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Sub: Request for submission of price proposal for implementation of Microsoft Office 365 software License.

Dear Sir,

Please know that Prime Bank Limited intends to purchase Microsoft Office 365 software License. For this purpose, we are inviting you to submit financial offer along with technical aspect of your product in your letterhead pad using following format:

Table- A: Microsoft Office 365 software License

Item Description	Product Name	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
Office 365 ENT E-3 User	Enterprise -E3		05 (Five)		

Terms & Conditions:

1. Certification/ Experience:

- A. Bidders have to be Microsoft Large Solution partner or Gold Certified Partner. Partnership certificate must be attached.
- B. Bidders must be capable of integrate Microsoft Office 365 Enterprise-E3 with Prime bank Domain successfully.
- C. Bidders should have skilled technical resources to deploy the solution successfully.
- D. Bidders must have experience of deploying Microsoft Office 365 in 4-5 nos. of renowned organizations at least. In this regard, bidders must submit at least 4-5 nos. of experience certificate and contact description.
- E. Bidders should have experience in business with Microsoft Technologies for minimum period of 4 (four) years.

2. Delivery & Installation:

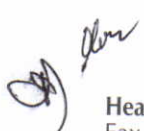
- A. From ready-stock
- B. The supplier will install the products to the Bank's selected location (anywhere in the country). No additional cost will be paid by the bank for transportation.
- C. In case of supply of inferior quality; any change request by Prime Bank must be entertained.

3. 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 IT division/concerned users.
- 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.

4. License Period: 01 (One) year.

5. 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.



Facility Management Division

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 letter and signature of your company's authorized representative and must be submitted at the tender box of our office on 16.06.2015 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.

With kind regards



Md. Shahidul Hoque
Senior Vice President &
The Head of FMD