

Facility Management Division

Ref: HO/FMD/Procurement/2023/614

September 21, 2023

**Subject: Request for Quotation (RFQ) for Purchasing Wall & Cassette type AC at Jamalpur Branch**

Dear Concern,

We are pleased to invite sealed Quotation from reputed supplier(s) which is to be forwarded us under in cover letter for the items on the basis of as per specifications and terms & conditions mentioned below:

**Products:**

Sl. No.	Type	Ton	Quantity (Sets)	Unit Price (BDT)	Maintenance Cost- 5 Years *	Total Cost
1	Cassette Type	4	3			
2	Wall Type	1	3			

**Unit Rates - Variable Works:**

These variable charges will be determined jointly as per actual measurement upon completion of fixing of the ACs.

Items	Unit rate
Copper pipe	
Drain Pipe	
Gas Charge	
Wrapping tap	
Angle	

**Terms & Conditions:**

1. Delivery & Installation:

- A. **Installation:** Supplier shall supply and install ACs as per the specification and timeline mentioned in the agreement. The installation shall be done by professional and eligible electrician with proper workmanship.
- B. **Maintenance:** Supplier shall ensure 100% up & running of all ACs through regular maintenance, servicing and replacement of ACs spare parts (if require) without any additional cost up to 5 years. Maintenance covers the followings but not limited to:
  - Two (02) free routine servicing per year per AC
  - On-call service / trouble shooting anytime as required
  - Replacement of parts & gas charge
  - Replacement of compressors.
  - Replacement of full unit (If supplier fail to repair the ACs unit).
  - **Emergency support:** Supplier shall provide the emergency support on 24x7x365 basis to handle any critical fault. Vendor shall response immediately either by phone call, e-mail, also attending to the sites as per notification of functional failure.



- **Response and Recovery Timeline:** Vendor must strictly maintain the onsite response time and recovery time as per below:

Plant & Equipment	Support Area	Response Time	Recovery Time
Air Conditioner	Branch Server Room (Outside Dhaka)	24 hrs	48 hrs
Air Conditioner	PBL Branch premises (Outside Dhaka City)	24 hrs	72 hrs

- Supplier's assigned engineers must be equipped with proper tools & measuring equipment for smooth servicing and trouble-shooting as well as carry the mobile phone (also camera if possible) so that they can communicate with PBL Administration Division's concern person for resolving any query on site whatever is possible.
- Supplier shall maintain ready stock of required spares in their offices for smooth support at all times.
- Supplier's engineers shall follow the standard security and safety protocol.
- Supplier's maintenance staffs shall wear/carry company ID or Authorization during the work and shall follow the onsite security rules mandated by the onsite security personnel.

2. **Payment:** Payment will be made within 30 (Thirty) days from bill receipt. **Bank will deduct VAT & AIT as per govt. rules.**

3. **Warranty:** During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.

4. After going through the terms & conditions, if you are interested to participate in the bidding process then submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company.

5. Please drop your tender - **Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2, Dhaka - 1229** by **02 October 2023, 03:30 pm.**

6. Point of Contact: Eng. Md. Delwar Hoosain Saidy, E-mail: [delwar.saidy@primebank.com.bd](mailto:delwar.saidy@primebank.com.bd)  
Cell: 01701204025

7. 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 work amongst the participants without assigning any reason whatsoever

Thanking you.



**Kazi Sohel Masud**  
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Facility Management Division  
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