

Prime/HO/FMD/RFQ/2023/163

February 27, 2023

 Subject: Request for Quotation(RFQ) for supplying of Managed Print Solution at the Prime Tower (Prime Bank.)

Dear Concern,

Prime Bank intends to select supplier for supplying of Managed Print Solution at the Prime Tower (Prime Bank). The bidders who are supplying Managed Print Solution in different banks will get added advantage. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as " Managed Print Solution at the Prime Tower".

BRAND & Model	PRINT IMPRESSION	Print Speed	QTY	Print Cost/ Page (Including VAT & AIT)	Remarks
	B/W		08		<ul style="list-style-type: none"> • Prime bank can commit 48,000 print for 08 machine. • Contract Period mention by bidder
	Color				

1. Scope of work

- User Authentication (Card authentication) Locked Print / Hold print
- License software
- Secure Print through User Authentication
- Print from any devices under the same Network
- Central Report (Individual device (copy/print/scan) reporting by machine counter.
- On-Site Support
- Prompt Service (2-3 hour)
- Pro-Active Service
- Machine & Maintenance FOC
- Quota Allocation: Allocate quota under User / Department /Device / Floor
- Print management software solution will be controlled by PRIME BANK authority
- Backup device Service
- Assigned specific project Engineer for service support
- The printing quality of the supplied toner should be good.
- The durability of toner ink should last for many years.
- The SLA will be conducted with the selected vendor.

2. Bidder must submit photocopy of following documents along with the RFQ

- Up-to-date Valid Trade License
- Certificate of Incorporation in case of Limited Company
- Valid TIN Certificate
- VAT Registration Certificate
- Bank Solvency Certificate
- Experience Certificate/Work Order



3. Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
4. In case of supply inferior quality goods, any change request by Prime Bank must be entertained instantly
5. Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department (once in a month).
6. The Bank shall not be bound or under any obligation to accept the lowest quotation
7. Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

For details information, you may communicate with telephone 01716777150 or 01712-221013

The Proposal must be submitted in the tender box (FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212) on 06 March 2023 from 10.00 am to 3.00 pm and the tender will be opened on the same day at 3.30 pm.



Kazi Sohel Masud
AVP, Unit Head Procurement



Syed Iqbal Shariar
VP & Head of FMD