



Prime Bank Limited

a bank with a difference

Facility Management Division

Prime/HO/FMD/2016/Elec/ 2432

January 24, 2016

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Sub: Request for Quotation (RFQ) for Electrical Works of UPS Room at the Disaster Recovery (DR) Center, Uttara, Dhaka.

Dear Sir,

Please refer to above mentioned subject. For this purpose, we are inviting you to submit financial offer along with detail technical specification in your letterhead pad using format of Annex-A.

Terms & Conditions:

1. Delivery & Installation:

A. From ready-stock (1 week).

B. The supplier will deliver & install the products to the Bank's selected location. No additional cost will be paid by the bank for transportation.

C. In case of supply of inferior quality/defective goods; any change request by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from receipt of bill from the Supplier. Payment will be made as per the following terms and conditions:

A. 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent certification of concerned user.

B. Remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months of satisfactory operation of the equipment.

C. Bank will deduct VAT & AIT as per govt. rules.

D. Bill of materials will be settled as per requirement of site.

3. Warranty: 2 (Two) years full warranty. During this period, the vendor shall repair any kind of defects including replacement of any parts at its own cost or replace the equipment if necessary.

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.

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

A. Please submit your proposal in your company's letterhead pad as per format given in this page and signature of your company's authorized representative and must be submitted at the tender box of our office on 02.02.2016 from 10:30 am to 3.00 pm. No quotations shall be dropped before or after this time period.

B. Please return this letter with signature of authorized signatory and seal of the company as proof of acceptance of the terms & conditions.

Thanking you.

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