

# Shahjalal Islami Bank Limited

Common Services Division

Corporate Head Office

## Specification of Photocopy Machine:

Item Description	Required Specification
Brand	: Any Reputed Brand.
Model	:
Type	:
Country of Origin	: To be mentioned by the bidder
Country of Assembled	:
Copying process	:
Copy speed	: 20 & 25 CPM (A4)
Available copy size	: A3 to A6
Paper Input capacity	:
Paper weight	:
Multiple copying	:
Reproduction ratio	:
Resolution	: To be mentioned by the bidder
Warm up time	:
First copy time	:
Memory	:
Main power rating	:
Carrying/Installation/Commissioning charges (if any)	: Will be borne by bidder
VAT & Tax	: Quoted price will be including Tax & excluding VAT. VAT to be borne by the bank.
Unit Price of copier	: To be mentioned by the bidder
Offer Validity	: Quoted price must be valid for minimum one year from the date of approval.
Principal Authorization	: Distribution-ship certificate availability in web link
Delivery Period	: 10 to 15 days after receiving work order.
Dead line of submission	: From August 27, 2019 to September 5, 2019
Life time	: At least 10 (Ten) years
Warranty period	: 02 (Two) years comprehensive warranty i.e. Mother Board, All electrical Items & Servicing.
Submission address:	: To Member Secretary Procurement Committee Corporate Head Office, Shahjalal Islami Bank Ltd. Shahjalal Islami Bank Tower, Plot # 4, Block# CWN(C), Gulshan Avenue Dhaka 1212.
Submission method	: <b>Offer should be submitted in a sealed envelope.</b> The subject of the offer should be mentioned at the top of the envelope. Such as <b>“Quotation for Photocopier”</b> .
Approval Authority	: “Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s)”
Remarks	: Price should not be increased with the increase of currency rate or any other incidental charge within the validity period.

*Amr*  
26.08.19

*JFC*  
26/8/19

*[Signature]*