



Prime Bank Limited

a bank with a difference

Facility Management Division

Prime/HO/FMD/2018/PC/ 1103

March 11, 2018

Sub: Request for submission of price proposal for PC.

Dear Sir,

Please know that Prime Bank Limited intends to purchase PC of renowned brand for Operation 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:

Lot- A: PC

Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)
PC (with 24" Monitor)		16	

Terms & Conditions:

1. Delivery & Installation:

- From ready-stock as and when required for the time period not less than 06 months.
- 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.

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:

- 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent certification of concern division.
- Remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months satisfactory operation of the equipment.
- Bank will deduct VAT & AIT as per govt. rules.

3. Pricing: All quoted price should include delivery, installation, configuration cost VAT, TAX, etc if any.

4. Validity of the Rate: The quotation rate and other terms and conditions should cover a period of 06(Six) months for the date of submission of RFQ.

5. Warranty: 03 (Three) 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.

6. 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.

7. The supplier should have experience of supplying Desktop PC in commercial Bank/any reputed organization (Proper evidence need to be submitted).

8. Paper & Documents: The supplier should have submitted the following paper & documents:

- Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- Distributorship or Sole Distributorship certificate.
- Copies of work-order(s) and performance certificate(s) of execution of same work with different commercial Bank/MNC.