

Bengal Commercial Bank PLC.
General Services Division
Head Office

Ref: BGCB/GSD/Tender/2025/015
September 16, 2025.

Request for Quotation (RFQ) for Supply, Installation and Commissioning of 75 units Desktop Computers for Bengal Commercial Bank PLC.

Bengal Commercial Bank PLC. (Hereinafter referred to as "the Bank") wishes to receive bids from the bonafide firms for Supply, Installation and Commissioning of 75 units Desktop Computers as per below mentioned specifications, terms & conditions:

1.1 Technical Offer

Vendor should submit technical offer as per specifications mentioned below:

Technical Specification of DESKTOP COMPUTER:

Item	Bidders Descriptions	Remarks
Brand	Dell	
Quantity	75 units	
Model	To be mentioned by the bidder	
Chassis	Micro/Mini Tower	
Processor Brand	Intel	
Processor Type	Minimum 14 th Gen, Intel Core i5 Processor.	
Processor Clock Speed	Minimum 3.00 GHz	
Ram	1x8GB	
Ram Type	DDR4 or DDR5	
HDD	512GB SSD or NVMe	
Monitor	Minimum 18.5 inch	
Graphics Chipset	Intel Integrated Graphics	
Networking	LAN	
USB Port	Minimum 4 USB Port	
Operating System	Factory Fitted Windows 11 Professional Original license with 64 bits.	
Keyboard	USB Keyboard	
Mouse	USB Mouse	
Warranty	3 Years full with parts and labor	
Country Of Assemble	To be mentioned by the bidder	
Country Of Origin	USA	
MAF	Manufacturer Authorization letter	

1.2 Financial Offer

Vendor should submit financial offer as per prescribed format mentioned below:

Format for financial Offer

SL	Item Description	Unit price in BDT excluding VAT & including Tax	Quantity	Total price in BDT excluding VAT & including Tax
1	Desktop Computer		75 units	

- No advanced payment.
- Ready Stock will get preference.
- All prices are excluding VAT & including Tax. Related VAT to be borne by the Bank.
- Minimum Price Validity 120 days (Vendors not meeting minimum price validity may not quote).

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1.3 Bidder's qualification

- a) Bidder shall pose his own office as well as trained & experienced manpower to install, configure the supplied the products.
- b) Bidder shall be assessed under the Income Tax Department.
- c) Bidder shall be an authorized dealer for the supplied products.
- d) Bidder shall have the capacity for repairing or replacing any hardware unit or the product itself without any cost within the warranty period.
- e) Bidder shall have 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.
- f) The bidder must have experience of supplying, delivering, installing & commissioning IT products to a minimum of 01 (One) Bank/NBFI. The bidders should also have been in operation in similar fields for at least last 03 (Three) years.
- g) The bidder should have 24x7 Support, Services and Communication facilities.
- h) Bidder should ensure on side maintenance support (4 hours inside Dhaka and 12 hours outside Dhaka) during the warranty/AMC period for online and offline UPS.

1.4 Documents comprising the bid

- a. Technical Description of the deliverables to demonstrate the specified technical requirement.
- b. Schedule for financial proposal.
- c. Photocopy of following documents may be submitted with the offer:
 - i. Valid Trade License and Company Profile.
 - ii. E-TIN, BIN and VAT Certificate.
 - iii. Name, contact number and e-mail address of the Contact person.
 - iv. Proof of Experience.
 - v. List of corporate clients.
 - vi. Proof Certificates as Authorized Reseller/ Authorized Dealer/Supplier from the manufacturer to be submitted.
- d. All proper documents, brochures, data sheets, technical specification papers of mentioned Products have to be provided by the bidder in the Technical Proposal.
- e. All required documents need to be provided as a proof of evidence of supplier qualification.

1.5 Bid prices

Bidders shall quote the price excluding VAT and including Tax in Bangladeshi Taka (BDT) for the items Related VAT to be borne by the Bank.

1.6 Bid validity

Bid shall remain valid for a period of **120 days** from the last date of submission of the tender. 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.

