

Facility Management Division

Prime/HO/FMD/2014/ACI 26941

September 03, 2014

Sub: Request for submission of proposal for supply, installation, testing & commissioning of General/Panasonic Brand 3 units of 1.5T (wall) air conditioners for ATM booths at Nawabpur- Dhaka, Banshkhali- Chittagong, Raipur- Laxipur.

Dear Sir,

Please know that Prime Bank Limited intends to purchase General/Panasonic Brand 3 units of 1.5T (wall) air conditioners for ATM booths at Nawabpur- Dhaka, Banshkhali- Chittagong, Raipur- Laxipur. For this purpose, we are inviting you to submit financial offer along with technical specification of your product in your letterhead pad using following format:

SL	Tonnage	Type	BTU/hr	Brand & Country of assembly (General/Panasonic)	Qty.	Unit Price, Tk.	Total Price, Tk.
1	1.5T	Wall	To be mentioned	To be mentioned	3	To be mentioned	To be mentioned
Total Cost, Taka							
Unit price of copper pipe (excluding 25ft/AC), Taka							

Terms & Conditions:
1. Delivery & Installation:

- A. From ready-stock.
- B. The supplier will deliver & install the products to the Bank's selected location on turn-key basis including wall cutting, filling, necessary insulation, glass wool etc. for drain line, cooper pipe installation. Client will provide circuit breakers & power line. No additional cost will be paid by the bank for transportation.
- C. Offered price includes installation charge up to 25ft copper pipe distance with insulation, machine support, base, angle, PVC drain pipe line, conceal works etc. and if distance between indoor to outdoor increases, bidder will quote price for copper pipe per feet.
- D. In case of supply of interior quality/defective goods; any change request by Prime Bank must be entertained.

2. Distributorship or Sole Distributorship certificate: The bidder must submit distributorship certificate of General/Panasonic brand air conditioner.

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 concerned division/concerned users.
- B. Remaining 10% of total 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.

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4. Warranty & After Sales Service:

- (i) The client requires 2 (Two) years full warranty from the date of installation. During this period, the selected contractor must repair any defect/replace any parts of the equipment and render services in connection thereto at its own cost.
- (ii) The contractor shall also provide after sales service of the supplied equipment at free of cost as when asked by the client for 02 (two) years including 3 (three) times periodic service & maintenance/year.
- (iii) The response time shall be 2(Two) hours and trouble must be resolved/rectified within 6-12 hours.

5. 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 16.09.2014 from 10:00 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.

Sincerely yours,



Md. Shahidul Hoque
Senior Vice President

