Bengal Commercial Bank PLC.
General Services Division
Head Office

Date: September 07, 2026

Request for Quotation (RFQ) for supply, installation and commissioning of 15 (Fifteen) units Note Counting Machine for Bengal Commercial Bank PLC.

Technical Specification of Note Counting Machine:

Item Description		Required Specification
Brand	:	To be mentioned by the bidder
Model	:	To be mentioned by the bidder
Origin & Assemble	:	To be mentioned by the bidder (except india)
Document Size Range	:	100 mm X 50 mm (Minimum) 200 mm X 100 mm (Maximum)
Counting Speed:	:	To be mentioned by the bidder
Counting method	:	Vacuum Suction method
Bank note capacity	:	To be mentioned by the bidder
Counterfeit detector	:	To be mentioned by the bidder
Display	:	Dual Display Systems
Power supply	:	To be mentioned by the bidder
Alarm system	:	Dual Alarm (Counting error & Fake note alarm)
Main power rating	:	To be mentioned by the bidder
Voltage stabilizer	:	Free of cost
Life Time	:	At least 10 (Ten) Years
Quantity	:	As per bank requirements
Warranty	:	Minimum 2 (Two) years comprehensive warranty i.e. spare parts & Servicing.

Format for financial offer:

Brief description of the product	Qty	Unit price in BDT excluding VAT and including Tax	Total price in BDT excluding VAT and including Tax
Brand: , Model:, Country of Origin: , Country of Assemble: , Counting Method:, Dimension:, Warranty:, Longevity:, etc.	15 units		

Terms and Conditions:

i. **Bid price and Validity:** Bidders shall quote the price excluding VAT and including Tax in Bangladeshi Taka (BDT) for the items. Bid shall remain valid for a period next 01 year 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.

ii. **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 **September 17, 2026.** Any bid received by the Bank after the deadline may be rejected and returned unopened to the bidder.

iii. **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 PLC., Head Office, 5th 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 15 (Fifteen) units Note Counting Machine for different Sub Branch and Branch".**

iv. **Price Negotiation:** The Bank may request technically qualified bidders to negotiate the price or any other relevant queries. Representative of the Bidders must have authorization for price negotiation. The Bank shall not be under any obligation to accept the lowest bidder(s).

v. **Product Delivery:** Product must be delivered from ready stock. Supplier have to deliver the product in two separate lots (1st lot 8 unit to be delivered within 30 days from the date of receiving work order and 2nd lot rest 7 units to be delivered after six months from the delivery of the 1st lot) at Head Office, own arrangement and own cost through maintaining standard safety, security and precaution measure.

vi. **Payment:** Payment will be made after successful supply of the products and subsequent submission of the bill after deducting Tax as per government rules. No advance payment will be allowed.

vii. **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.

viii. **VAT & Tax:** Price should be excluding VAT and including Tax. Related VAT to be borne by the Bank.

ix. **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,

Md. Shofiqul Islam
Head of General Services Division