Fuel Consumption	To be mentioned in Liter per Hour (LPH) @ 50%, 75% and 100% load	
9	Fuel Tank Capacity (L)	Sufficient for 05 hours operation	
10	Cooling	Air forced cooling	
11	Phase / Connection	Single Phase	
12	Power Factor	1.0	
13	AVR	Built-in	
14	Voltage/Frequency	220V / 50Hz	
15	RPM	To be mentioned	
16	Starting System	Electrical & Recoil Start	
17	Self Protection	To be mentioned	
18	ATS (Foreign preferred)	Features to be mentioned	
19	Canopy (Foreign preferred)	Features to be mentioned	
	a. Fire Safety	Fire Resistant and Retardant Canopy	
	b. Sound attenuation	Sound attenuated acoustically treated canopy, maximum sound level 60 dBA at 3m distance	
20	Mounting	Floor Mounted.	
21	Overall Dimension	To be mentioned in inch - L x W x H	
22	Overall Weight with canopy	To be mentioned in Kg	
B	Controller		
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Country of Origin	To be mentioned	
4	Indication	Fuel level & oil pressure, temperature, RPM, Voltage, Current & Power, Frequency, Trip alarm etc.	
C	Engine		
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Type	04 Stroke	
4	Engine Displacement (CC)	To be mentioned	
5	Ignition	To be mentioned	
6	RPM	To be mentioned	
7	Country of Origin	To be mentioned	
8	Country of Assemble	To be mentioned	
D	Alternator		
1	Brand	To be mentioned	

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2	Model	To be mentioned	
3	Insulation class, protection rating, Excitation system	To be mentioned	
4	Capacity	To be mentioned	
5	Country of Origin	To be mentioned	
6	Country of Assemble	To be mentioned	
E	Others		
1	Warranty/Guarantee of genset with all parts & accessories as offered	Minimum 24 months from the date of commissioning	
2	After sale service	5 times statutory visits within the warranty period shall be attended for maintenance/servicing and also attend to all break down calls as and when required within the warranty period at own cost of the supplier.	
3	Delivery	Delivery should be done from the ready stock within 07 (Seven) days from the date of receipt of Work order.	
4	Installation, testing, commissioning	All relevant works with all electric accessories such as sensing cable, cable lugs, tie, screw, nut-bolt, royal plug, saddle, tape etc. all complete including supply of fuel (full tank) , lubricant as per manufacturers instruction manual.	
5	Other specification (if any)		

2. Technical Specification of 15 KVA diesel Generator

SL	Particulars	Standard	Vendor Specification
A	Generator		
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Capacity	15 KVA/12 KW, continuous capacity (Prime power)	
4	Country of Origin	To be mentioned	
5	Country of Assemble	To be mentioned	
6	Rated current (A)	21.6 A	
7	Fuel System	Diesel	
8	Fuel Consumption	To be mentioned in Liter per Hour (LPH)	
9	Fuel Tank Capacity (L)	Sufficient for 10 hours operation	
10	Cooling	Water / Liquid cooled	
11	Phase/ Connection	03 Phases	
12	Power Factor	0.8	
13	AVR	Microprocessor based system having integrated automatic voltage regulator, output within 11.0%	
14	Voltage/Frequency	400V / 50Hz	
15	RPM	1500 (Shall have auto speed governor and option for manual regulation)	
16	Starting System	Self-Starting, 12 volt DC battery & auto battery charger with ammeter	
17	Voltage Stabilizer	Standard Voltage stabilizer for generator	
18	Self Protection	safety & protection devices viz auto shut off with indicators for overload, over & under voltage, high temperature , low oil pressure, over speed, low fuel level, TP MCCB of required rating for	

