

Facility Management Division
Prime(HO)/FMD/2021/MICR/367
August 3, 2021

Subject: Request for Submission of Price Proposal for MICR (BACH) Scanner Machine.

Dear Sir,

Please know that Prime Bank Limited intends to purchase Twenty (20) unit MICR (BACH) Scanner Machine for PBL different location. 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:

Sl	Description	Vendor's Response	Remarks
1	Brand	Please specify	
2	Model	Please specify	
3	Speed	120 Cheque per minute	
4	OS	Windows 10 should be compatible	
5	Country of Origin	Please specify	
6	Warranty:	02 (Two) Year	
7	Year of Manufacture	Please specify	
8	Delivery Lead Time	Please specify	
9	Lifetime of the machine	Please specify	
10	Detailed Specification	Please specify	

Please provide detail information regarding above mentioned items.

B. Financial Proposal:

Sl.	Description	Qty.	Rate/Unit	Total Price in BDT
1.	MICR (BACH) Scanner	20 unit		

Terms & Conditions:
1. Delivery Place:

Delivery will be taken by Prime Bank Limited (Head office IT hardware and support service) as and when required basis.

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:

- 90% of the unit price will be paid after satisfactory installation, testing & commissioning and making the system operational, completion of integration and satisfactory commissioning of the complete solution of the active devices.



- b. Payment will be made on submission of invoice by the supplier subject to installation, remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months satisfactory operation of the devices.
- c. Bank will deduct VAT & AIT as per govt. rules.
3. **Warranty:** Standard Warranty of 24 (Twenty-Four) 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. To this effect, selected vendor will be required to sign a Service Level Agreement (SLA) in non-judicial stamp of Tk.300.00 (Taka Three Hundred) only.
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. **Price validity :** Product price shall remain valid for (02) two years from the date of issuing first work order.
6. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.
7. After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal in your company's letterhead pad as per format given in pre-page along with the following documents :


a.	Up-to-date Valid Trade License.
b.	Certificate of Incorporation
c.	Valid TIN/BIN Certificate
d.	VAT Registration Certificate
e.	Bank Solvency Certificate
f.	At least 7 (seven) years' work experience to related works.
g.	Vendor must have work experience with minimum 2 (two) Banks at least 05 (five) years.
h.	List of user bank of the quoted machine along with their name and contact number.
i.	List of your Branches/ Local Office and contact person cell number.

Please return this letter with signature of authorized signatory and seal of the company (on both pages). Quotation is to 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 sealed envelope and be dropped in the **tender box kept at Prime Bank Limited, Facility Management Division, Head Office, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 by 16 August, 2021 before 2:30 pm** and will be opened on the same day and same place. To avoid social gathering for the present pandemic situation, no bidders will be invited during the opening.

Thanking you



Kazi Sohail Masud
FAVP, Procurement
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Syed Iqbal Shariar
Sr. Asst. Vice President &
Head of FMD