



Facility Management Division

Ref: PBL/HO/FMD/2015/ 24129

October 11, 2015

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Sub: Request for submission of price proposal for Photocopier (re-tender).

Dear Sir,

Please know that Prime Bank Limited intends to purchase 05 nos heavy duty photocopier machine of 18 CPM for its proposed Race Course Branch, Comilla, Hatibhandha Branch, Lalmonirhat, Nawabganj Branch, Dhaka and Kaliakore Branch, Gazipur and Saidpur Branch, Nilphamari. For this purpose, we are requesting to submit technical and financial offer of your products. Please note that the offer must be placed in your company letter head pad as per following format:

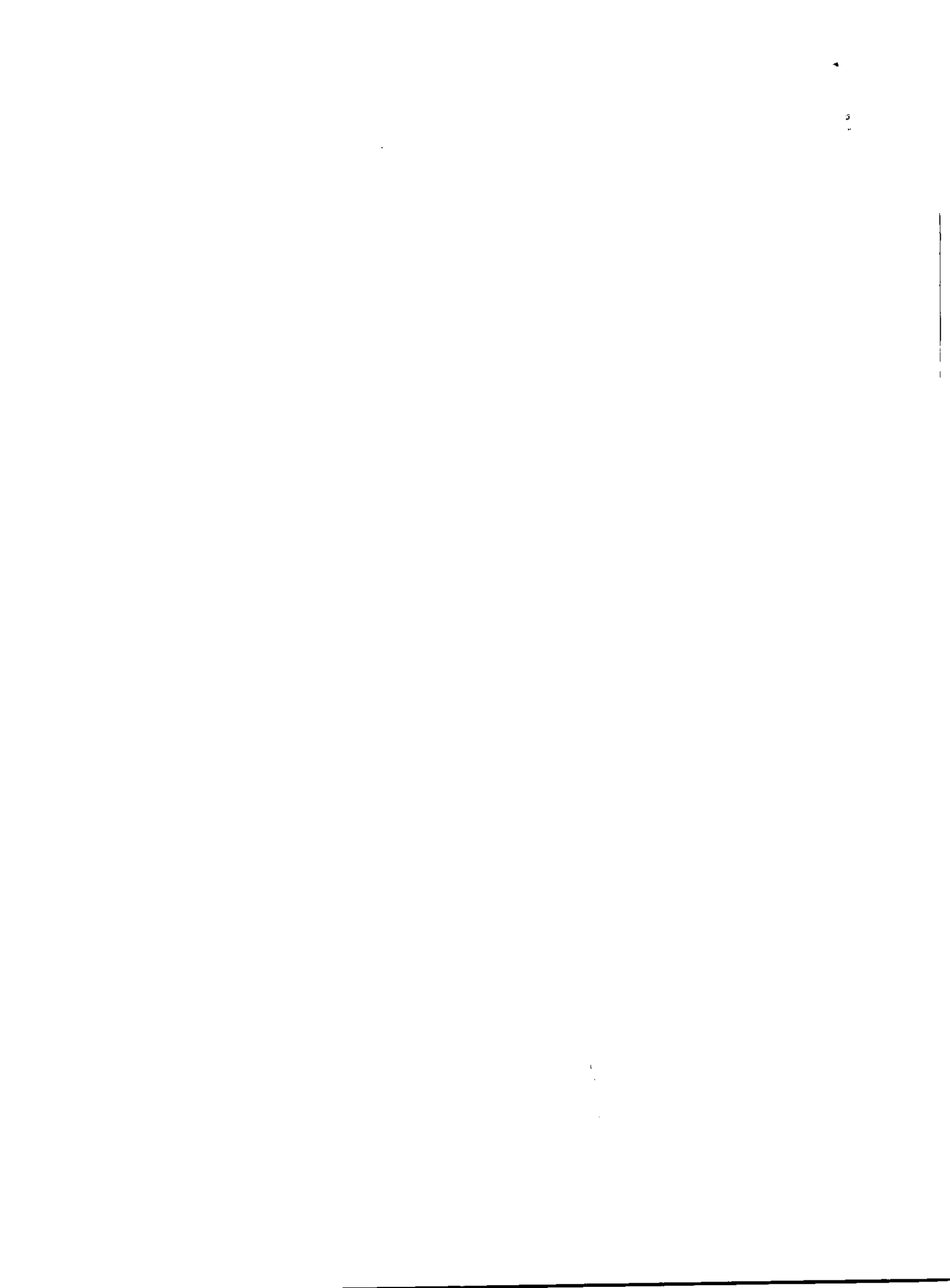
A. Technical Specification 18cpm

SL.	Specification	PBL Requirement
1	Brand & Model	To be mentioned by vendor
2	Country of Origin & Assemble	To be mentioned by vendor
3	Copy Speed	18 CPM
4	Multiple Copy	At least Up to 999 times
5	Duplex Unit (ADU)	Included
6	Paper Input Capacity	No. of Tray:-1 Tray Capacity :At least 250-sheets/tray; Bypass tray capacity: At least 100 sheets /tray
7	Zoom Ration	At least 50%-200%
8	Regulation	At least 600 dpi
9	Copy Memory	At least 256MB (RAM)
10	Copy Size	Maximum A3
11	Maximum Copying Capacity per day	To be mentioned by vendor
12	Warranty period	At least One year full warranty without consumable items
13	Scanning & Printing	Optional
14	After sales service	Three years free of cost
15	Price List for spare parts and consumable items	All types consumable & spare parts and validity of price will be two years
16	Offer Validity	At least for six Months

B. Financial Proposal

Item Description	Unit Price in BDT	Remarks
One Unit Photocopier of 18 CPM		







Prime Bank Limited
a bank with a difference

Facility Management Division

Terms & Conditions:

1. Delivery and Installation:

Delivery from ready stock and delivery will be taken by Prime Bank Limited Race Course Branch, Comilla, Hatibhandha Branch, Lalmonirhat, Nawabganj Branch, Dhaka and Kaliakore Branch, Gazipur and Saidpur Branch, Nilphamari.

2. Payment: Payment will be made within 30 (Thirty) days from receipt of bill from the Supplier. Payment will be made as per the following terms and conditions:

A. 90% of the unit price will be paid after satisfactory installation, testing & commissioning and satisfactory operation of the Photocopier(s).

B. Remaining 10% of the unit price will be paid to the Supplier after 12 (Twelve) months satisfactory operation of the Photocopier.

C. Bank will deduct VAT & AIT as per govt. rules.

3. Warranty: Standard Warranty of 12 (Twelve) 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. After going through the terms & conditions, if you are interested to participate in the bidding process:

5.1. Please submit your sealed proposal in your company's letterhead pad as per format given in pre-page on October 13, 2015, within 3:00 PM.

5.2. Please return this letter with signature of authorized signatory and seal of the company (on both pages).

5.3. Please submit all legal documents of Distributorship of the quoted Brand.

Thanking you.

Sincerely yours,

Saif-Ul Alam Md Al-Amin
Vice President

Md. Shahidul Hoque
Senior Vice President