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		overload & instantaneous short circuit release etc.	
19	Auto Start/stop	Auto start and auto change over to load within adjustable preset time during normal power failure and auto stop and auto change over to normal supply within adjustable pre-set time after restoration of normal power supply.	
20	ATS (Foreign preferred)	40A TP+N ATS with programmable Automatic Mains Failure control panel. Any dropout & pickup voltage can be set as per customer requirements.	
	a. Country of origin	To be mentioned by the bidder	
21	Canopy (Foreign preferred)		
	a. Fire Safety	Fire Resistant and Retardant Canopy	
	b. Sound attenuation	Sound attenuated acoustically treated canopy, maximum sound level 65 dBA at 3m distance	
	c. Country of origin	To be mentioned by the bidder	
22	Mounting	Floor Mounted with vibration isolator, 2" thick rubber pads and steel base frame. internally mounted vertical discharge residential type Silencer system with rain cap	
B Controller			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Country of Origin	To be mentioned	
4	Indication	Fuel level & oil pressure, temperature, RPM, Voltage, Current & Power (KVA & KW), Frequency, 3 phase ON-OFF - Trip alarm etc.	
C Engine			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Type	In Line, 04 Stroke	
4	RPM	1500	
5	Country of Origin	To be mentioned	
6	Country of Assemble	To be mentioned	
D Alternator			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Type	04 Pole, Brushless, Self Excited	
4	Capacity	15.0 KVA (Prime)	
5	Country of Origin	To be mentioned	
6	Country of Assemble	To be mentioned	
E Others			
1	Warranty/Guarantee of genset with all parts & accessories as offered	Minimum 24 months from the date of commissioning.	
2	After sale service	5 times statutory visits within the warranty period shall be attended for maintenance/servicing and also attend to all break down calls as and when required within the warranty period at own cost of the supplier.	
3	Delivery	Delivery should be done from ready stock within 07 (Seven) days from the date of receiving of Work order.	

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4	Installation, testing, commissioning	All relevant works with all electric accessories such as sensing cable, cable lugs, tie, screw, nut bolt, royal plug, saddle, tape, rubber pad etc. all complete with supply of fuel (full tank) , lubricant, coolant, battery related materials as per manufacturers instruction manual.	
5	Other specification (if any)	To be mentioned by the bidder.	
6	Earthling Works	Earthling works with all required materials all complete with boring depth 100-120 rft. or more (till getting standard measurement) by tube well sinking method including supply of 2 SWG HDBC earthling led from the bottom of earth electrode to the earth bar of distribution board. Measurements in socket: Electrical Earthling from 0.01 volt to 0.9 volt, or E-N=below 0.5 ohm. All boring should be covered by 1" GI Pipe.	
7	Ducting works	Supply and installation of suitable duct for exhaust in and out of the building. Ducting made of standard 22G MS Sheet and necessary clamp, nut bolt screw etc. all complete.	

3. Technical Specification of 20 KVA diesel Generator

SL	Particulars	Standard	Vendor Specification
A	Generator		
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Capacity	20KVA/16KW, continuous capacity (Prime power)	
4	Country of Origin	To be mentioned	
5	Country of Assemble	To be mentioned	
6	Rated current (A)	28.87 A	
7	Fuel System	Diesel	
8	Fuel Consumption	To be mentioned in Liter per Hour (LPH)	
9	Fuel Tank Capacity (L)	Sufficient for 10 hours operation	
10	Cooling	Water / Liquid cooled	
11	Phase/ Connection	03 Phases	
12	Power Factor	0.8	
13	AVR	Microprocessor based system having integrated automatic voltage regulator, output within 11.0%	
14	Voltage/Frequency	400V / 50Hz	
15	RPM	1500 (Shall have auto speed governor and option for manual regulation)	
16	Starting System	Self-Starting, 12 volt DC battery & auto battery charger with ammeter	
17	Voltage Stabilizer	Standard Voltage stabilizer for generator	
18	Self Protection	safety & protection devices viz auto shut off with indicators for overload, over & under voltage, high temperature, low oil pressure, over speed, low fuel level, TP MCCB of required rating for overload & instantaneous short circuit release etc.	
19	Auto Start/stop	Auto start and auto change over to load within adjustable preset time during normal power failure and auto stop and auto change over to	

