



**Prime Bank Limited**  
*a bank with a difference*

Facility Management Division

Prime/HO/FMD/RFQ/2019/ ৩৭৭

July 22, 2019

Subject: - Request to submit financial offer for supplying Toner (Printer, Photocopier & Fax) for Prime Bank.

Dear Concerned,

Prime Bank intends to select supplier for supplying Toner (Printer, Photocopier & Fax) for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad with sealed envelope. The envelope must be marked as "Quotation for Toner (Printer, Photocopier & Fax)" as per specifications (attached Annexure), Terms & Conditions stated below:

1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The supplier must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying/delivering the items to different divisions/departments (anywhere in Dhaka & Chittagong City) at their own cost & responsibilities as per delivery order.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted price shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules time to time.
6	In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
7	The Bank shall not be bound or under any obligation to accept the lowest quotation.
8	Paper sample must be submitted along with the offer.
9	The intending Bidder must quote the rate by typing with computer. No handwriting allowed
10	Bidder must submit photocopy of following documents along with the RFQ: <ul style="list-style-type: none"><li>a. Up-to-date Valid Trade License.</li><li>b. Certificate of Incorporation in case of Limited Company.</li><li>c. Valid TIN Certificate.</li><li>d. VAT Registration Certificate.</li><li>e. Bank Solvency Certificate.</li><li>f. Experience Certificate/Work Order.</li><li>g. Client list.</li><li>h. Authorized distribution letter.</li></ul>
11	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box (Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on July 30, 2019 from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30 hours.

For details information, you may communicate with telephone # 9567265 (Ex: 137).

Regards,

  
Md. Mahfuzur Rahman  
Assistant Vice President

  
Md Mir Murad Ali  
Senior Assistant Vice President



## Annexure ( Computer Consumable Items)

SL	Product Name/Cartridge Model Name	Unit Type	Unit Price (BDT)
1	Canon Cartridge 324 for LBP 6780x/6750dn	PCS	
2	Canon Cartridge 316 Black for LBP 5050N	set	
3	Canon Cartridge 316 Cyan for LBP 5050N		
4	Canon Cartridge 316 Yellow for LBP 5050N		
5	Canon Cartridge 316 Majenta for LBP 5050N		
6	Canon Cartridge -325 for LBP 6030/6000		
7	Canon Cartridge-308 for LBP 3300	PCS	
8	Canon Cartridge-041 for LBP 312x	Set	
9	Canon Cartridge PG 810 XL for IP 2770/2		
10	Canon Cartridge CLI-811 XL for IP2770/2		
11	HP Color L/J 2600N Toner Q6000 A black	set	
12	HP Color L/J 2600N Toner Q6001 A (cyan)		
13	HP Color L/J 2600N Toner Q6001A (Yellow)		
14	HP Color L/J2600N Toner Q6003A(magenta)		
15	HP Laser JET P 2035 Pprinter Toner-05A	PCS	
16	HP Laser Jet 2400/2420 Toner 11A	PCS	
17	HP Laser Jet – Q 2613A	PCS	
18	HP Laser jet P3015 Printer Toner-55A	PCS	
19	HP Laser Jet85A	PCS	
20	HP Laser JetP1005 Toner-35A	PCS	
21	HP Laser JetP3005/M3035 Toner 51-A	PCS	
22	HP Laser JetP 400 (80A)	PCS	
23	HP1020 Printer Toner 12A	PCS	
24	HP Laser Jet 15A	PCS	
25	Laser Printer HP M 402dne)	PCS	
26	HP Laser JetP4250/4350 Toner 42-A	PCS	
27	HP Laserjet P1102/ Cartridge 85A	PCS	
28	HP1020 Printer Toner 12A	PCS	
29	Kyocera Taskalfa-2201i	PCS	
30	Kyocera FS 6525 MFP	PCS	
31	Kyocera FS 6530 MFP	PCS	
32	Kyocera Taskalfa-4501i	PCS	
33	Kyocera Taskalfa-6501i	PCS	
34	Nashuatec MP 3500/4500	PCS	
35	Nashuatec MP2501 L	PCS	
36	Nashuatec Toner Black DT39BLK	PCS	
37	Nashuatec TonerMP1500(DT42BLK)	PCS	
38	Nashuatec TonerMP2500(DT2500BLK)	PCS	
40	Sharp AR-310ST	PCS	
41	Toshiba 2506		
42	Toshiba 2507C	PCS	
43	Toshiba Toner Cartidge T-3520D Photocopier Machine	PCS	
44	Toshiba Toner Cartidge T-4590D	PCS	
45	Toshiba-282 Toner-2340 D	PCS	
46	Panasonic KXFL-613	PCS	
47	Brother Fax Machine Toner Cartridge TN-2025	PCS	
48	Panasonic Laser Toner KX-FA83E	PCS	

*[Handwritten Signature]*