



Prime Bank Limited

a bank with a difference

Facility Management Division

Prime/FMD/2018/NLP/1306

October 30, 2018

Sub: Request for price proposal submission of Network Laser Printer for different branches and divisions of Prime Bank Ltd.

Dear Sir,

Please be informed that Prime Bank Limited intends to purchase Network Laser Printer for different branches and divisions. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad as per following format:

Product: Network Laser Printer.

Item Description	Unit Price in BDT (inclusive VAT)	Qty	Total Price in BDT (inclusive VAT)	Remarks
Network Laser Printer		15 (Fifteen)		

Terms & Conditions:

1. Delivery & Installation:
 - a. The supplier will deliver & install the products to the Bank's selected location (anywhere in the country) 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. 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent certification of IT division/concerned users.
 - b. Remaining 10% of the unit price will be paid after 06 (Six) months satisfactory operation of the equipment.
 - 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: 03 (Three) years 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.

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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 Network Laser Printer:

	Specification	Bidder's Response
Brand	HP/CANON	
Model	Please mention	
Type	Laser Printer	
Print Speed (minimum)	40 ppm	
Resolution	Please mention	
Warm-Up Time (when the printer is turned on)	Please mention	
Feeder	Please mention	
Paper Input (minimum)	150 sheets	
Paper Output (minimum)	100 sheets	
Paper Size	Please mention	
Memory (RAM) (minimum)	256 MB	
Network Interface	10/100/1000 Ethernet LAN	
Interface	USB 2.0 Hi-speed	
Compatible Operating System	Win 7 (32/64 bits), Win 8 (32/64 bits), Win 8.1 (32/64 bits), Win 10 (32/64 bits), Linux	
Warranty	02 years 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 06.11.2018 by 03:00 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, 2nd Floor, Dhaka 1000

Contact Personnel: Md. Rashidul Hasan, 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



Md. Mir Murad Ali
Senior Assistant Vice President