

Prime/HO/FMD/RFQ/2018/ 2051

July 12, 2018

Sub: Request for submission of financial offer for supplying Computer Consumables items (Toners) to Prime Bank.


Dear Concern

Prime Bank intends to select supplier for Computer Consumables items (Toners) for upcoming six months. In this regard, you are requested to submit financial offer in your letterhead pad in sealed quotation marked as "Quotation for Computer Consumables items (Toners)". RFQ for Computer consumables/Toner cartridge is attached herewith at annexure "A" as ready reference. We are going to select a panel of suppliers for purchasing mentioned items.

Terms & Conditions:

1. Quoted price will remain valid for six (06) months from the date of issuing first work order.
2. The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3. The vendor will be responsible for supplying the items to different divisions (anywhere in Dhaka City) at their own cost & responsibilities as per brand, country of origin etc.
4. Payment will be made based on the delivery challan duly signed by officer of the concerned division/ department.
5. The quoted price shall include all taxes, VAT & charges. Bank will deduct VAT & AIT as per government rules time to time.
6. Toner/ Cartridge of Printer/ Photocopiers must be original. In this connection bank may ask performance certificate from selected supplier as well as cartridge ink testing report from Bangladesh Council of Scientific and Industrial Research (BCSIR) against their supplied cartridge.
7. In case of supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
8. The Bank shall not be bound or under any obligation to accept the lowest quotation.
9. Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
10. The intending Bidder must quote the rate by typing with computer. No handwriting is allowed.
11. The bidders shall have to submit imported documents (L/C Copy, bill of Lading) of goods along with the tender.
12. Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without showing any reason whatsoever.

The proposal must be submitted in the tender box kept at Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka on 24th July, 2018, from 10.30am to 3.00 pm.



Md. Mahfuzur Rahman
Assistant Vice President



Md. Mir Murad Ali
Senior Assistant Vice President & Deputy