

Facility Management Division

Ref: PBL/HO/FMD/2017/ 776

February 8, 2017

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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 45 CPM including ARDF and Finisher unit for its Board Secretariat, 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:

Technical Specification 45cpm

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	45 CPM
4	Multiple Copy	At least Up to 999 times
5	Duplex Unit (ADU)	Included
6	First copy time:	Approx.3.7 seconds or less
7	Warm up time:	Approx.30 seconds or less
8	Paper Input Capacity	No. of Tray:-2 Tray Capacity :At least 500-sheets/per tray; Bypass tray capacity: At least 200 sheets /tray
9	Zoom Ration	At least 50%-400%
10	Regulation	At least 600X600 dpi
11	Copy Memory	At least 2GB (RAM)
12	Copy Size	Maximum A3
13	Maximum Copying Capacity per day	To be mentioned by vendor
14	Warranty period	Two years full warranty without consumable items
14	Scanning & Printing	Included
15	ARDF & Furnisher Unit	Included
16	After sales service	Four years free of cost
17	Price List for spare parts and consumable items	All types consumable & spare parts and validity of price will be three years
18	Offer Validity	At least for twelve Months

Financial Proposal

Item Description	Unit Price in BDT	Remarks
One Unit Photocopier of 45 CPM		

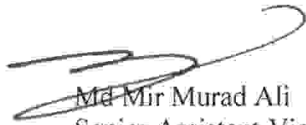
*Signature*

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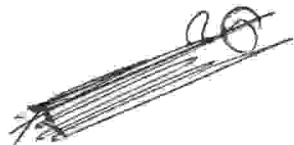
Terms & Conditions:

1. **Delivery and Installation:** Delivery from ready stock and delivery will be taken by Prime Bank Board Secretariat, 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 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.
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 February 22, 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.



Md Mir Murad Ali  
Senior Assistant Vice President



Saif-UI-Alam Md. Al-Amin  
Senior Vice President & Head

