

Ref: PBL/HO/FMD/2016/ 6220

March 14, 2016

Sub: Request for submission of price proposal for MICR Scanner for Prime Bank Limited.

Dear Sir,

Please know that Prime Bank Limited intends to purchase two (02) units MICR Scanner for branches of Prime Bank Limited. For this purpose, we are inviting you to submit technical and financial offer of your product in your letterhead pad as per following format:

A. Technical Specification:

- a. Brand: Cannon
- b. Model: CR80 (Single Pocket)
- c. Country of Origin: Japan
- d. Warranty: 01 (One) Year
- e. Delivery Lead Time:
- f. Lifetime of the machine:
- g. Detailed Specification:

Please provide detail information regarding above mentioned items.

B. Financial Proposal:

Sl.	Description	Qty.	Rate/Unit	Total Price in BDT
1.	MICR Scanner	02 units		

Terms & Conditions:

1. Delivery Place:

- i. Delivery will be taken by Prime Bank Limited.

- 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:



Prime Bank Limited

a bank with a difference

Facility Management Division

- A. 90% of the unit price will be paid after satisfactory installation, testing & commissioning and making the system operational, completion of integration and satisfactory commissioning of the complete solution of the active devices.
 - B. Payment will be made on submission of invoice by the supplier subject to installation, Remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months satisfactory operation of the devices.
 - 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. To this effect, selected vendor will be required sign a Service Level Agreement (SLA) in non-judicial stamp of Tk.300.00 (Taka Three Hundred) only.
 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. Product price shall remain valid for six (06) months from the date of issuing first work order.
 6. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.
 7. After going through the terms & conditions, if you are interested to participate in the bidding process:
 - 7.1. Please submit your proposal in your company's letterhead pad as per format given in pre-page.
 - a. Please return this letter with signature of authorized signatory and seal of the company (on both pages). Quotation is to be submitted in sealed envelope and be dropped in the tender box kept at the office by **10.00 AM to 3:00 PM on March 15, 2016**. Quotation will be opened on the same day at 3.30 PM in presence of the bidders who like to attend.

Thanking you.

Saif-Ul Alam Md Al-Amin
Vice President & Head