



Janata Bank PLC.

Divisional Office, Sylhet, 2nd floor, Dewan Complex

Airport Road, Ambarkhana, Sylhet Tel: 02-996633940, 996632365

Website: www.jb.com.bd

E-mail: sylhet@janatabank-bd.com

REQUEST FOR QUOTATION TO

Supply for 3(Three) Pieces MICR Cheque Scanner Machine (Supply, Installation and Commissioning) for Janata Bank PLC., Bahubal Branch, Chunarughat Branch, Habiganj & Sachna Bazar Branch, Sunamgonj under Control of Janata Bank PLC, Divisional Office, Sylhet.

RFQ No: JBPLC/DOS/IT240/RFQ-01/MICR/CHEQUE/ SCANNER/2024/ 290

Date: 11-02-2024


To
The Managing Director

Attention:

1. The Janata Bank PLC., Divisional Office, Sylhet has been allocated own funds and intends to apply a portion of the funds to eligible payments under the contract for following computer equipments clearly mentioned in below which this Quotation Document is issued.
2. Detailed Specifications and Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) shall be required for submission of the Quotation but for warranty obligation Performance Security/Security deposit shall be required.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned on or before **3.00 PM, 19-02-2024**. The envelope containing the Quotation must be clearly marked "SUPPLY FOR 3(THREE) PIECES MICR CHEQUE SCANNER MACHINE (SUPPLY, INSTALLATION AND COMMISSIONING) FOR JANATA BANK PLC., BAHUBAL BRANCH, CHUNARUGHAT BRANCH, HABIGONJ & SACHNA BAZAR BRANCH, SUNAMGONJ UNDER CONTROL OF JANATA BANK PLC, DIVISIONAL OFFICE, SYLHET." **DO NOT OPEN before 3.00 PM, 19-02-2024**". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71(4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least **60(Sixty) days** from the closing date of the Quotation.
10. **No public opening of Quotations received by the closing date shall be held.**
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.



13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified **Photocopies** of latest documents related to valid **Trade License, Tax Identification Number (TIN) with updated Income Tax Return, VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. The Supplier have to submit a Performance Security amount of **10% (Ten Percent)** of the Total Contract Price in the form of **Bank Guarantee or Pay Order** which must be valid for **03(Three) Years**. If the Supplier fails to submit the Performance Security, the Procuring Entity shall retain or in other words deduct from the Payment due to Supplier, at the rate of Ten (10) percent of the total contract price as Performance Security and kept it until expiration of the Warranty Period.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract. The Evaluation Committee at first will examine whether the Quotationer has submitted all the required documents stated in **Para 13** above or not and those documents are complete. Then in Technical Evaluation the committee will evaluate whether the offered technical specification is in accordance with the required specification or not. The committee will financially evaluate the technically responsive quotations and determine the lowest evaluated quotation.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within **5(Five)** days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **3(three)** days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

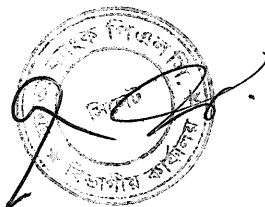

11.02.24

Name: Md. Monir Hossain
Designation: **Deputy General Manager**
Date: 11-02-2024

Janata Bank PLC.
Sylhet Divisional Office
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Distribution:

1. Notice Board.
2. Bank's Website.
3. Office File.



Technical Specification of the Goods Required

SI no	Description of Items	Full Technical Specification and Standards	Vendors Response
1	3	4	5
01	Micr Cheque Scanner		
	Item	Technical Specification and Standard	
	Brand	Should be internationally Reputed	
	Model	Should be mentioned	
	Scanning Speeds	Minimum 120 Pages per minute	
	Capturing Capacity	Front and Rear image capture at 200 x 200 dot per inch (minimum)	
	Document Feeding	Automatic sheet feeding	
	Duplex Print	Simplex/Duplex	
	Feeder Capacity	Minimum 150 Sheets	
	Output Capacity	Minimum 200 sheets	
	Light Source	RGB LED; Color 24-bit & Grayscale 8-bit	
	Scanning Modes	Color, Grayscale, Black & White, Fine Text Filtering, Error Diffusion, 256 Level Grayscale, 16 Level Grayscale, 24-bit Color (card scan only)	
	Endorsement	Standard Rear Endroser	
	Interface	Minimum USB 2.0	
	Software and Driver	Silver Bullet Ranger Utility Software and All Driver Interface	
	Accessories	Ink Cartridge, Cable, Power cord and accessories	
	OS Compatibility	Windows Vista, Windows 7, Widows 8.1, Widows 10(32-bit and 64-bit), Windows Server 2008R2/2012R2/2016R2 and should be compatible with any updated operating systems	
	Advanced Features	Built-in Imprinter, Magnetic Swipe Reader (MSR), Card Scanning UV, Print for Fraud Protection, Accurate Double Feed Detection, Designed for Easy Maintenance, Ultra-Reliable MICR Reading	
Power Supply	AC 100- 120V (60 Hz), AC 220 - 240V (50/60 Hz)		
Extra Endorsement Cartridge	2 piece		
Country of Origin	Should be mentioned		
Country of Manufacturing	Should be mentioned		
Warranty	3 years full warranty with onsite support, labour, parts & replacement		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove.

