

**Subject: Request for Quotation (RFQ) of E-doc Scanner for Modhumoti Bank Limited.**

Dear Sir,

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

<b>Product Specification &amp; Description</b>	
<b>Scanner Type</b>	Desktop Auto-fed scanner
<b>Brand</b>	To be mentioned by the tenderer.
<b>Model</b>	To be mentioned by the tenderer.
<b>Country of Origin</b>	To be mentioned by the tenderer.
<b>Country of Manufacturer</b>	To be mentioned by the tenderer.
<b>Resolution</b>	100 x 100 dpi/150 x 150 dpi/200 x 200 dpi/240 x 240 dpi/300 x 300 dpi/400 x 400 dpi/600 x 600 dpi
<b>Duplex Scan</b>	Simplex / Duplex
<b>Color Depth</b>	256 Grayscale, 24 bit color
<b>Optical Sensor</b>	Contact image sensor
<b>Light Source</b>	LED
<b>Speed</b>	B&W/Grayscale: 200 dpi/300 dpi : 45 ppm (Simplex), 90 ipm (Duplex), Color: 200 dpi : 30 ppm (Simplex), 60 ipm (Duplex), 300 dpi : 20 ppm (Simplex), 40 ipm (Duplex)
<b>Automatic Document Feeder</b>	Automatic
<b>Media Size</b>	Width : 50.8 mm to 216 mm, Length : 54 mm to 356 mm, * You can scan documents up to 3,000 mm long by setting the scanner to the Long Document mode, Business card: 50.8 mm x 85 mm or larger, Card: 54 mm x 86 mm (ISO standard), Passport: Size: 88 mm x 125 m
<b>Media Weight</b>	Plain Paper: Page separation : 0.04 mm to 0.25 mm, 27 to 209 g/m <sup>2</sup> , Bypass : 0.04 mm to 0.3 mm, 27 to 255 g/m <sup>2</sup> , Business Card: 380 g/m <sup>2</sup> 0.45 mm or less, Card: 1.4 mm or less, Passport: 4 mm or less (including carrier sheet)
<b>Environment</b>	Temperature: 10°C to 32.5°C, Humidity: 20% to 80% RH
<b>Power</b>	DC24V 1.0A
<b>Accessories</b>	All required Power Cable, driver CD, manual etc. should be included
<b>Power Consumption</b>	Scanning : 19 W or less, In the sleep mode : 1.4 W or less, With power switch OFF : 0.1 W or less
<b>Interface</b>	Hi-Speed USB 2.0, USB 3.0
<b>OS Compatibility</b>	ISIS/TWAIN Driver, CaptureOnTouch, CapturePerfect, eCopy PDF Pro Office, Kofax VirtualReScan Basic
<b>Supported OS</b>	Win7 Pro, Win10 Pro, Linux
<b>Advanced Features</b>	Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, Folio scanning, Double feed release, Separation retry
<b>Supported Consumables</b>	Flatbed Scanner Unit 101/201, Barcode Module, 2D code Module, Exchange Roller Kit (feed roller and retard roller), Carrier Sheet (Passport), Carrier Sheet (A4)
<b>Dimension</b>	With the trays closed: 291 mm x 253 mm x 231 mm, With the trays open: 291 mm x 603 mm x 363 mm

**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:  
**Chairman Purchase Committee, CSD Division Level-7, Modhumoti Bank Limited, Gulshan, Dhaka by 16:00 PM (Bangladesh Standard Time) 19<sup>th</sup> September, 2021.** 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.
3. **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.
4. **Quotation Validity:** The Quotation shall be valid for 1 year (365) calendar days from the Quotation submission/ closing date.
5. **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.**
6. **Commercial Terms and Conditions:**
  - **Price:** The quoted price should include applicable VAT. The rate of 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/Pay Order 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, CSD (CC.)

Head Office | Modhumoti Bank Limited,

94, Khandkar Tower (Level-7),

Gulshan Avenue, Gulshan, Dhaka.