

**Bengal Commercial Bank Ltd.**  
General Services Division  
Head Office, Dhaka

Date: November 22, 2021

**Request for Quotation (RFQ) for supply, installation and commissioning of 1 unit Heavy Duty Photocopier Machine for Head Office of the Bank.**

Bengal Commercial Bank Limited (Hereinafter referred to as “the **Bank**”) willing to receive bids from the bona fide bidders/vendors for purchasing of 1 unit heavy duty Photocopier Machine for Head Office of the Bank.

The following terms & conditions and technical specifications for the required items are given hereunder for the bidders/vendors.

**1. Technical Specification of Photocopier Machine:**

Item Description	Required Specification
Brand	: RICOH/TOSHIBA/CANON/SHARP and Others Reputed Brand.
Model	: To be mentioned by the bidder.
Type	: Trolley type with four wheel.
Country of Origin	:
Country of Assembled	: To be mentioned by the bidder.
Copying process	:
Copy speed	: 30-40 CPM (A4)
Copy Resolution	: To be mentioned by the bidder.
Available copy size	: A3 to A6
Zoom Range	:
Paper Input capacity	:
Paper weight	:
Multiple copying	:
Reproduction ratio	:
Resolution	: To be mentioned by the bidder.
Warm up time	:
First copy time	:
Display	:
Memory	:
CPU	:
Main power rating	:
Automatic Duplexing Unit (ADU)	Built in ADU unit
RADF details specification	: To be mentioned by the bidder.
Carrying/Installation/Commissioning charges (if any)	: Will be borne by bidder.
Warranty period	: 02 (Two) years comprehensive warranty i.e. Mother Board, All electrical and mechanical items & servicing.



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**2. Format for financial offer:**

SL	Brief description of the product	Unit price in BDT including VAT and Tax with RADF	Unit price in BDT including VAT and Tax without RADF
1	Brand: , Model: , Country of Origin: , Country of Assemble: , Copy Speed: , Paper Size: , Memory: , Warranty: , etc.		

**Note: Vendor may submit maximum three alternative option.**

**3. Terms and Conditions:**

**i. Bidders Qualification:**

- a) Bidder shall possess his own office and adequately trained and experienced manpower to install, configure the supplied product.
- b) Bidder shall be an assessed under Income Tax Department.
- c) Bidder has the capacity for repairing or maintenance any part of the product unit or the device itself without any cost within the warranty period without any system interruption at the time of operation.
- d) Bidder has the capacity for repairing or maintenance any part of the device unit or the device itself.
- e) At least three (03) years of experience of selling and installation of mentioned products in Bangladesh.
- f) The bidder must have experience of supply, delivery, install, commission and maintenance of air conditioner at least in 2(Two) Bank. The bidders should also have been selling same product in similar fields for at least last 3(Three) years.

**ii. Documents comprising the bid:**

- a) Technical Description of the deliverables to demonstrate the specified technical requirement Schedule
- b) Seal and signed copy of this RFQ as a proof of declaration to have read and understand the whole "Terms & Conditions" and abiding by it fully with no objections.
- c) Photocopy of following documents should be submitted with the offer:
  - i. Valid Trade License and Company Profile (Establishment date, no of tech engineers, no of employees, no of bank clients, no of support center, etc.)
  - ii. E-TIN, VAT & BIN Certificate
  - iii. Proof of Experience
  - iv. List of corporate clients with Certificates. Original Catalogue of all quoted items must be supplied and the offered model must be marked and signed (if any).

- iii. Bid price and Validity:** Bidders shall quote the price including VAT and Tax in Bangladeshi Taka (BDT) for the items. Bid shall remain valid for a period next 3 months from the date of opening of quotations. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period.

*[Handwritten signatures]*

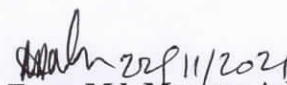




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- iv. **Dead line of the Bid:** The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than 4:00 p.m. on **Monday, November 29, 2021**. Any bid received by the Bank after the deadline may be rejected and returned unopened to the bidder.
- v. **Sealing and marking of the bid:** The Quotation should be submitted in a sealed envelope through addressing **Head of General Services Division, Bengal Commercial Bank Ltd., Head Office, 5<sup>th</sup> floor, Khandker Tower, 94, Gulshan Avenue, Gulshan, Dhaka-1212**. The subject of the offer should be mentioned at the top of the envelope such as **“Quotation (RFQ) for supply and installation of 1 unit Heavy Duty Photocopier Machine for Head Office of the Bank”**.
- vi. **Product Delivery:** Product must be delivered from ready stock. Supplier have to deliver the product at site own arrangement and own cost through maintaining standard safety, security and precaution measure.
- vii. **Payment:** Payment will be made after successful supply and installation in all respects and subsequent submission of the bill after deducting VAT and Tax as per government rules. No advance payment will be allowed.
- viii. **Security Money:** An amount equivalent to 10% (Ten) of total work order/product value will be considered as security money. Security money amount will be deducted from the bill and retained up to the warranty period of the products. Security money will be returned after the stipulated warranty period. Security money may be forfeited in case of violation of warranty and or support issues within the stipulated warranty period.
- ix. **Warranty:** Bidders are requested to submit the price with 02(Two) years of comprehensive warranty of the products. Bidder must have the capacity for repairing or replacing any hardware unit of the product without any cost within the warranty period without any system interruption at the time of operation. Warranty period of the products start from the date of successful installation as well as live operation. Warranty includes any kind of after sale support, service and troubleshooting charge.
- x. **VAT & Tax:** Price should be including VAT and Tax.
- xi. **Bank's right:** Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.

Thanking you,

  
**Engr. Md. Monzur-A-Moula**  
Head of General Services Division