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

1. Col. 1, 2, 3 & 4 are filled in by the Procuring Entity to express its requirement, Quotationers are requested to offer their products complying the bank's requirement as per above format.
2. Specifications are filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.





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PURCHASE ORDER FOR THE SUPPLY OF 3(THREE) PIECES MICR CHEQUE SCANNER MACHINE (SUPPLY, INSTALLATION AND COMMISSIONING) FOR JANATA BANK PLC., BAHUBAL BRANCH, CHUNARUGHAT BRANCH, HABIGONJ & SACHNA BAZAR BRANCH, SUNAMGONJ UNDER CONTROL OF JANATA BANK PLC, DIVISIONAL OFFICE, SYLHET.

Purchase Order No. _____

Date: dd/mm/yy

RFQ No: JBPLC/DOS/IT240/RFQ-01/MICR/CHEQUE/ SCANNER/2024/ Date: 11-02-2024	
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed. If you accept this Purchase order, you are requested to return back the 2nd copy of this Purchase Order duly signed by you along with a Performance Security in the form of a Payment Order or Bank Guarantee within 3(three) days from the date of Purchase Order. Please note that the attached Terms and Condition duly signed by both the parties will be treated as the **Contract Agreement** along with this Purchase Order

ORDER ITEMS

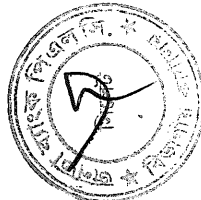
1. You are requested to supply for 03 Pieces Micr Cheque Scanner Machine for Janata Bank PLC., Bahubal Branch, Chunarughat Branch, Habigonj and Sachna Bazar Branch, Sunamgonj under Janata bank plc., Divisional office, Sylhet.
2. Attached certified photocopy of approved Priced Schedule & Technical Specification of the Goods and related services.
3. Attached Terms and Conditions which will be treated as contract Agreement.
4. Attach Sample Bank Guarantee for Performance Security.

For the Purchaser:

Signature of the Procuring Entity with name and Designation

Date

Attachments: As stated above



Terms and Conditions
For
Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within 5(Five) days of issuing the Purchase Order in conformity with the Terms and Conditions. **If the Purchaser fails to complete the delivery within the stipulated time, penalty/liquidated damage will be imposed at a rate of half of one percent (0.5%) of the Total Contract value per week or part thereof.**
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. Payment against VAT/Taxes and other impositions under the Applicable Law shall be made by the Bank at the time of settlement of the Payment Invoice/Bill.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after acceptance of the Delivery Challan and submission of the bill (2 sets at least) which must be accompanied by the User Acceptance Certificates from the respective departments/offices.
10. **The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.**
11. The total Contract Price is BDT [insert figure] [in words].
12. The supplier must submit a performance Security at the rate of 10 (Ten) percent of the total contract price i.e. BDT. ----- (Taka-----) in the form of Bank Guarantee/PayOrder (validity: 3 years 28 days from the date of completion of delivery and acceptance of the delivery challan of the purchaser) or Pay-order to the purchaser and the purchaser will keep it until expiration of the warranty period.
13. The minimum Warranty Period of the Supplies shall be 36(**Thirty Six**) months starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity of the Delivery Challan.
14. The Security deposit/Performance Security shall be returned to the Supplier within twenty one (21) days after expiry of the Warranty Period.
15. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.



16. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
17. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
18. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
19. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
20. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
21. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
22. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
23. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<p>For the Purchaser:</p> <p>Signature of the Procuring Entity with name and Designation</p>	<p>For the Supplier:</p> <p>Signature of the Supplier with name Designation</p>
<p>Date</p>	<p>Date</p>

