

Facility Management Division

Prime(HO)/FMD/MICR/2024/701

November 14, 2024

Subject: Request for Submission of Price Proposal for MICR (BACH) Scanner Machine for Prime Bank.

Dear Sir,

Please know that Prime Bank PLC. intends to purchase MICR (BACH) Scanner Machine for PBL different location. For this purpose, we are inviting you to submit technical and financial offer of your product in your letterhead pad as per following format:

A . Technical Specification:

Sl	Description	Required Specifications	Vendor's Response
1	Brand	Please specify	
2	Model	Please specify	
3	Feeding Capacity	Automatic Sheet feeding up to 100 sheets	
3	Speed	120 CPM (Cheque per minute)	
4	Scanning Side	Simplex and Duplex	
5	Scanning Resolutions	150x150dpi, 200x200dpi, 300x300dpi,	
6	Interface	USB 2.0 / 3.0 TWAIN, ISIS	
7	Compatible OS	Win 10 (64 bit), Win 11 (64 bit)	
8	Country of Origin	Please specify	
9	Warranty	02 (Two) Year	
10	Year of Manufacture	Please specify	
11	Lifetime of the machine	Please specify	
12	Delivery Lead Time	Ready Stock (Preferable)	
13	Detailed Specification	Please specify	

Please provide detail information regarding above mentioned items.

B. Financial Proposal:

Sl.	Description	Rate/Unit (including VAT)	Approximate Qty.
1.	MICR (BACH) Scanner		15

Terms & Conditions:

- Delivery Place:** Delivery will be taken by Prime Bank PLC. (Head office IT hardware and support service) as and when required basis.
- Payment:** Payment will be made within 30 (Thirty) days from the date of bill receipt and payment will be made as per the following manner:
 - In case of bill amount/ work order amount at a time over Tk200,000.00, 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.**



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3. **Warranty:** Standard Warranty of 24 (Twenty-Four) months will be applicable. During this period, the vendor shall repair any kind of manufacturing defects including replacement of any parts at its own cost.
4. **Support Level:** The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service. The Supplier shall be responsible for the agreed response time to fix any specific fault/problem along with routine service and support check-up.
5. **Price Validity:** Product rate shall remain valid for 06 (six) months from the date of issuing first work order.
6. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.
7. After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal in your company's letterhead pad as per format given in pre-page along with the following documents:

a.	Up-to-date Valid Trade License.
b.	Certificate of Incorporation
c.	Valid TIN/BIN Certificate
d.	VAT Registration Certificate
e.	Bank Solvency Certificate
f.	Vendor must have work experience with minimum 2 (two) Banks.
g.	List of user bank of the quoted machine along with their name and contact number.
h.	List of your Branches/ Local Office and contact person cell number.

Please return this letter with signature of authorized signatory and seal of the company (on both pages). Quotation is to be submitted in Two envelope system i.e. One Technical Proposal & One Financial Proposal mentioning Technical/Financial Proposal on the top of each envelope. These Two proposals will be submitted together in a sealed envelope and be dropped in the tender box kept at Prime Bank PLC., Facility Management Division, Head Office, Prime Tower (Ground Floor), Plot # 08 & 35, Nikunja – 2, Khilkhet C/A, Airport Road Dhaka - 1229 by 21 November, 2024 before 3:00 pm and will be opened on the same day and same place. No bidders will be invited during the opening.

RFQ process Contact : Md. Razu Ahmed, Cell: 01714744931

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

Thanking you.



Kazi Sohel Masud
AVP & Unit Head
Procurement - FMD