

Facility Management Division

Prime/FMD/2019/ADF Scanner/ 110

Jun 05, 2020

Sub: Request for price proposal submission of ADF Scanner for different branches and divisions of Prime Bank Ltd.

Dear Sir,

Please be informed that Prime Bank Limited intends to purchase ADF Scanner for different branches and divisions. Unit rate of the ADF Scanner 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/ Outside Dhaka) 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: ADF Scanner.

Item Description	Unit Price (BDT)	VAT (7.5%)	Unit Price inclusive VAT	Tentative Qty for 06 months	Remarks
ADF Scanner				25 (±10)	Any change in VAT by the govt. would be borne by the bank

Terms & Conditions:

1. Delivery & Installation:

- a. The supplier will deliver & install the products to the Bank's selected location (Inside Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- b. 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:

- a. In case of bill amount over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
- 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: 01 (One) year full warranty. During this 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 is given below at Table 'A'. Bidder's response will be filled up by participant companies.

**Table A: Specification of Scanner:**

Specification		Bidder's response
Brand	Please Mention	
Model	Please Mention	
Feeding	Automatic Sheet feeding up to 75 sheets of 80g/m <sup>2</sup>	
Light Source	LED(Red, Green, Blue)	
Speed	40ppm (Simplex)/ 80ppm (Duplex)	
Scanning Side	Simplex/Duplex/Skip Blank Page/Folio	
Scanning Resolutions	150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi	
Interface	USB 2.0/ 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 7 (32 / 64 bits), Win 8 (32 / 64 bits), Win 8.1 (32 / 64 bits), Win 10 (32 / 64 bits), Linux	
Warranty	01 Year full with support & spare parts	
Delivery Time	Ready Stock	

8. After going through the terms & conditions, if you are interested to participate in the bidding process then submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. **The proposals must be submitted on 11.06.2020 by 02:30 pm at the following address and no quotations shall be accepted after this time period. Proposals must 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 third envelope. All the envelopes should be sealed & signed.**

**Address:**

Prime Bank Limited  
 Facility Management Division,  
 29, Rajuk Avenue, Sarkar Mansion, 1<sup>st</sup> Floor, Dhaka 1000

RFQ Process Contact : Md. Rashidul Hasan, Cell: 01730791544

**Technical Clarification Contact: M. Saifur Rashid, Cell: 01730791544**

9. 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 work amongst the participants without assigning any reason whatsoever.

Thanking you.



Md. Rashidul Hasan  
 Senior Officer

