

Sub: Request for submission of price proposal of ADF Scanner for different branches and divisions of Prime Bank Ltd.

Dear Sir,

Please know that Prime Bank Limited intends to purchase ADF Scanner for different branches and divisions of Prime Bank Ltd. For this purpose, we are inviting you to submit financial offer along with technical specification in your letterhead pad using following format:

Lot- A: ADF Scanner.

Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
ADF Scanner		10 (Ten)		

Terms & Conditions:

1. Delivery & Installation:

A. From ready-stock as and when required up to price validity.

B. The supplier will deliver & install the products to the Bank's selected location (anywhere in the country). No additional cost will be paid by the bank for transportation.

C. In case of supply of inferior quality/defective goods; any change request by Prime Bank must be entertained.

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 of the equipment & subsequent certification of IT division/concerned users.

B. Remaining 10% of the unit price will be paid to the Supplier after 06 (Six) months of satisfactory operation of the equipment.

C. Bank will deduct VAT & AIT as per govt. rules.

3. Warranty: 01 (One) year full warranty. During this period, the vendor shall repair any kind of defects including replacement of any parts at its own cost or replace the equipment if necessary.

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.

5. Validity of the Rate: The quotation rate and other terms and conditions should cover a period of 06(Six) months from the date of submission of RFQ.

6. Paper & Documents: The supplier should have submitted the following paper & documents:

A. Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.

B. Distributorship or Sole Distributorship certificate.

C. Copies of work-order(s) and performance certificate(s) of execution of same work with different commercial Bank/MNC

7. Technical specification: Technical specification is attached in Table 'A' of page-2. Bidder's response will be filled up by participant companies.



Facility Management Division

Table A: Specification of ADF Scanner:

Specification		Bidder's response
Brand	Please Mention	
Model	Please Mention	
Feeding	Automatic Sheet feeding up to 50 sheets of 80g/m2	
Light Source	LED(Red, Green, Blue)	
Speed	30ppm (Simplex)/ 60ppm (Duplex)	
Scanning Side	Simplex/Duplex/Skip Blank Page/Folio	
Scanning Resolutions	150x150dpi, 200x200dpi, 300x300dpi, 400x400dpi, 600x600dpi	
Interface	USB 2.0/ TWAIN, ISIS	
Scanning Modes	Black and white, Error diffusion, Advanced Text enhancement I, II, 256-level grayscale, 24-bit color	
Compatible Operating Systems	Win 7 (32 / 64 bits), Win 8 (32 / 64 bits), Win 8.1 (32 / 64 bits), Win 10 (32 / 64 bits), Linux	
Warranty	01 Year full with support & spare parts	
Delivery Time	Please Mention	

8. After going through the terms & conditions, if you are interested to participate in the bidding process:

A. Please submit your proposal in your company's letterhead pad as per format given in this page and signature of your company's authorized representative and must be submitted at the tender box of our office on 26.04.2016 from 10:30 am to 3.00 pm. No quotations shall be dropped before or after this time period.

B. Please return this letter with signature of authorized signatory and seal of the company as proof of acceptance of the terms & conditions.

9. The Authority reserves the right to modify the terms and conditions as mentioned above, accept or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

Thanking you.

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