

Ref: Prime/HO/FMD/IT/2023/ 543
Date: August 06, 2023
Sub: Request for Quotation (RFQ) for shifting of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site.

Dear Sir,

Prime Bank is going to shift of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site. All the requirements for shifting are mandatory. Bidder shall indicate the availability of each requirement as a standard product/solution in the respective column. The product/solution offered by the bidder must have reasonable warranty & guarantee, be durable and fit for purpose. In case, any of these are not offered as standard product/solution, the bid may be made non-responsive. Planning, dismounting, mounting, shifting, power on and operational of all kind of ICT related equipment's from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site with Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance needs to submit.

In this connection, Prime Bank Limited is inviting proposals from experienced and reputed vendors for the captioned subject. For this purpose, we are inviting you to submit technical & financial offer along with other information in your letterhead pad.

RFQ Terms & Conditions and Instructions to the Bidders

Shifting of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site

1	RFQ Reference No.	Prime/HO/FMD/IT/2023/543
2	Name of the Work/Services	Shifting of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site with Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance
3	Place of Work	From existing Disaster Recovery Site, Uttara to new Disaster Recovery Site
4	Existing DRS's Location	Road No: 10, House No: 07, 1st Floor, Jashim Uddin Road, Uttara-01, Dhaka
5	Shifting Location (New)	new Disaster Recovery Site
	Insurance Coverage	Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance
6	Availability of technical Team	Bidder has to ensure sufficient number of Fully qualified technical personnel of relevant field(IBM Power Series Server, IBM Storage & IBM xSeries Server, Dell Server, Sun Server, Network related equipment) onsite presence during the whole shifting period
7	RFQ submission place	Facility Management Division, Prime Bank Limited Head Office, Prime Tower (10th Floor), Plot # 8 & 35, Airport Road, Nikunjo-2, Dhaka-1219 Cell: +880 1730-781194
8	RFQ submission Date and Time	13 August, 2023; Time: 12.00 PM
9	Contact Person for Technical issues	Md. Shafiqul Islam, Designation-FAVP, Email: shafiqul@primebank.com.bd , Phone No: 01964966239

10	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. Quoted Price must be in figure and words. There should not be any cutting / erasing / overwriting in the bid documents
11	Delivery Timeline	07 days after issuing of PO
12	Inclusive Price/cost	Quoted price must be included, delivery and installation cost, VAT, Taxes & all other duties, fees/charges as applicable. VAT & Taxes will be deducted from the bill as per Govt. rules
13	Payment Terms	Payment will be made in local currency through Account Transfer/Pay Order
14	Rights of Prime Bank	Prime Bank reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. Prime Bank is not obliged to purchase the lowest offer or any offer at all. Prime Bank reserves the right to share the Bidder's response to this RFQ with its advisors and concern Business Units. Prime Bank reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any reason
15	Manipulation and 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
16	Incomplete Bid	The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled
17	Seal Bid	All the envelopes shall be properly sealed and Signed. Bids without seal and sign will not be considered. Prime Bank Limited reserves the right to reject or accept any or all the bids without showing any reasons
18	Documents	Valid Registration/ownership document, up-to-date VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate. Distributorship or Sole Distributorship certificate
10	Penalty	If the delivery of products and completion of the implementation cannot be done for any complexity at Bidders end within the time frame fixed mutually by Prime Bank and Bidder and if Bidders are failed to complete full-fledged implementation of the products, Bidder shall be liable for penalty @ Tk. 100,000.00 (Taka one lac) only per day which shall be deducted from Bidders bill. If any products being damaged, broken due to the negligence of vendor's or their assigned personnel while shifting, will be compensated or panelized at actual cost of the products
20	Bid Price	Bid prices must be quoted in BDT. The payment will also be made in BDT



INFORMATION DATA SHEET OF BIDDER :

	Name of the Company	:	
	Usual Mailing Address	:	
	Year of Establishment/Incorporation	:	
	Number of years in operation	:	
	Name with phone numbers of Key person (Chairman/Managing Director/other)	:	
	Name, Designation with phone number of contact person	:	
	VAT Registration No.	:	
	TIN	:	
	Company Profile : Give a brief description of your company preferably in 100 words	:	
	List of clients having work-order as same	:	
	Name of Client (s)		Address with contact number

ELIGIBILITY REQUIREMENT FOR THE BIDDER

The bidder will respond to the required eligibility criteria in the tabular format according to Table 2.1. Particular eligibility criteria can be fulfilled by presenting the related documents demonstrating the eligibility. The reference (page number and section number) of the presented document must be mentioned in the response column.

