



PUBALI BANK LIMITED
ICT OPERATION DIVISION
HEAD OFFICE, 26 DILKUSHA C/A, DHAKA.

PBL/HO/ICTOD/QUOTATION/3313/2018

July 05, 2018

NOTICE INVITING QUOTATION FOR SUPPLY
OF DOCUMENT SCANNER FOR OUR BANK.

Sealed quotations are hereby invited from bonafied Sellers, Traders, Importers of Scanners for supply of Scanner for our Bank as per following specifications.

Specifications for Scanner:

Brand: Canon/HP, **Document Feeding:** Automatic or manual sheet feeding, **Document Size:** width: 50.8-216mm, length: 53.9-356mm, **Feeding Capacity:** 60 sheets (80mg/m²) or above, **Scanning Side:** Simplex/Duplex/Skip blank page/Folio, **Scanning Resolutions:** 100x100dpi, 150x150dpi, 200x200dpi, 240x240dpi, 400x400dpi, 600x600dpi, **Interfaces:** Hi-Speed USB 2.0, **Software:** ISIS/TWAIN Driver, Capture On Touch, Capture Perfect, eCopy PDF Pro Office, Kofax Virtual Rescan Basic.

Terms and conditions:

- 1) The offer must be submitted through "Offering Sheet" enclosed with the schedule.
- 2) The Scanner with adapter will be under comprehensive warranty for full 1(one) year from the date of installation at the Branch/Office where it will be supplied.
- 3) In case of any trouble with the Scanner within the warranty period the supplier shall have to replace/repair the Scanner free of cost at the premises where it will be supplied within 24(twenty four) hours for Dhaka City and within 48 hours for places out side Dhaka from getting the information. If the Scanner is not in repairable condition on the premises, it should be replaced by a similar one within 24 (twenty four) hours from getting the information of trouble prior to bring the same at their end for repairing purpose. In case of failure of the supplier, the Bank shall have the right to get the replacement or repairing works done by other agency at the cost of the supplier. Such costs will be adjusted from the supplier's security money and the supplier shall have no objection to it.
- 4) Payment of the bills will be made from ICT Operation Division, Head Office, after delivery of the same at the Branch/ Office as per terms of the Supply Order on production of a certificate from the concerned branch/ office to the effect that the Scanner is supplied in good condition as per Supply Order and is working properly.
- 5) 10% (ten percent) of the bill amount will be retained as Security Money which will be paid to the supplier after expiry of the warranty period at the satisfaction of the purchaser.
- 6) All Tax, Vat, Govt. Duties etc. will be deducted from the bill as per rule prior to payment of the same.



- 7) Installation charge for outside of Dhaka City area, if any, is required to be mentioned in the Offering Sheet.
- 8) Successful bidder must ensure delivery of Document Scanner within 15(fifteen) days of getting work order.
- 9) The authority reserves the right to accept or reject all or any offer without assigning any reason.
- 10) Bank is not bound to accept the lowest Quotation. To be successful in the bid, quality of the offered items, financial capability, reputation etc. of the firm as assessed by the Bank are the prime factors for consideration.
- 11) Photocopy of Trade License, TIN Certificate, VAT registration Certificate (if any), Financial Solvency Certificate (if any), Appreciation letter, Major client List and Company profile to be submitted with the Quotation.

Offer / Bid to be dropped in the Tender Box kept in **Establishment Division**, Pubali Bank Limited, Head Office, 12th Floor, 26 Dilkusha C/A, Dhaka by **11-00 a.m.** up to **22-07-2018** which will be opened on the same day at 11.30 a.m. in presence of the bidders (if any).

Sd/-
(Md. Aminul Islam)
Asst. General Manager

Sd/-
(Md. Helal Uddin)
DGM & Division Head

CC TO : The Member Secretary, Purchase Committee, Pubali Bank Ltd., Head Office, Dhaka for information and necessary action.

CC TO : Notice Board, Pubali Bank Ltd., Head Office, Dhaka .

CC TO : www.pubalibangla.com


Asst. General Manager


DGM & Division Head

OFFERING SHEET
(To be submitted alongwith the offer)

Tenderer's Name :

Address :

TENDER NOTICE FOR SUPPLY OF DOCUMENT SCANNER.

Sl	Item Name (as per specification)	Unit price	Total Price
1	Brand: Model: Document Feeding: Document Size: Scanning Resolution: Feeding Capacity: Software: Warranty (Scanner with Adapter):		

Total (Taka) only

AUTHORISED SIGNATURE

