

Facility Management Division

Ref: PBL/HO/FMD/2015/ 25284

October 25, 2015

.....
.....
.....
.....

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 25 CPM with RADF for its i) Madhabpur SME/Agri. Branch, Sylhet, (ii) Rajshahi Branch, Rajshahi, (iii) Banasree Branch, Dhaka, (iv) Comilla Branch, Comilla and v) New Eskaton Branch, Dhaka. For this purpose, we are requesting to submit technical and financial offer of your product. Please noted that the offer must be placed in your company letter head pad as per following format:

A. Technical Specification:

Sl.	Specifications	PBL Requirement
1	Brand & Model	To be mentioned by vendor
2	Country of Origin:	To be mentioned by vendor
3	Copy Speed	25 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 250-sheets/tray; Bypass tray :- 1, Tray capacity: At least 100 sheets/tray
7	Zoom Ration	At least 25%-400%
8	Resolution	At least 600 dpi
9	Copy Memory	At least 1 GB (RAM)
10	Copy Size	Maximum A3
11	Maximum Copying Capacity per day	To be mentioned by vendor
12	Warranty Period	One year full warranty
13	Scanning & Printing	Optional
14	RADF	Included
15	After sales service	Three years free of cost
16	Price List for spare parts and consumable items	All type's consumable & spare parts price and validity of price will be two years
17	Offer Validity	At least for Six Months

B. Financial Proposal:

Item Description	Unit Price in BDT (inclusive VAT & Tax only)	Remarks
Five Units Heavy Duty Photocopier of 25 CPM with RADF		


Facility Management Division

Terms & Conditions:

1. **Delivery and Installation:**
Delivery from ready stock and delivery will be taken by Prime Bank Limited i) Madhabpur SME/Agri. Branch, Sylhet, (ii) Rajshahi Branch, Rajshahi, (iii) Banasree Branch, Dhaka, (iv) Comilla Branch, Comilla and v) New Eskaton Branch, 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 November 8, 2015 within 3:00 PM.
 - 5.2. Please return this letter with signature of authorized signatory and seal of the company (on both pages).

Thanking you.

Sincerely yours,



Saif-Ul Alam Md Al-Amin
Vice President



Md. Shahidul Hoque
Senior Vice President

