

**Islami Bank Bangladesh PLC**  
**Operations Wing**  
**Common Services Division**  
**Head Office**  
**20 Dilkusha C/A(6<sup>th</sup> Floor), Dhaka**

**Web notice of tender for supply, installation, testing & commissioning of 01 unit automatic digital duplicating machine for Head Office of IBBPLC, Dhaka.**

1.	<b>Name of the Owner</b>	: Islami Bank Bangladesh PLC (IBBPLC).
2.	<b>Name of the work</b>	: Supply, Installation, Testing & Commissioning of 01 unit Automatic Digital Duplicating Machine at HRAD, Head Office, IBBPLC, 40 Dilkusha C/A, Dhaka.
3.	<b>Recommended Brands</b>	: Duplo(Made in Japan)/ Equivalent Brand(Made in Japan).
4.	<b>Purchasing of schedule</b>	: The intending bidders have to apply in their letter Head for purchasing tender document on payment of <b>Tk.2,000/-(Two Thousand)</b> only in cash (non refundable).
5.	<b>Time, Date &amp; Place of Submission</b>	: Tenders will be received in the office of the undersigned at Yousuf Chamber, 20, Dilkusha C/A.(6th floor), Dhaka-1000 during regular office hours from <b>February 14, 2024 to February 20, 2024 up to 3.00 PM.</b>
6.	<b>Opening Date &amp; Time</b>	: <b>At 3.05 PM on February 20, 2024.</b>
7.	<b>Eligibility</b>	: a) Manufacturer, Sole Agent/Authorized Distributor/Authorized Dealer/ Reseller. b) Experience of at least 03 (three) years in the related field.
8.	<b>Security deposit</b>	: 10% of the gross bill will be deducted and retained as security deposit, which will be refunded after 02 (two) years from date of satisfactory completion of the works. The supplier will also have to obtain clearance certificate signed by the concerned unit of the Bank for refunding security money at his own responsibility at the end of warranty period.
9.	<b>VAT &amp; Tax</b>	: VAT & AIT will be deducted from Gross Bill as per Govt. rules.
10.	<b>Warranty</b>	: The successful bidder will have to provide 02 (two) years/ 4.0 lac copies warranty which will come first against all supplied materials and all kinds of spares (except consumable items) in a non-judicial stamp of Tk.300/- only.
11.	<b>Free Maintenance period</b>	: 24 (Twenty four) months with spare-parts from the date of issuance of work completion certificate. If the supplier fails to attend any servicing/repairing works within 48 hours of receipt of request during warranty period, the works will be carried out by engaging other contractors in this line and the bill(s) will be deducted from their security deposits.
12.	<b>Scope of works</b>	: Supply, installation, testing & commissioning of 01 unit Automatic Digital Duplicating Machine at HRAD, Head Office, IBBPLC, 40 Dilkusha C/A,Dhaka. This shall also include carrying, lifting and placing of the device at the selected floor of the site with initial demonstration.
13.	<b>Stock position</b>	: <b>Ready Stock.</b>
14.	<b>Evaluation of Tender</b>	: Tender documents will be evaluated both technically & financially.
15.	<b>Disqualification/ Outright Rejection of Tender:</b>	: Failure to submit copy of Up to date Tax Clearance Certificate, VAT Registration Certificate, Trade License, Experience certificate, Satisfactory Performance Certificate(on offered Product & after sales service) from 02 Scheduled Bank/ Government Organizations/ Corporate Firm, Bank Solvency Certificate, failure to submit master catalog/original catalog color printed by the principal and Comply with Technical Specifications.
16.	<b>Reservation</b>	: Islami Bank Bangladesh PLC (IBBPLC) is not bound to award the lowest bidder and reserves the right to cancel any tender without assigning any reason whatsoever. <b>No Quotation through email will be accepted.</b>

(Mohammed Monzurul Islam Chowdhury)  
**SVP & Head of CSD**