**Dear Sir,**

Modhumoti Bank Limited wants to procure **Flatbed Scanner** from reputed companies. In this connection, we would request you to submit your financial and technical offer as per below requirements.

|  |  |  |
| --- | --- | --- |
| **Scanner Specification:** |  | **Bidder Response** |
| **Scanner Brand** | **Given By Supplier** |  |
| **Scanner Model** | Given By Supplier |  |
| **Scanner Type** | Flatbed Scanner |  |
| **Scanner Element** | CIS (Color Contact Image Sensor) |  |
| **Light Source** | 3-Colour (RGB) LED |  |
| **Optical Resolution** | 2400 X 2400dpi |  |
| **Selectable resolution** | 25 – 19200dpi |  |
| **Grayscale** | 16-bit-input |  |
| 8-bit output |
| **Color** | 48-bit input (16-bit for each color) |  |
| Win:[48 or 24-bit output (16-bit or 8-bit for each color)] |
| Mac:[24-bit output (8-bit for each color)] |
| 48-bit: Windows TWAIN Drive Only |
| **Maximum Document Size** | A4 / Letter (216 x 297mm) |  |
| **Power Supply** | Supplied via USB port |  |
| **Supported Operating Systems** | Windows 10,Windows 8.1, Windows 7 OS X 10.11.6, Mac OS 10.12〜macOS 10.13 |  |
| **Unit Price in BDT including Delivery throughout the country, Tax & VAT** | |  |

**General Terms and Conditions:**

1. Purchaser’s Right: The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder’s response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
2. Bid Submission/ Closing Date: The Quotation shall be mail to the below mentioned address:
3. Chairman Purchase Committee, CSD Division Level-7, Modhumoti Bank Limited, Gulshan, Dhaka by 16:00 PM (Bangladesh Standard Time) 24, April, 2022. The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
4. Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:

* Proposal must be addressed for **“Chairman Purchase Committee”** of Modhumoti Bank Limited.
* Complete proposal/offer must be signed with date by the authorized representative of the company.

1. Quotation Validity: The Quotation shall be valid for 1 year (365) calendar days from the Quotation submission/ closing date.
2. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as “Disqualification” to attend in the bidding.
3. Commercial Terms and Conditions:

* Price: The quoted price should include Delivery throughout the country, applicable Tax & VAT. The rate of Tax & VAT should be mentioned in the quotation.
* Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through Bank Account only.
* Price Submission: The bidder shall have to submit the price in the letter head pad.
* The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.

With kind regards,

**Bahadur Miah**

FAVP & Incharge of CSD

Head Office | Modhumoti Bank Limited,

Head Office, 94, Khandkar Tower (Level-7),

Gulshan Avenue, Gulshan, Dhaka.