



Prime Bank Limited

a bank with a difference

Facility Management Division

HO/FMD/2015

January 11, 2015

Sub: **Request for submission of Price/Office for supply of Computer Consumables items at Prime Bank Limited, Head Office, Dhaka**

Dear Sir,

Please know that Prime Bank intends to purchase various Computer consumables from bonafide suppliers/Importers/sellers. With this end on view, we are going to select a panel of suppliers for purchase of the following items for next 3 ~ 6 months:

SI	Items	Details	Remarks
01	Computer consumables	Detailed List enclosed	Rate must be quoted as per brand, country of origin specified in the items' list

Terms & Conditions:

- Panel of suppliers:** Prime bank will maintain a panel of supplier in order to purchase Computer Consumable items as and when required up to a specified time period not less than 3 months. The selected supplier(s) shall provide immediate response either by phone, e-mail & Fax or by person to any of the Purchaser's queries related to support and service.
- Frequency of Purchase:** Either formal purchase order or Prime Bank's standard requisition Form will be sent to selected supplier for supply of the items and the supplier will have to deliver the requisitioned items to various users at Bank's Head Office level. This may be done usually twice a week. However, in case of urgent need, suppliers must have the capacity to supply requisitioned items every day on demand.
- Delivery:** The vendor shall deliver the product to the respective Division/Branch of the Bank as requested at their own cost strictly maintaining quality of items as per brand, country of origin specified in the items' list.
- Price Validity:** The bidder should mention a specific validity date of the price which should not be less than 3 months.
- Change of inferior quality/defective good:** in case of the supply of inferior quality/defective goods, any change request by Prime Bank must be entertained instantly.
- The Bank shall not be bound or under any obligation to accept the lowest quotation.
- Quoted Price:** Quoted Price must be inclusive of VAT, IT, **Transpiration/Carrying Charges** etc.
- Payment:** a) payment will be made upon receipt of bill from the vendor, Delivery Challan as proof of delivery must be submitted along with bill.
b) Bank will deduct VAT & AIT at source as per govt. rules.
- Quotations have to be submitted as per our enclosed List of items (softcopy may be collected) duly company signed and sealed by an authorized persons in each page. The tender must be submitted/dropped on 19.01.2015 (Monday) from 10.30 am 3.00 pm at the Tender Box be kept at FMD. No quotations will be entertained before or after the mentioned time period. Quotations will be opened on the same day at 3.30 pm in presence of the bidders' representative who may remain present.
- Prime Bank Limited reserves the right to accept or reject any or all Offer(s) in full or part with or without assigning any reason whatsoever.

Thanking You.


Saif-ul-Alam Md. Al-Amin
Vice President

Sincerely yours,


Md. Shahidul Hoque
Senior Vice President

Encl: As stated above





Prime Bank Limited

Facility Management Division

Head Office, Dhaka

List of Computer Consumable Items

Name of Firm: _____

Date :

Sl.	PRODUCT_NAME	Unit Type	Unit Price
1	Brother Fax Machine Toner Cartridge TN-2025	PCS	
2	Brother Fax Machine Toner Cartridge TN-2820	PCS	
3	Brother Fax Machine Toner Cartridge50F	PCS	
4	Brother Fax Machine Toner CartridgeTN-500F	PCS	
5	Brother Fax Machine Toner-2820	PCS	
6	Brother Fax Printer Toner TN-2025	PCS	
7	Canon Cartridge-324 LBP-6750PN	PCS	
8	Canon LBP 5050N	PCS	
9	Canon LBP -6000 (325)	PCS	
10	Canon LBP 6000 Printer Toner-325	PCS	
11	Canon LBP-6750DN	PCS	
12	Canon Leaser Printer 2770(Black)	PCS	
13	Canon Leaser Printer-2770(Colour)	PCS	
14	HP Color L/J 2600N Toner Q6000 A black	PCS	
15	HP Color L/J 2600N Toner Q6001 A (cyan)	PCS	
16	HP Color L/J 2600N Toner Q6001A (Yellow)	PCS	
17	HP Color L/J2600N Toner Q6000 A (black)	PCS	
18	HP Color L/J2600N Toner Q6003A(magenta)	PCS	
19	HP Laser JET P 2035 Pprinter Toner-05A	PCS	
20	HP Laser Jet 2400/2420 Toner 11A	PCS	
21	HP Laser jet P3015 Printer Toner-55A	PCS	
22	HP Laser Jet4250/4350 Toner 42-A	PCS	
23	HP Laser Jet85A	PCS	
24	HP Laser JetP1005 Toner-35A	PCS	
25	HP Laser JetP3005/M3035 Toner 51-A	PCS	
26	HPLaser Jet15A	PCS	
27	Nashuatec DSM-730	PCS	
28	Nashuatec DT 43BLK	PCS	
29	Nashuatec MP 3500/4500	PCS	
30	Nashuatec Toner Black DT39BLK	PCS	
31	Nashuatec TonerMP1500(DT42BLK)	PCS	





List of Computer Consumable Items

Name of Firm: _____

Date :

SI.	PRODUCT_NAME	Unit Type	Unit Price
32	Nashuatec TonerMP2500(DT2500BLK)	PCS	
33	Nashuatec TonerMP2500(DT2500BLK)	PCS	
34	NashuatecBlack DT 33BLK	PCS	
35	Panasonic KXFL-613	PCS	
36	Panasonic Laser Toner KX-FA83E	PCS	
37	Panasonic Laser Toner KX-FA85E	PCS	
38	Panasonic Laser Toner KX-FA92E	PCS	
39	PanasonicLaser Toner KX-FA88E	PCS	
40	Samsung 4050 Printer Toner-4550A	PCS	
41	Samsung ML 2010D-3	PCS	
42	Samsung ML T-D1053S Toner1053	PCS	
43	Samsung MLT-D1053S	PCS	
44	Samsung4050 Printer Toner-4550B	PCS	
45	Sharp AR-020ST	PCS	
46	Sharp AR-310ST	PCS	
47	Sharp AR-5320	PCS	
48	Sharp AR-5520	PCS	
49	Sharp AR-5631Toner 310 ST	PCS	
50	Toshiba 2507C	PCS	
51	Toshiba Photocopier Toner Cartidge-T-1640D	PCS	
52	Toshiba Toner Cartidge T-1810D Photocopier Machine	PCS	
53	Toshiba Toner Cartidge T-3520D Photocopier Machine	PCS	
54	Toshiba Toner Cartidge T-4530C Photocopier Machine	PCS	
55	Toshiba Toner Cartidge T-4590D	PCS	
56	Toshiba Toner Cartidge-T-1800D Photocopier Machine	PCS	
57	Toshiba Toner CartidgeT-2450D	PCS	
58	Toshiba-282 Toner-2340 D	PCS	
59	Toshiba-455	PCS	
60	ToshibaPhotocopierToner CartidgeT-3540D/3520D	PCS	
61	ToshibaToner Cartidge T-2340DPhotocopier Machine	PCS	
62	X Con.Toner Cart.5020/5016	PCS	

Seal

Signature of Vendor