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		normal supply within adjustable pre-set time after restoration of normal power supply.	
20	ATS (Foreign preferred)	40A TP+N ATS with programmable Automatic Mains Failure control panel. Any dropout & pickup voltage can be set as per customer requirements.	
	a. Country of origin	To be mentioned by the bidder	
21	Canopy (Foreign preferred)		
	a. Fire Safety	Fire Resistant and Retardant Canopy	
	b. Sound attenuation	Sound attenuated acoustically treated canopy, maximum sound level 65 dBA at 3m distance	
	c. Country of origin	To be mentioned by the bidder	
22	Mounting	Floor Mounted with vibration isolator, 2" thick rubber pads and steel base frame. internally mounted vertical discharge residential type Silencer system with rain cap	
B Controller			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Country of Origin	To be mentioned	
4	Indication	Fuel level & oil pressure, temperature, RPM, Voltage, Current & Power (KVA & KW), Frequency, 3 phase ON-OFF - Trip alarm etc.	
C Engine			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Type	In Line, 04 Stroke	
4	RPM	1500	
5	Country of Origin	To be mentioned	
6	Country of Assemble	To be mentioned	
D Alternator			
1	Brand	To be mentioned	
2	Model	To be mentioned	
3	Type	04 Pole, Brushless, Self Excited	
4	Capacity	20.0 KVA (Prime)	
5	Country of Origin	To be mentioned	
6	Country of Assemble	To be mentioned	
E Others			
1	Warranty/Guarantee of genset with all parts & accessories as offered	Minimum 24 months from the date of commissioning.	
2	After sale service	5 times statutory visits within the warranty period shall be attended for maintenance/servicing and also attend to all break down calls as and when required within the warranty period at own cost of the supplier.	
3	Delivery	Delivery should be done from ready stock within 07 (Seven) days from the date of receiving of Work order.	
4	Installation, testing, commissioning	All relevant works with all electric accessories such as sensing cable, cable lugs, tie, screw, nut bolt, royal plug, saddle, tape, rubber pad etc. all complete with supply of fuel (full tank) ,	

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		lubricant, coolant, battery related materials as per manufacturers instruction manual.	
5	Other specification (if any)	To be mentioned by the bidder.	
6	Earthling Works	Earthling works with all required materials all complete with boring depth 100-120 rft. or more (till getting standard measurement) by tube well sinking method including supply of 2 SWG HDBC earthling led from the bottom of earth electrode to the earth bar of distribution board. Measurements in socket: Electrical Earthling from 0.01 volt to 0.9 volt, or E-N=below 0.5 ohm. All boring should be covered by 1" GI Pipe.	
7	Ducting works	Supply and installation of suitable duct for exhaust in and out of the building. Ducting made of standard 22G MS Sheet and necessary clamp, nut bolt screw etc. all complete.	

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Annexure-B

1. Financial Offer for supply and installation of 7.5 KVA Petrol and 15 KVA diesel generator:

SL	Particulars	Unit	Unit Price in BDT excluding govt. VAT and including Tax as well as delivery and installation		
			7.5 KVA Petrol	15 KVA Diesel	20 KVA Diesel
1	Generator Set	1 set			
2	Canopy	1 set			
3	Automatic Transfer Switch (ATS)	1 set			
4	Earthling works as per details specification mentioned in RFQ along	1 job			
5	Installation, testing and commissioning as per details specification mentioned in RFQ	1 job			
Total Price in BDT excluding VAT & including Tax					

2. Financial offer for consumable items:

SL	Particulars	Unit	Unit Price in BDT including govt. VAT and Tax as well as delivery and installation		
			7.5 KVA Petrol	15 KVA Diesel	20 KVA Diesel
1	Air Filter	Pc			
2	Lube Oil Filter	Pc			
3	Fuel Filter	Pc			
4	Water Filter	Pc			
5	Water Coolant	Ltr			
6	Lube Oil	Ltr			
7	Other required materials (if any)				

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3. Financial offer for power cable, flexible pipe, silencer pipe, etc.

SL	Particulars	Unit	Unit price in BDT excluding VAT & including Tax as well as installation
1	Cable-1Cx6 rm, BYA (BBS/BRB)	Meter	
2	Cable-1Cx10 rm, BYA (BBS/BRB)	Meter	
3	Cable-1Cx6 rm, NYY (BBS/BRB)	Meter	
4	Cable-1Cx10 rm, NYY (BBS/BRB)	Meter	
5	Cable-4Cx10 rm, NYY (BBS/BRB)	Meter	
6	Flexible pipe- 1"	Meter	
7	Flexible pipe- 1.50"	Meter	
8	Flexible pipe- 2"	Meter	
9	Silencer Pipe-2"(MS pipe) including all other accessories for installation i.e. nut bolt, ms flange, angle, etc.	RFT	
10	Silencer Pipe-3"(MS pipe) including all other accessories for installation i.e. nut bolt, ms flange, angle, etc.	RFT	
11	MS Bend-2"	Pc	
12	MS Bend-3"	Pc	
13	MS Elbow-2"	Pc	
14	MS Elbow-3"	Pc	
15	Ducting work as per specification mentioned in RFP	SFT	
16	Misc. items beyond the above items to be settled on mutual understanding based on market price between vendor and bank GSD officials.		

Note: Bill of Ducting works, Cable, Flexible pipe, silencer pipe and others would be paid as per actual measurement basis.

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Annexure-C

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 :