

Sub: Request for submission of price proposal of Network Laser Printer for different branches and divisions of Prime Bank Ltd.

Dear Sir,

Please know that Prime Bank Limited intends to purchase Network Laser Printer 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: Network Laser Printer.

Item Description	Unit Price in BDT (inclusive VAT & Tax)	Qty	Total Price in BDT (inclusive VAT & Tax)	Remarks
Network Laser Printer		15 (Fifteen)		

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: 03 (Three) years 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.



Prime Bank Limited

a bank with a difference

Facility Management Division

Table A: Specification of Laser Printer:

Specification		Bidder's Response
Brand	Any renowned brand	
Model	Please mention	
Type	Laser Printer	
Print Speed (minimum)	40 ppm	
Resolution	Please mention	
Warm-Up Time (when the printer is turned on)	Please mention	
Feeder	Please mention	
Paper Input (minimum)	150 sheets	
Paper Output (minimum)	100 sheets	
Paper Size	Please mention	
Memory (RAM) (minimum)	256 MB	
Network Interface	10/100/1000 Ethernet LAN	
Interface	USB 2.0 Hi-speed	
Compatible Operating System	Win 7 (32/64 bits), Win 8 (32/64 bits), Win 8.1 (32/64 bits), Win 10 (32/64 bits), Linux	
Warranty	03 years full with support & spare parts	
Delivery time	Ready Stock	

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