

Facility Management Division

Ref: Prime/HO/FMD/IT/2025/185

Date: March 13, 2025

Sub: Request for Quotation (RFQ) for purchasing of Network Printer.

Dear Concern,

Please be informed that Prime Bank PLC. intends to purchase ± 12 units Network Printer. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

Products: Network Printer

A	B	C	D	E	F	G
Item Description	Unit Price (BDT) Including AIT Excluding VAT	VAT in %	VAT Amount	Total Unit (BDT) Price including VAT & AIT (B+D)	Quantity	Delivery Time
Network Printer					± 12 Pcs	Must be ready stock

Terms & Conditions:

1. Delivery & Installation:

- The supplier will deliver & install the products to the Bank's selected location (Nijunja, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
- In case of supplying inferior quality/defective goods; any change imposed by Prime Bank must be entertained.

2. Payment: Payment will be made within 30 (Thirty) days from bill receipt and payment will be made as per the following manner:

- In case of bill amount/ work order amount at a time over Tk. 2,00,000.00, 90% of the unit price will be paid after satisfactory installation of the equipment.
- Remaining 10% of the unit price will be paid after 06 (Six) months from the date of products delivery.
- The quoted amount must be included AIT and excluded VAT as per govt. rules.**

3. Warranty: During the period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.

4. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.



5. Technical specification: Technical specification is given below at Table 'A'. Bidder's response will be filled up by participant companies.

Table 'A': Specs for Network Printer

Required Specification for Network Printer	
Brand	Canon/HP
Model	Please Mention
Type	Network Laser printer
Print Speed A4 (minimum)	43 ppm
Resolution (minimum)	Please mention
Warm-Up Time	Not more than 30 Sec
Feeder	Please mention
Paper Input (minimum)	500-sheet cassette
Paper Output (minimum)	250 sheets
Paper Size	Please mention
Memory (minimum)	512 MB
Network Interface	10/100/1000 Ethernet LAN
Interface	USB 2.0 Hi-Speed
Duty cycle (monthly)	150,000 pages
Compatible OS	Win 10 (64 bits), Windows 11 (64)
Warranty	01-year full support & spare parts
Delivery Time	Ready Stock

6. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

7. Paper & Documents: The supplier has to submit the following paper & documents:

- Valid Registration/ownership document, VAT & TIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
- Distributorship or Sole Distributorship certificate.
- Copies of work-orders and performance certificates of executing same work with different commercial Bank or Multi-National Companies.

8. RFQ PREPARATION: The participant company must submit the offer in two envelope system. One envelope will contain the technical offer and the other envelope will contain the financial offer. The two envelopes must be covered in a 3rd large envelope. All the envelopes will contain the full name and address of the participant company. The envelopes should be sealed & signed properly.

9. RFQ SUBMISSION ADDRESS: The RFP shall be submitted to the following address:

Head of Facility Management Division, Prime Bank PLC.
Prime Tower (Grond Floor, Central Despatch), Plot # 8 & 35, Nikunjo-2,
Khilkhet, Airport Road, Dhaka-1229


RFQ process Contact : Partha Sarathi Bairagi, Cell: 01730781194

Technical Clarification Contact: Khandaker Naim Hossaion, Cell: 01671900150

10. After going through the terms & conditions, please submit proposal as per format mentioned above in your company's letterhead pad duly signed by authorized representative of your company. RFQ documents shall be dropped **in the Tender box on 20th March 2025 before 3:00 PM**. No RFQ shall be entertained after the specified time and date. No RFQ document will be received by mail.

11. 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.


13.03.25

Tanveer Ahamed

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