

Facility Management Division

Ref: PBL/HO/FMD/2014/ 30302

October 22, 2014

.....
.....
.....
.....

Sub: Request for submission of price proposal for Photocopier.

Dear Sir,

Please know that Prime Bank Limited intends to purchase 1 unit heavy duty multifunctional photocopier of **50 CPM including RADF and Finisher unit** for its Head Office. 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:

- a. Brand:
- b. Country of Origin:
- c. Assemble:
- d. Copy speed:
- e. Power consumption:
- f. First copy time:
- g. Worm up time:
- h. Paper I/O capacity:
- i. RADF
- j. Finisher unit.
- k. Warranty and after sales service period:
- l. Price list for spare parts and consumable items(valid for 2 years):
- m. Offer validity should be at least for six months.

Please provide detail information regarding above mentioned items.

B. Financial Proposal:

Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
1 unit heavy duty multifunctional photocopier of 50 CPM including RADF and Finisher unit.		1		

Terms & Conditions:

1. Delivery and Installation:

- a. Delivery will be taken by Prime Bank Limited , Corporate Banking Division, 11th floor, Head Office.

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:

Facility Management Division

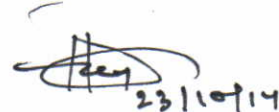
- A. 90% of the unit price will be paid after satisfactory installation, testing & commissioning and satisfactory operation of the Photocopier(s).
 - B. Remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months satisfactory operation of the Photocopier.
 - C. Bank will deduct 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 within 3:00 PM, 12.11.2014.
 - 5.2. Please return this letter with signature of authorized signatory and seal of the company (on both pages).

Thanking you.

Sincerely yours,



Md. Ariful Islam
Asstt. Vice President



Md. Shahidul Hoque
Senior Vice President

