

## Yezzum Hosain

**From:** ABM Tabriz Habib <tabriz.habib@midlandbankbd.net>  
**Sent:** Sunday, November 25, 2018 9:57 AM  
**To:** Md.Yezzum Hossain Sujar; Ariful Islam  
**Cc:** GSD  
**Subject:** Work Order for supply and install 20 KVA generator at Rajshahi Branch

Dear Sir,

### Re: Work Order

The Management has accepted your quotation dated 01.11.2018. As such you are instructed to supply and install the following Generators with necessary items at our **Rajshahi Branch** at a negotiated price including VAT & Taxes as per following descriptions:

Sl	Company Name	Location	Brand	Capacity	Amount	Installation execute Date	Contact with
1	Cross World Power Ltd.	Rajshahi Branch	Tempest	20 KVA	855,000.00	13.12.2018	Kudrat-E-Khoda Md. Samiul Karim, Phone: 01711951247, 01717139709 (Tabriz, GSD)

#### Terms and Conditions:

- Required installation materials like **ATS**, Power Cable, Control cable, **Load distribution Cable**, Ducting, Silencer Pipe, Civil Works, etc. to be supplied and installed **by you**.
- Total cabling in connection with installation of generator like cabling from **Generator to ATS, main distribution panel to ATS and ATS to EDB** should be done by you. **Inconnection of this wiring, required materials also supplied by you.**
- Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- In case, Bank does not receive the acknowledgement within 02 days, it will be treated that you [Supplier] have accepted all the terms & conditions of the work order. Bank also holds the full right to cancel the Work Order at any time without showing any reason whatsoever.
- In the event of supply of the mentioned items, if the said items does not match with as per requirement/approved quotation then the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- In case of any technical or financial damage or any kind of damage thereof in regard to the supplied goods and/or properties either owned (i.e. supplier) or others means during the time of delivery or commissioning, complete compensation has to be borne by your [Supplier] company unconditionally and to be settled within 15 (fifteen) days positively.
- The product must be supplied as per specification mentioned in quotation. If any change, you [Supplier] will have to consult with the General Services Division, Head Office of the Bank.
- In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason (at your own cost and responsibility).
- In case of any deficiency in the delivered product, you [supplier] will have to make necessary rectification the same immediately at your [Supplier] own cost on receipt of complain.
- No additional bill/work will be entertained without prior permission of the concerned Division.
- Payment:**
  - Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Branch Authority.
  - Price includes delivery, installation and commissioning charges.
  - VAT, AIT & other Govt. charges will be deducted from your [supplier's] bill as per latest Govt. Circular.
  - Necessary Tax will be deducted from your bill as per latest Govt. circular and VAT to be applied if you failed to provide Treasury Challan Copy.
  - Payment will be made only through Payment Order or transfer to your account if lying with Midland Bank Ltd.



12. **Penalty:** In case of failure to complete the task within the stipulated time, from for each subsequent day, **0.25%** penalty (of W/O value) will be imposed. This will be deducted from the billing amount. **If this exceeds 7 (Seven) days from the scheduled time, Bank contains full authority to cancel the work order without notice and forfeit the entire billing amount from the work done by you [supplier] due to your [Supplier] failure to supply the mentioned item.**

With best regards,

**ABM Tabriz Habib**

General Services Division

**Midland Bank Ltd.**

**10th floor(Zahed Plaza),Gulshan-2.**

Mobile: +88-01985-700-112, +88-01717-139709

E-Mail: [tabriz.habib@midlandbankbd.net](mailto:tabriz.habib@midlandbankbd.net)

Web: [www.midlandbankbd.net](http://www.midlandbankbd.net)

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#### Terms and Conditions

1. Required installation materials like ATS, Power Cable, Control cable, Lead distribution Cable, Ducting, Silencer Pipe, Chiller W. etc. to be supplied and installed by you.
2. Total cabling in connection with installation of generator like cabling from Generator to ATS, main distribution panel to ATS and ATS to ECR should be done by you. Inconnection of this wiring, required materials also supplied by you.
3. Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the physical copy of Work Order or by e-mail confirmation whichever is earlier.
4. In case, Bank does not receive the acknowledgement within 02 days, it will be treated that you [Supplier] have accepted all the terms & conditions of the work order. Bank also holds the full right to cancel the Work Order at any time without showing any reason whatsoever.
5. In the event of supply of the materials/terms, if the said terms does not match with as per requirement/approved quotation then the Bank reserves full right of outright rejection of the terms, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed upon by the Bank and the Supplier.
6. In case of any technical or financial damage of any kind of damage thereof in regard to the supplier's goods and/or properties either owned (i.e. supplier) or others means during the time of delivery or commissioning, complete compensation has to be borne by your [Supplier] company unconditionally and to be settled within 15 (fifteen) days positively.
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11. **Payment:**
  - a. Bill should be submitted along with Work Order and Delivery Chellan and performance certificate signed by the Branch Authority.
  - b. Price includes delivery, installation and commissioning charges.
  - c. VAT, AIT & other Govt. charges will be deducted from your [supplier's] bills as per latest Govt. Circular.
  - d. Necessary Tax will be deducted from your bill as per latest Govt. circular and VAT to be applied if you failed to provide Treasury Chellan Copy.
  - e. Payment will be made only through Payment Order or transfer to your account if lying with Midland Bank Ltd.