

Facility Management Division

PBL/HO/FMD/Proc./2022/640

September 19, 2022

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Sub: Request for submission of Technical and Financial proposal for Photocopier.

Dear all,

Please refer to the captioned subject, we would like to inform you that, Prime Bank Limited intends to purchase photocopier machine for different Divisions and Branches throughout the Country which price validity will remain for a period of 6 (six) months. For this purpose, you are requested to submit technical and financial offer of your products in your company letterhead pad as per following format/ specifications:

Technical Specification:

Sl.	Specifications	PBL Requirement	Vendor Response
1	Brand & Model	To be mentioned by vendor.	
2	Country of Origin:	To be mentioned by vendor.	
3	CPU	To be mentioned by vendor.	
4	Copy Speed	23/30 CPM.	
5	Multiple Copy	At least Up to 999 times.	
6	Duplex Unit (ADU)	Included.	
7	Paper Input Capacity	No. of Tray:-2 Tray capacity: At least 500-sheets/tray; Bypass tray capacity: At least 100 sheets/tray.	
8	Zoom Ration	At least 50%-200%.	
9	Resolution	At least 600 dpi.	
10	Copy Memory	At least 1 GB (RAM).	
11	Copy Size	Maximum A3.	
12	Maximum Copying Capacity per day	To be mentioned by vendor.	
13	Warranty Period	At least one year full warranty.	
14	Scanning & Printing	Standard	
15	ARDF	Included.	
16	After sales service	Three years free of cost.	
17	Price List for spare parts and consumable items	All type's consumable & spare parts price and validity of price will be two years.	
18	Offer Validity	At least for Six Months.	

Note: Please submit different Technical Specification for 23 CPM and 30 CPM photocopier machine.

Financial Proposal:

Item Description	Unit Price in BDT (with ARDF)	Unit Price in BDT (without ARDF)
Heavy Duty Photocopier of 23 CPM		
Heavy Duty Photocopier of 30 CPM		

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Terms & Conditions:

1. Delivery and Installation: Delivery to be made from ready stock to the different Divisions and Branches throughout the country as per work order by your own cost and responsibility.
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 6 (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 on **September 22, 2022 within 3:00 PM.**
 - 5.2. Following papers/documents must be enclosed with the tender:
 - i. Valid Trade License
 - ii. Bank solvency certificate
 - iii. Client list and contact person with performance (minimum 03) certificate (If available)
 - iv. Updated/valid VAT, BIN and TIN Certificate.
 - 5.3. Please submit all legal documents of Distributorship of the quoted Brand.
 - 5.4. Please return this letter with signature of authorized signatory and seal of the company (in all pages).

For details information you may call Md. Razu Ahmed, Junior Officer, Cell # 01714 744931

Thanking you.



Kazi Sohel Masud
AVP & Unit Head,
Procurement, FMD