



Common Services Division  
Corporate Head Office, Dhaka

Date: January 21, 2024

**Sub: Request for quotation for supply, installation, testing and commissioning of different model and capacities air-conditioner for the Bank.**

**Terms and Conditions:**

**1.1 Scope of Bid**

Shahjalal Islami Bank (Hereinafter referred to as “the **Bank**”) wishes to receive bids from the reputed firms for purchasing of different types & capacities Air-conditioner for the period of 01(one) year, which will be installed at different locations across the country.

**1.2 Documents comprising the bid**

1. Valid and up dated Trade License
2. Up to date TIN and VAT Certificate
3. Lease agreement of office and full contact number of representative.
4. Company Profile (Establishment date, no of engineers, no of employees, no of bank clients, etc.)
5. Proof of Experience.
6. List of corporate clients with Certificates.
7. List of experience technical members.
8. Certificate of Reseller/Authorized Dealer/ Supplier from the Manufacturer.
9. Original Catalogue with a mark/signature on respective items.
10. National ID card of proprietor/MD/CEO/Chairman.

**1.3 Bid prices**

Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted including Tax excluding Vat (Vat will be borne by the bank). The price will include supply, installation, testing & commissioning and any charges thereof.

**1.4 Bid validity**

Bid shall remain valid for a period of 12(twelve) months from the date of opening of proposals. In exceptional circumstances, prior to expiry of the original bid validity period, Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

**1.5 Deadline of bid**

The bidder must submit the bids addressing to “The EVP & Head of CSD, Shahjalal Islami Bank PLC., Corporate Head Office, 5th Floor, Shahjalal Islami Bank Tower, Plot-04, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212 in closed envelope, duly marking the envelope as addressed at the above no later than 4.00 PM on January 24, 2024.

**1.6 Mode of Payment:**

- i. Payment will be made after successful installation in all respects and subsequent submission of the bill after deducting Tax as per government rules.
- ii. 5% of the payment of work order value will be kept as Security money up to warranty period.

*has*

*[Signature]*



1.7 **Mode of delivery:** Delivery is to be made from ready stock within 07 (seven) days from the date of issuing of work order / delivery instruction.

1.8 **Warranty:** Bidders/vendors should specify the warranty type and period clearly for each of the items /components.

1.9 **Format of the Financial Offer for supply & installation of Brand new Air-conditioner:**

Sl. No.	Specifications	Quantity	Unit price in BDT (including 20 feet distance between Indoor & Outdoor)	Total Price of BDT
01	1.00 ton split Wall Type	1 unit		
02	1.50 ton split Wall Type	1 unit		
03	2.00 ton split Wall Type	1 unit		
04	2.50 ton split Wall Type	1 unit		
05	3.00 ton split Wall Type	1 unit		
06	2.00 ton Split Ceiling Type	1 unit		
07	2.50 ton Split Ceiling Type	1 unit		
08	3.00 ton split Ceiling type	1 unit		
09	3.00 ton split Ceiling type	1 unit		
10	1.00 ton split Cassette Type	1 unit		
11	1.50 ton split Cassette Type	1 unit		
12	2.00 ton split Cassette Type	1 unit		
13	2.50 ton split Cassette Type	1 unit		
14	3.00 ton split Cassette Type	1 unit		
15	4.00 ton split Cassette Type	1 unit		
16	4.50 ton split Cassette Type	1 unit		
17	Auto Timer Switch for alternative operation of ATM Booth air-conditioner (facility to operate each air-conditioner for 2 hours intervals )	1 unit		
18	Additional installation materials above 20 feet all complete	1 Feet		
19	Supply & installation of drain line above 20 feet	1 feet		
20	Misc. Item beyond the above items to be settled on mutual understanding based on market price between vendor and bank			

2.0 **Bank's Right:** Shahjalal Islami Bank PLC. reserves the right to accept or reject any or all of the offers in full or part without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.

2.1 **Negotiation:** Bank has the right to negotiate price, warranty as well as terms and condition with the lowest bidder and / or all bidders.

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**2.2 Technical Specifications of Air-conditioner:**

Particulars	Item description
<b>Air-conditioner information</b>	
Name of item	Air-conditioner
Quantity	As per bank requirements
Brand	To be mentioned by bidder
Model	To be mentioned by bidder
Manufacturer/assembled by	To be mentioned by bidder
Country of origin	To be mentioned by bidder (except India & China)
Country of assemble	To be mentioned by bidder
Dimension, weight, BTU Capacity	Vendor should mention the Dimension, weight, BTU Capacity of all type of quoted air-conditioner

Ma-Assalam,  
Yours faithfully,

  
21/01/24

**Mahmudul Shamim Talukder**  
EVP & Head of CSD

