

Ref: PBL/HO/FMD/2015/24122

October 11, 2015

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**Sub: Request for submission of price proposal for supply and installation of Fax Machine (re-tender).**

Dear Sir,

Please know that Prime Bank Limited intends to purchase 06 nos Fax Machine for it's proposed Race Course Branch, Comilla, Hatibhandha Branch, Lalmonirhat, Nawabganj Branch, Dhaka and Kaliakore Branch, Gazipur, Saidpur Branch, Nilphamary and existing Banskhali Branch, Chittagong. For this purpose, we are inviting you to submit technical and financial offer of your product in your letterhead pad as per following format:

**Description of work:**

SI No.	Item Description	Quantity	Unit price(Tk.)
1	Fax machine: Brand: Panasonic, Model# KX-FL-613	06 pcs	
2	Voltage Stabilizer: Brand: Any reputed brand, Capacity: 1000VA	06 pcs	
		Total Tk.	

**Terms & Conditions:**

**Delivery and Installation:**

1. Delivery will be taken by Prime Bank Limited Race Course Branch, Comilla, Hatibhandha Branch, Lalmonirhat, Nawabganj Branch, Dhaka and Kaliakore Branch, Gazipur, Saidpur Branch Nilphamary and existing Banskhali Branch, Chittagong..

2. **Payment:** Payment will be made within 90 (Ninety) days from installation date of the Branch. Payment will be made after deducting VAT & AIT as per govt. rules.

3. **Warranty:** Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair/replace any kind of manufacturing defects.

4. **Support Level:** The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service. The Supplier shall be responsible for the agreed response time to fix any specific fault/problem along with routine service and support check-up.

5. After going through the terms & conditions, if you are interested to participate in the bidding process:

5.1 Please submit your sealed proposal (on October 11, 2015 within 3:00 PM) in your company's letterhead pad as per format given in pre-page.

5.2 Please return this letter with signature of authorized signatory and seal of the company.

Thanking you.

Sincerely yours,



**Saif-Ul Alam Md Al-Amin**  
 Vice President




**Md. Shahidul Hoque**  
 Senior Vice President

