

Subject: Request for Quotation(RFQ) for supplying of Toner/Cartridge (Printer & Photocopier) for Prime Bank.

Dear Concern,

Prime Bank intends to select supplier for supplying of Toner/Cartridge (Printer & Photocopier) for upcoming six months. The bidders who are supplying Cartridge/Toner in different banks will get added advantage. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "Quotation for Toner/Cartridge (Printer & Photocopier)". Product particulars, unit type and specification of Toner/Cartridge (Printer & Photocopier) are attached herewith as Annexure-A & Annexure-B.

Annexure-A (RFQ for Solution/standard quality china compatible cartridge)
Annexure-B (RFQ for original cartridge/toner)

Terms & Conditions:

1	Product price will remain valid for two (02) years from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the toner items to different Divisions/Departments (located at Motijheel, Gulshan and Ctg. Hub area) at their own cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules time to time.
6	In case of supply inferior quality goods, any change request by Prime Bank must be entertained instantly.
7	The Bank shall not be bound or under any obligation to accept the lowest quotation.
8	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
9	The intending Bidder must quote the rate with computer typing. No handwriting is allowed.
10	Vendor to ensure the following: <ul style="list-style-type: none"> • The printing quality of the supplied toner should be good. • The durability of toner ink should last for many years. • The toner supplied by vendor will not damage the machine. • Vendor will ensure Printer service and replace of all spares (with Maintenance Kit) are free of cost for printer. • The supplier shall provide free preventive maintenance to all printers on a quarterly basis throughout the tenure and ensure that the printers are always running smoothly. • The supplier shall provide cartridge/tone fixing report on a quarterly basis. • Toner performance report should be given every after 6 months from any testing authority or science laboratory.
11	Bidder must submit photocopy of following documents along with the RFQ: <ol style="list-style-type: none"> a. Up-to-date Valid Trade License. b. Certificate of Incorporation in case of Limited Company. c. Valid TIN Certificate. d. VAT Registration Certificate. e. Bank Solvency Certificate. f. Experience Certificate/Work Order.

