



Prime Bank Limited

a bank with a difference

Facility Management Division

Prime/HO/FMD/2015/TCI 29154

November 03, 2015

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Sub: Request for submission of price proposal for LTO-5 Tape Cartridge.

Dear Sir,

Please know that Prime Bank Limited intends to purchase LTO-5 Tape Cartridge of renowned brand for our IT Infrastructure and Planning Division. 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	Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
1	LTO-5 Tape Cartridge		70		

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 (anywhere in the country). No additional cost will be paid by the bank for transportation.

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

2. Payment 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.

3. Warranty: The client requires 01 (One) year full warranty. 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.

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.

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 17.11.2015 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.

Thanking you.

Sincerely yours,


Sajj Ul-Alam Md. Al-Amin
Vice President