



Prime/HO/FMD/2017/PC/ 4027

July 30, 2017

**Sub: Request for submission of price proposal for Desktop Clone PC.**

Dear Sir,

Please know that Prime Bank Limited intends to purchase Desktop Clone PC for different branches & Head Office. 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:

**Lot- A: Desktop Clone PC**

Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
Desktop Clone PC		200		

**Terms & Conditions:**

**1.0 INSTRUCTION TO THE BIDDERS:**

**1.1 BIDDERS IDENTIFICATION OF AUTHORIZATION TO BID:**

Responses submitted by the bidders to this RFQ including response to functional and technical requirements represent a firm offer to contract on the terms and conditions described in this RFQ Schedule. The proposal must be signed by an official authorized to commit the bidder to the terms and conditions of the proposal. Vendors must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

**1.2 BIDDERS ELIGIBILITY CRITERIA:**

- a. The Bidder should preferably be Local Agent / Dealer / Distributor of internationally reputed Desktop Clone PC provider's.
- b. The Bidder who has similar experience at any reputed Bank / Financial Institution in Bangladesh will be given preference and their experience in maintaining the satisfactory will be weighted. These will have to be supported by documentary proof.
- c. The Bidder must participate in all of the items of the Annexure.
- d. The Bidder must have solutions to address all requirements of purchase 200 units of Desktop Clone PC.
- e. The Bidder must have a successful track record to provide such service.

**1.3 LANGUAGE OF BID:**

All bids and supporting documentation must be in English only.

**1.4 PRICE, CURRENCY AND PAYMENTS:**

- a) RFQers shall submit their proposal for having the works under the schedule in Offer to be filled in completely with all rates and amount in Bangladesh currency.
- b) Payments will be made as per following schedule in Bangladeshi currency after delivery of all items and acceptance of the Bank.
- c) 90% of the total bill will be paid after successful supply / delivery, installation, commissioning of the items and accepted by the Bank.
- d) 10% security deposit of gross invoice will be deducted & retained for 6 (Six) months. This amount will be refunded after 6 (six) months subject to satisfactory performance of the items.
- e) The vendor at the time of Invoice submission of last 10% (security deposit) payment of the work order shall submit a Performance Guarantee for 3 years issued by a local schedule commercial bank to the tune of 10% of the work order valued in favor of the Bank.
- f) VAT, Tax etc. will be deducted from bills as per rules of Bangladesh Government and relevant authorities.

**1.5 TAX AND DUTIES:**

It is reiterated that all RFQers must quote the total price inclusive of all VAT, taxes and duties as applicable as per local law.



### 1.6 RFQ VALIDITY PERIOD:

RFQ offer must be valid for acceptance within a period of 90 (ninety) days from the date of opening of RFQ. RFQer's offering short of validity period will be rejected.

### 1.7 CLARIFICATIONS OF RFQ SCHEDULE:

A prospective bidder requiring any clarification of the RFQ Schedule document may notify Prime Bank Limited in writing or by e-mail at the address indicated below:

#### Assistant Vice President

#### IT Infrastructure and Planning Division

Prime Bank Limited, Head Office, Motijheel C/A, Dhaka 1000

Tel: 9567265 (Ext: 321), Email: [mu022501@primebank.com.bd](mailto:mu022501@primebank.com.bd)

### 2.0 RFQ PREPARATION:

- RFQs 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.
- Technical proposal will be opened on the dated specified in the RFQ. Date of opening of the financial proposal will be communicated later on.
- Part-I of this RFQ schedule will be treated as Technical Proposal and Part-II as Financial Proposal.
- The bid forms must be filled in through computer printer or in typing without overwriting and without any erasing and modifications and when completed shall contain all the required information.
- The Offer should be submitted in a sealed cover.
- The Offer shall be marked as "RFQ for purchasing 200 units Desktop Clone PC"
- Offers in the bid should be free of any condition and any conditional offer will disqualify the bidder. Unless otherwise provided herein bids shall be submitted on a firm and final price basis including all charges. Each page of the offer must be signed and sealed properly by authorized person of the bidder.
- The Evaluation to be done by the Bank shall be final.

### 2.1 OFFER WITH TECHNICAL INFORMATION:

The Technical offer should contain the following information required for evaluation and technical rating of the RFQer:

- a) A brief Company Profile along with list of Clients with contact person.
- b) Full sets of original catalog / leaflets, brochures, literature, etc. mentioning detailed technical and general information of Principal.
- c) Any other items the bidder feels necessary to include.
- d) Company Profile of the Solution Owner (if different then RFQer).
- e) Financial Strength - Organizational Turnover, Asset and Liabilities, Income Statement of the Solution Owner.
- f) Company Profile of the Hosting Company (if Product Owner and Hosting Company are not same).
- g) MOU/Agreement copy between RFQer and Solution Owner (if RFQer and Solution Owner are not same company).
- h) Customer list of the Desktop Clone PC.

### 2.2 OFFER WITH FINANCIAL INFORMATION:

The Financial Offer shall comprise the quoted price of the items as per RFQ schedule duly supported by the necessary documents:

- Financial offer (unit price in tk., total price in tk. etc.)
- RFQer's offer with validity period.
- Specified earnest money.
- Offer should be breakdown (if any).
- Mention free service period.
- The price of the goods and/system shall be inclusive of the required training, user manual and guideline.
- The total RFQ value shall be clearly shown and shall include all costs related to this RFQ.

