

Date: **September 30, 2021**

## Tender Notice

**For supplying, installing & commissioning of 100 units Laptop, 50 Units Desktop PC, 20 Units Printers, and 100 Units Offline UPS, 10 units MICR Scanner and 20 units Flatbed Scanner for Meghna Bank Ltd.**

The Meghna Bank Ltd is one of the leading fourth generation commercial bank in Bangladesh. The bank is committed to provide best customer services to our valuable customers. As a part of procurement process Bank management has provided decision to confirm UPC (unit price confirmation) for regular IT items which specification is listed below. So, to follow the management directives we are going to confirm unit price of mentioned products from **October, 2021 to July 30, 2022**.

The Bank invites RFQ from qualified bidders to participate in the bidding process who has multiple years of experience in Telco & Banking, any financial organization and OEM specialized partners to participate in the bidding process.

Please provide us a nonnegotiable financial quotation for below mentioned products.

### **TECHNICAL COMPLIANCE**

#### **Specification of Laptop Computer**

SL	Details Technical Specification	Tentative Quantity
1	Brand: Dell (Business Series)/HP (Business Series)/Lenovo (Business Series )	100±
2	Processor: Core i3, 10 <sup>th</sup> /11 <sup>th</sup> Generation	
3	RAM: 8GB Minimum	
4	1 TB HDD + SSD (Must have SSD)	
5	OS: Free DOS	
6	Warranty: Minimum 3 Years	

#### **Specification of Desktop Computer**

SL	Technical Specification	Tentative Quantity
1	Brand: Dell/HP/Lenovo (Business Series)	50±
2	Processor: Core i3 10/11th Generation	
3	Ram: 8GB Minimum	
4	1 TB HDD or 1TB+128GB SSD: Please Mention	
5	OS: Free DOS	
6	Warranty: Minimum 3 Years	

**Specification of Network Printer (Black & White)**

SL	Technical Specification	Tentative Quantity
1	Brand: Canon/HP/Epson	10±
2	Type: Laser Duplex Network Printer	
4	Resolution: 2400X600 dpi (Minimum)	
5	Speed: 33 ppm (Minimum)	
6	RAM: Please Mention	
7	Duplex printing: Yes	
8	Both sides of paper: Automatic (Integrated)	
9	Supported Paper Sizes: A4/B5/A5/A6/LGL/LTR/EXECUTIVE & any other supported size	
10	Toner Price: must be mentioned	
11	Toner Page Yields: must be mentioned	
11	Warranty: One year or more	

**Specification of Standalone Printer (Black & White)**

SL	Details Technical Specification	Quantity
1	Brand: Canon/HP/Epson	10±
2	Type: Laser Printer	
3	Duplex printing: Yes (Not Manual Duplex)	
4	Speed: 18 or above ppm (Minimum)	
5	RAM: Please Mention	
6	Toner Price: must be mentioned	
7	Toner Page Yields: Must be mentioned	
8	Warranty: 1 year or more	

**Specification of Flatbed scanner**

SL	Details Technical Specification	Quantity
1	Brand: Any	20±
2	Paper Size: A4/LTR	
3	Resolution: 2400X4800 dpi (Minimum)	
4	Warranty: 1 year or more	

**Specification of MICR scanner**

SL	Details Technical Specification	Quantity
1	Brand: Any	20±
2	Scanning Side: Simplex/Duplex	
3	Scanning Speed: 120 CPM	
4	Resolution: 200,300 dpi (Minimum)	
5	Warranty: 1 year or more	

**Specification of 650 VA Offline UPS**

SL	Details Technical Specification	Quantity
1	Brand: Any	100±
2	Battery Backup: Please Mention	
3	Country or Origin: Please mention	
4	Warranty: One year or more (Including Battery)	

**For supplying, installing & commissioning of Computer Accessories & Peripherals**

Serial	Products	Quantity
1	Solid State Drive 240 GB (SATA) for Laptop & Desktop PC	On Demand
2	Solid State Drive 480 GB (SATA) for Laptop & Desktop PC	On Demand
3	Solid State Drive 1TB (SATA) for Laptop & Desktop PC	On Demand
4	Solid State Drive 120 GB (M.2, NV Me) for Laptop & Desktop PC	On Demand
5	Solid State Drive 240 GB (M.2, NV Me) for Laptop & Desktop PC	On Demand
6	Solid State Drive 1TB (M.2, NV Me) for Laptop & Desktop PC	On Demand
7	Portable HDD 2 TB for Multipurpose Needs (Brand: Transcend/WD)	On Demand
8	LED Monitor 22" (Brand: HP, Dell, Samsung)	On Demand
9	LED Monitor 19" (Brand: HP, Dell, Samsung)	On Demand
10	USB Keyboard (Brand: A4tech/Logitech)	On Demand
11	Bluetooth Mouse (Brand: A4tch/Logitech)	On Demand
12	USB Mouse (Brand: A4tch/Logitech)	On Demand
13	Offline UPS Battery (600VA) Including installation	On Demand
14	RAM DDR3 4GB 1600 BUS (For Desktop PC)	On Demand
15	RAM DDR4 8GB 2400 BUS (For Desktop PC)	On Demand
16	RAM DDR3 4GB 1600 BUS (For Laptop PC)	On Demand

17	RAM DDR3 4GB 2400 BUS (For Laptop PC)	On Demand
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**Terms & Conditions:**

1. Delivery & Installation:
  - a. The supplier will deliver & install the products to the Bank’s selected location (Gulshan1, Dhaka) as and when required. No additional cost will be paid by the bank for transportation.
  - b. In case of supplying inferior quality/defective goods; any change imposed by Meghna Bank must be entertained.
2. Warranty: During warranty period, the vendor shall repair any kind of defects including replacement of any parts at his own cost or replace the equipment, if necessary.
3. Support Level: The Supplier shall provide immediate response either by phone, e-mail or in person to any of the Purchaser's queries related to support and service.
4. Validity of the Rate: The quoted rate and other terms and conditions should cover for at least a period of 06(Six) months from the submission date of RFQ.

**5. Please provide your Customer List in below table:**

Item	Company Name Here
List of Customers you served (Bank/Corporate/etc.)	e.g. XYZ Bank, ABC Office, etc.
Total Number of Customers Served	e.g. 20
Total No. Equipment Supplied	e.g. 1000+

Please Mention the **Warranty period, Product Availability and the Price should be inclusive VAT and TAX as per government roles.**

If you are interested, **in first phase you are requested to send us an email** along with your price quotation in the below mentioned Address:

[system.support@meghnabank.com.bd](mailto:system.support@meghnabank.com.bd)

For any kind of Technical Clarification, Please Call: Mr. A K M Arifuzzaman Razib, Cell: +8801306653808  
Mr. Md. Imran Hossain, Cell: +8801515628345

**RFP Submission **Dead Line:** by 5:00 PM (Bangladesh Standard Time), 5th October, 2021**

Please note, if you are selected on first Phase then your final RFP must be submitted in an envelope. The envelopes should be sealed & signed.

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.

**N.B.** Meghna Bank Ltd. (publisher) has the right to change any terms and conditions mentioned above.