

Sub: Request for price proposal submission of Laptop for different branches and divisions of Prime Bank Ltd.

Dear Sir,

Please be informed that Prime Bank Limited intends to purchase Laptop for different branches and divisions. Unit rate of the Laptop may be fixed for next 06 months from the date of issuing notification of award. The selected vendor has to deliver the products to the Bank's selected location (inside Dhaka) as and when required at the approved rate for next 06 months. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Products: Laptop.

Item Description	Unit Price (BDT)	VAT (7.5%)	Unit Price inclusive VAT	Tentative Qty for 06 months	Remarks
Laptop (Category A- General)				80 (±20)	Any change in VAT by the govt. would be borne by the bank
Laptop (Category B- Heavy Duty)				15 (±5)	

Terms & Conditions:

1. Delivery & Installation:

- a. The supplier will deliver & install the products to the Bank's selected location (Inside Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- b. In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:

- a. In case of bill amount over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
- b. Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- c. **The quoted amount must be included VAT but excluded from any kind of TAX. Bank will deduct VAT & AIT as per govt. rules.**

3. Warranty: 03 (Three) years full warranty. During this 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. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.

5. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

6. Paper & Documents: The supplier has to submit the following paper & documents:

- a. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- b. Distributorship or Sole Distributorship certificate.
- c. Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi National Companies.

7. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

Table A: Specification of Laptop:

Particulars	(Category A-General)	(Category B –Heavy Duty)
Brand	Dell/HP/Lenovo	Dell/HP/Lenovo
Model	Please Mention	Please Mention
Processor (minimum)	10 <sup>th</sup> Generation Intel Core i5, 2.4 GHz, 6 MB Cache	10 <sup>th</sup> Generation Intel Core i7, 2.4 GHz, 6 MB Cache
Chipset	Intel Chipset compatible with processor	Intel Chipset compatible with processor
HDD (minimum)	1 TB SATA	1 TB SATA
RAM (minimum)	8 GB DDR4 (minimum)	16 GB DDR4 (minimum)
Display size(minimum)	14" HD/FHD	14" HD/FHD
Optical Drive	Not Required	Not Required
Graphics system	Intel Graphics, Model: Please mention	Intel Graphics, Model: Please mention
External I/O ports	1 USB 3.1 Type C + (2) USB 3.1+ (1) USB 2.0, RJ45 Ethernet, HDMI/VGA, headphone, microphone in, 8-in-1 memory Card Reader, COM	1 USB 3.1 Type C + (2) USB 3.1+ (1) USB 2.0, RJ45 Ethernet, HDMI/VGA, headphone, microphone in, 8-in-1 memory Card Reader, COM
Speaker	Stereo Speakers	Stereo Speakers
Webcam	HD webcam with digital microphone	HD webcam with digital microphone
LAN/NIC	10/100/1000 Ethernet LAN	10/100/1000 Ethernet LAN
Wireless	Wireless 1704 802.11 a/b/g/n/ac	Wireless 1704 802.11 a/b/g/n/ac
Bluetooth	Integrated Bluetooth Technology (Minimum 4.0)	Integrated Bluetooth Technology (Minimum 4.0)
Power Supply Type (minimum)	Please Mention	Please Mention
Battery (minimum)	3-cell Lithium Ion Battery, Backup Time Minimum: 3 Hours	3-cell Lithium Ion Battery, Backup Time Minimum: 3 Hours
Product Dimension	Please Mention	Please Mention
Product Weight	Please Mention	Please Mention
OS	Free Dos	Free Dos
Warranty	03 (Three) Years Full Warranty with support and spare parts including Battery and Adapter	03 (Three) Years Full Warranty with support and spare parts including Battery and Adapter
Delivery Time	Ready Stock	Ready Stock

8. 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. **The proposals must be submitted on 11.06.2020 by 02:30 pm at the following address and no quotations shall be accepted after this time period. Proposals must be submitted in two-envelope system i.e, one Technical Proposal & one Financial Proposal mentioning Technical/Financial Proposal on the top of each envelope. These two proposals will be submitted together in a third envelope. All the envelopes should be sealed & signed..**

**Address:**

Prime Bank Limited  
Facility Management Division,  
29, Rajuk Avenue, Sarkar Mansion, 1<sup>st</sup> Floor, Dhaka 1000

RFQ process Contact : Md. Rashidul Hasan, Cell: 01730791544

**Technical Clarification Contact: M. Saifur Rashid, Cell: 01730791544**

9. 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.



Md. Rashidul Hasan

Senior Officer