

**Facility Management Division**

Ref: Prime/HO/FMD/IT/2022/১৭১

Date: June 15, 2022

**Sub: Request for Quotation (RFQ) for purchasing of Network Laser printer, Desk printer, ADF Scanner and Monitor (24 inch).**

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Dear Concern,

Please be informed that Prime Bank Limited intends to purchase **Network Laser printer, Desk printer, ADF Scanner and Monitor (24 inch)** for different branches and divisions. Unit rate of the Printers may be fixed for next 06 months from the date of issuing notification of award. The selected vendor has to deliver the products to the Bank's selected location (inside Dhaka-Mostly at Paltan) as and when required at the approved rate for next 06 months. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Products:

Item Description	Brand & Model	Warranty	Unit Price (BDT)	VAT (7.5%)	Unit Price inclusive VAT	Tentative Qty	Remarks
Network Laser Printer	Please Mention	Please Mention				± 4 Nos	Any change in VAT by the govt. would be borne by the bank
Desk Printer	Please Mention	Please Mention				± 3 Nos	
ADF Scanner	Please Mention	Please Mention				± 11 Nos	
Monitor 24" inch	Please Mention	Please Mention				± 2 Nos	

Terms & Conditions:

1. Delivery & Installation:

- The supplier will deliver & install the products to the Bank's selected location (Paltan, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:

- In case of bill amount/ work order amount at a time over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.

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b. Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.

c. **The quoted amount must be included VAT but excluded from any kind of TAX. Bank will deduct VAT & AIT as per govt. rules.**

3. **Warranty:** During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.

4. **Support Level:** The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.

5. **Validity of the Rate:** The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

6. **Paper & Documents:** The supplier has to submit the following paper & documents:

a. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.

b. Distributorship or Sole Distributorship certificate.

c. Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.

7. **Technical specification:** Technical Specification of Network Laser printer, Desk printer, AFD Scanner and Monitor (24 inch) are appended below:

Bidder's response will be filled up by participant companies.

**For Network Laser Printer:**

<b>Brand</b>	Please Mention
<b>Model</b>	Please Mention
<b>Type</b>	Laser printer
<b>Print Speed A4 (minimum)</b>	43 ppm
<b>Resolution (minimum)</b>	<b>Please mention</b>
<b>Warm-Up Time</b>	<b>Not more than 30 Sec</b>
<b>Feeder</b>	Please mention
<b>Paper Input (minimum)</b>	<b>550-sheet cassette</b>
<b>Paper Output (minimum)</b>	<b>250 sheets</b>
<b>Paper Size</b>	Please mention
<b>Memory (minimum)</b>	<b>512 MB</b>
<b>Network Interface</b>	10/100/1000 Ethernet LAN
<b>Interface</b>	USB 2.0 Hi-Speed
<b>Duty cycle (monthly)</b>	150,000 pages
<b>Compatible Operating Systems</b>	Win 10 (64 bits), Windows 11 (64) and Linux
<b>Warranty</b>	01 year full with support & spare parts
<b>Delivery Time</b>	Ready Stock (Preferable)

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**For Desk Printer:**

Required Specifications	
Brand	Please Mention
Model	Please Mention
Type	Laser printer
Print Speed A4 (minimum)	18 ppm
Resolution (minimum)	<b>Please mention</b>
Warm-Up Time (when the printer is turned on)	<b>Please mention</b>
Feeder	Please mention
Paper Input (minimum)	<b>150-sheet cassette</b>
Paper Output (minimum)	<b>100 sheets</b>
Paper Size	Please mention
Interface	USB 2.0 Hi-Speed
Duty cycle (minimum)	10,000 pages
Compatible Operating Systems	Win 10 (64 bits), Win 11 (64 bits), Linux
Warranty	01 year full with all support & spare parts
Delivery Time	Ready Stock (Preferable)

**For ADF Scanner:**

Required Specifications	
Brand	Please Mention
Model	Please Mention
Feeding	Automatic Sheet feeding up to 75 sheets of 80g/m2
Light Source	LED (Red, Green, Blue)
Speed (Minimum)	25ppm (Simplex)/ 50ppm (Duplex)
Scanning Side	Simplex/Duplex/Skip Blank Page/Folio
Scanning Resolutions	150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi
Interface	USB 2.0 / 3.0 TWAIN, ISIS
Scanning Modes	Black and white, Error diffusion, Advanced Text enhancement I, II, 256-level grayscale, 24-bit color
Compatible OS	Win 10 (64 bit), Win 11 (64 bit), Linux
Warranty	01 year full with all support & spare parts
Delivery Time	Ready Stock (Preferable)

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**For 24" inch Monitor:**

Required Specifications	
Brand	Please Mention
Model	Please Mention
Series	Professional Series
Ports	VGA & HDMI ( Preferable: DisplayPort)
Resolutions	FHD (1920x 1080p)
Compatible OS	Win 10 (64 bit), Win 11 (64 bit), Linux
Warranty	01 year full with all support & spare parts
Delivery Time	Ready Stock (Preferable)

**8. RFQ PREPARATION:** The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3<sup>rd</sup> large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

**9. RFQ SUBMISSION ADDRESS:**

Facility Management Division | Prime Bank Limited  
Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda,  
Pragati Sarani, Dhaka-1212

**RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194**

**Technical Clarification Contact: M. Saifur Rashid, Cell: 01777741882**

10. After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped **in the Tender box on 22<sup>th</sup> June 2022 before 3:00 PM.** No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

11. The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking You.



Kazi Sohel Masud  
AVP & Unit Head, Procurement



Syed Ibne Shariar  
Head of FMD