

Facility Management Division

Ref: PBL/HO/FMD/2015/ 16880

July 9, 2015

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**Sub: Request for submission of price proposal for Photocopier.**

Dear Sir,

Please know that Prime Bank Limited intends to purchase heavy duty photocopier machine of 30 CPM for its Facility Management Division, Head Office, Dhaka. For this purpose, we are requesting to submit technical and financial offer of your product. Please note that the offer must be placed in your company letter head pad as per following format:

**A. Technical Specification 30cpm**

SL.	Specification	PBL Requirement
1	Brand & Model	To be mentioned by vendor
2	Country of Origin & Assemble	To be mentioned by vendor
3	Copy Speed	30 CPM
4	Multiple Copy	At least Up to 999 times
5	Duplex Unit (ADU)	Included
6	Paper Input Capacity	No. of Tray:-2 Tray Capacity :At least 500-sheets/tray; Bypass tray capacity: At least 200 sheets /tray
7	Zoom Ration	At least 50%-400%
8	Regulation	At least 600 dpi
9	Copy Memory	1GB (RAM)
10	Copy Size	Maximum A3
11	Maximum Copying Capacity per day	To be mentioned by vendor
12	Warranty period	One year full warranty without consumable items
13	Scanning & Printing	Optional
14	RADF & Furnisher Unit	Included
14	After sales service	Three years free of cost
15	Price List for spare parts and consumable items	All types consumable & spare parts and validity of price will be three years
16	Offer Validity	At least for six Months

**B. Financial Proposal**

Item Description	Unit Price in BDT	Remarks
One Unit Photocopier of 30 CPM		







**Prime Bank Limited**  
*a bank with a difference*

Facility Management Division

**Terms & Conditions:**

1. **Delivery and Installation:** Delivery from ready stock and delivery will be taken by Prime Bank Limited Facility Management Division, Head Office, Dhaka.
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 12 (Twelve) 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 June 30, 2015, within 3:00 PM.
  - 5.2. Please return this letter with signature of authorized signatory and seal of the company (on both pages).
  - 5.3. Please submit all legal documents of Distributorship of the quoted Brand.

Thanking you.

Sincerely yours,

**Saif-Ul Alam Md Al-Amin**  
Vice President

**Md. Shahidul Hoque**  
Senior Vice President

