

Ref: PBL/HO/FMD/2016/Rfq/ 26374

November 16, 2016

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Sub: Request for submission of technical and financial proposal for Photocopier machine.

Dear all,

Please refer to the captioned subject, we would to inform you that, Prime Bank Limited intends to select vendors for 60 CPM Photocopier machine including RADF and Finisher unit for Corporate & Institutional Banking Division. For this purpose you are requested to submit technical and financial offer of your product in your letterhead pad as per following format/ specifications:

Technical Specification 60 CPM (A4):

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	60 CPM (A4).
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	Worm up time:	Approx.30 seconds or less.
8	Paper Input Capacity	No. of Tray:-4 Tray Capacity :At least 500-sheets/per tray; Bypass tray capacity: At least 200 sheets /tray.
9	Zoom Ration	At least 25%-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	Three years full warranty without consumable items.
15	Scanning & Printing	Included.
16	ARDF & Furnisher Unit	Included.
17	After sales service	Five years free of cost.
18	Price List for spare parts and consumable items	All types consumable & spare parts and validity of price will be three years.
19	Offer Validity	At least for Six Months.

Financial Proposal

Item Description	Unit Price in BDT	Remarks
One Unit Photocopier of 60 CPM including ARDF and Finisher unit		

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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 Corporate & Institutional Banking Division, Simple Tree Unerkoli, Gulshan, 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 6 (Six) 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 29, 2016 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.

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