Table 2.1: Response Format of the Bidder to Eligibility Criteria

Item No	Eligibility Criterion	Required Response of the bidder (Should submit required documents with the bid in support of the response)	Compliant	Non-compliant	Remarks
1	The bidder should be a legal entity and a registered company that has not been prohibited by Bangladeshi or international court(s) to enter into contracts. Should have at least 5 years of experience in the relevant business.	Certificate of incorporation and years of business as required Also, a declaration that none of the bidders has been prohibited by domestic or international court(s) to enter into contracts should be furnished.			

Item No	Eligibility Criterion	Required Response of the bidder (Should submit required documents with the bid in support of the response)	Compliant	Non-compliant	Remarks
2	The bidder should have its own/representative office and strong presence in Dhaka with well-equipped service/support/ system up-gradation cell manned with adequate qualified technical personnel for the maintenance and the support of the proposed products/ systems.	Proof of address of the registered office of all the participating bidders should be submitted. Floating or home addresses shall not be considered as established offices. Resume of qualified technical personnel should be submitted.			
3	The bidder must be assessed under Income Tax Department	Proof of submitting tax return, Income Tax Certificate and VAT certificate in the latest fiscal year.			
4	All types of paper / documents should be serially numbered and a clear indexing should be incorporated and bear a signature in each of those documents.	A document with page numbers and a proper index			
5	05 years of IT related business experience	Work order or Client Certificate for similar solution			
<p>(Enclose necessary documentary proof)</p> <p>Note: This should be in the letter head pad of the bidder and duly signed as per this format.</p> <p>I/we solely declare that the statements made above are correct. I/We agree that any misstatement made by us, if detected later on, shall render our application unacceptable to the Bank.</p> <p>(Signature) (Name & designation of Authorized Signatory) (Name & Address of the Bidder with Seal)</p>					

PAYMENT

- The vendor may issue single work order or in phases. The vendor may submit bill/invoice after work completion and bank will make payment accordingly.
- While making payment, VAT & income Tax will be deducted at source as per Govt. rule.

Step by Step Task Description

Specifications for Shifting of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site with Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance

Description of Scope
<ol style="list-style-type: none"> 1. Bidder will provide with reallocation services for the machines — IBM Power Series Server, IBM Storage & IBM xSeries Server, Dell Server, Sun Server, Network equipment & others as per attached list, from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site. It is assumed that the H/W along with S/W and other required items are in working condition prior of shutting down. 2. Bank will Power Down all the systems following individual equipment/application's shutting down process prior to commencing reallocation. 3. Bidder will dismantle the devices at existing Disaster Recovery Site, Uttara. 4. Bidder will pack & transfer the devices from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site with proper care in transit, and unpack the devices at new Disaster Recovery Site. 5. Bidder will assemble all dismantle equipment's at new Disaster Recovery Site. 6. Bidder will Power Up all the devices and make the systems functional at new Disaster Recovery Site. 7. Functions of all Software/applications that runs on the H/W systems are to be validated by Prime Bank Limited and/or it's vendors after power-up. 8. Shipment must be completed with Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance.

FINANCIAL PROPOSAL

Description of Task	Total Price (BDT) including VAT, Tax & Others
Shifting of all kind of IT equipment from existing Disaster Recovery Site, Uttara to new Disaster Recovery Site with Inland Lorry Risk /Inland Transit Risk under Marine Cargo insurance	

In Words:

RFQ PREPARATION: The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3rd large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

RFQ SUBMISSION ADDRESS:

Facility Management Division, Prime Bank Limited
Head Office, Prime Tower (Ground Floor, Central Dispatch),
Plot # 8 & 35, Airport Road, Nikunjo-2, Dhaka-1219



RFQ process Contact: Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Md. Shafiqul Islam, Cell: 01964966239

After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped **in the Tender box on 13th August, 2023 before 12:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking You.



Kazi Sohel Masud

AVP & Unit Head, Procurement