

Facility Management Division

Ref: Prime/HO/FMD/IT/2023/ 513

Date: July 23, 2023

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**Sub: Request for Quotation (RFQ) for purchasing of ADF Scanner.**

Dear Concern,

Please be informed that Prime Bank Limited intends to purchase **20 units ADF Scanner**. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

**Products: ADF Scanner**

| Item Description | Unit Price (BDT) | VAT | Unit Price inclusive VAT | Quantity | Available quality at your ready stock | Remarks |
|------------------|------------------|-----|--------------------------|----------|---------------------------------------|---------|
| ADF Scanner      |                  |     |                          | 20       | Please Mention                        |         |

**Terms & Conditions:**

**1. Delivery & Installation:**

- The supplier will deliver & install the products to the Bank's selected location (Nijunja, 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.
- Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- 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. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

**Table 'A': Specs for ADF Scanner**

| Required Specification for ADF Scanner |  |
|--|--|
| Brand                                  | Canon/Kodak/Avision  |
| Model                                  | Please Mention   |
| Feeding                                | Automatic Sheet Feeding up to 75 sheets of 80g/m2  |
| Light Source                           | LED (Red, Green, Blue)   |
| Speed (Minimum)                        | 30 PPM (Simplex)/ 80ppm (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 Operating Systems           | Win 10, Win 11 (64 bits)   |
| Warranty                               | Please mention   |
| Delivery time                          | Ready Stock  |

6. 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.

7. 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.

**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:** The RFP shall be submitted to the following address:

**Vice President & Head**

Facility Management Division, Prime Bank Limited

Prime Tower (Ground Floor, Central Despatch), Plot # 8 & 35, Nikunjo-2,  
Khilkhet, Airport Road, Dhaka-1229

**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 30<sup>th</sup> July 2023 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