



Ref. No.: SJIBL/HO/CSD/2017/254
Date: 02.03.2017

Subject: Request for quotation for supplying Printer Toner/Cartridge for the Bank.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for supplying **Original** printer toner/cartridge (Compatible toner/cartridge not applicable) of following models as per terms & conditions mentioned below.

Samaung Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	ML-3470D/3471ND	ML-D3470B	5	ML-2010/2571	MLT-D119S
2	ML-3310ND	MLT-D205L	6	ML-3820ND	MLT-D203L
3	ML-1911/2581N	MLT-D1053S	7	CLP-315 (Colour)	Full Set (04 Units)
4	ML-2951ND	MLT-D103L	8	ML-2165	101S
HP Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	HP LJP-2015	53A	5	HP-LJPro-402	CF260A
2	HP LJP-2035	05A	6	Hp-1102	85A
3	HP LJP-1020/1010	12A	7	HP LJP-1320	49A
4	HP-LJPro-400	CF280A	8	HP 3015dn	55A
Canon Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	Canon LBP-1210	EP-25	5	Canon LBP-6230	326
2	Canon LBP-6000/6030	325	6	Canon LBP-6300	319
3	Canon LBP-3000	303	7	Canon Officejet ip-2772 Colour	Black-810 XL Colour-811 XL
4	Canon LBP-3300	308			

Terms and conditions for submitting quotations for printer toner/cartridge:

- Price should be quoted including Govt. VAT.
- Price should be quoted including delivery charges and all other charges.
- Toner Yield/Print quantity** must be mentioned in the quotation
- Quoted price must be valid for at least one year.**
- Warranty Period should be mentioned in the quotation
- Master work order(s) should be issued to the successful bidders(s) under which the vendors will supply required Toner/Cartridge on demand basis and urgent service may be required within 2/3 Hour(s) from ready stock.
- Price should not be increased with the increase of currency rate or increase in Government Vat, Tax or any other incidental charges within validity period of the Master work order.

Shahjalal



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8. The Printer toners/cartridges should be supplied to the Common Services division (CSD), Head Office, Shahjalal Islami Bank Limited, Uday Sanz (1st Floor), 2/B Gulshan South Avenue, Gulshan-1, Dhaka-1212 at vendor's/supplier's own cost
9. No advance payment will be given
10. Bills should be paid Through Payment Order within 10-15 days from the submission of the bill
11. In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the Bank reserves the right for outright rejection of the product and the vendors will have to take back the supplied product at your their cost and will replace with acceptable quality within the time frame as mutually agreed upon by the vendor and the bank
12. The Management reserves the right to accept or to reject any or all quotations without assigning any reason thereof and can make change in the terms and conditions from time to time
13. Quotations should be submitted in sealed envelopes addressing the Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Head Office, Uday Sanz, 2/B Gulshan South Avenue, Gulshan-1, Dhaka-1212 as per attached format on or before 08.03.2017

Please attach the copies of following documents along with your quotation

- (a) Up to date Trade License
- (b) Vat Registration Certificate
- (c) E-TIN Certificate

Thanking you.
Sincerely yours,


2/3/17
Md. Mahbubur Rasheed
EVP & Head of CSD