1.7 Sealing and marking of bid

The envelope shall:

- 1. Be addressed to the Bank at the following address: **Head of GSD, Bengal Commercial Bank PLC., Khandker Tower, Level-5, 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 products and both envelopes must be submitted together in a single envelope.
- 3. Bid Security/ Earnest Money should be enveloped into the technical offer.
- 4. 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 as per clause 1.9.
- 5. 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.

1.8 Deadline of bid

The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than **3:00 p.m. on September 25, 2025.**

1.9 Late Bids

Any bid received by the Bank after the deadline for submission of bid prescribed in clause 1.8 may be rejected and returned unopened to the bidder.



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1.10 Evaluation of proposals

The Bank will choose the offer that will be more comprehensive and that conform the relevant required product. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any persons not officially concerned with such process until the award to the successful bidder has been announced.

1.11 Award of Contract

Subject to Clause 1.10, the Bank will award the Contract to the successful bidder.

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

Notwithstanding Clause 1.11, 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.

1.13 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 bid has been accepted. The notification of award/work order may constitute the updated terms and conditions and basic formation of the Contract.

1.14 Product Delivery

- Ready stock will be given preference.
- 30 (Thirty) days from the date of receiving the Work Order.
- Bank will take delivery of the product(s) in phases based on its demand. Vendor should have to maintain sufficient stock to maintain uninterrupted supply chain and service to the Bank.

1.15 Warranty

The Supplier warrants that all goods supplied shall be free from defects and shall conform to the specifications provided by the Bank. The Supplier further warrants that the goods are fit for the particular purpose intended by the Bank, as communicated to the Supplier prior to the supply of the products.

The warranty shall remain in effect for the period mentioned in the technical specification from the date of acceptance of the goods by the Bank. Upon receipt of a valid warranty claim, the Supplier shall, at its discretion, either repair or replace the defective goods at no additional cost to the Bank. If the Supplier is unable to repair or replace the goods within a reasonable time, the Bank may forfeit the security money as mentioned in the clause 1.16.

1.16 Security Money

An amount equivalent to 10 % of total work order/product value will be considered as security money. Security money amount will be deducted from the bill during payment and will be retained till the warranty period. Vendor(s) may also have the option of submitting an unconditional Bank Guarantee amounting 10% of the Work Value as security money, which will be retained up to the warranty period of the products and in that case, there will be no deduction of security money during payment. These clauses may be added while issuing the unconditional bank guarantee as security money,

- a. At the request of the supplier, we. (issuing Bank),...(address).... hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total amount of Takaonly upon receipt by us of your (Bengal Commercial Bank Limited) first written demand.
- b. Any such demand made by Bengal Commercial Bank Limited on us (issuing Bank) shall be conclusive and binding notwithstanding any difference between you and the supplier or any dispute pending any Court, Tribunal, Arbitrator or any other authority.

Security money will be returned after the warranty period of the products. Security money may be forfeited in case of violation of support or any other agreed issues within the subscription period.

1.17 Penalty

In case of failure or any kind of delay regarding delivery of the product within due time mentioned in clause 1.14, vendor will be liable to pay 1% of the total work order value, as penalty, to the bank for delaying each week after the due date. Upon reaching the penalty to 5% of total Work Order/Contract value, the performance security as well as the 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 mentioned in clause 1.14 which may be considered by the bank if situation justify such delay and the decision of purchase committee of the bank will be final.



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1.18 Payment

Payment will be made through Payment Order/account transfer (maintained with Bengal Commercial Bank PLC.) after successful supply, install and commissioning of the product. The performance security will be returned along with the final payment.

1.19 Withholding Sales Tax

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 VAT & Taxes, then it is requested to provide the relevant documents with the proposal.

1.20 Contact Person(s)

For any query regarding proposal please communicate with following officials:

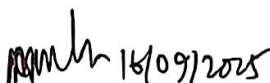
For technical proposal related queries

Mr. Mohammad Emran-Ul-Haque
IT Division
Mob. 01841030011

For financial proposal related queries

Mr. Golam Mostafizur Rahman
General Services Division
Mob. 01717768454

Thanking You.


Md. Monzur-A-Moula

Head of General Services Division



Dr. Md Rafiqul Islam
DMD & CTO