

ISLAMI BANK BANGLADESH LIMITED

OPERATIONS WING, ENGINEERING DIVISION
PROCUREMENT OF COMPUTER HARDWARE
AND ACCESSORIES DEPARTMENT
20, DILKUSHA C/A (9th Floor), DHAKA – 1000.

NOTICE INVITING TENDER FOR DOCUMENT SCANNER FOR IBBL

Sealed Tenders are hereby invited by Islami Bank Bangladesh Limited from reputed Manufacturers / Local Agents / Companies / Distributors /Service Provider for supply of 370 units Document Scanner for Islami Bank Bangladesh Limited under the following terms and conditions:

Brief specification of the items is as under:

Item	Brand/Model	Unit	Specification
DOCUMENT SCANNER	Canon/Kodak/HP	370	Built in automatic feeder; 50 items/sheets feeder capacity; 100X100 to 600x600 dpi

Detail specification is mentioned in the Tender document.

Terms and Conditions:

01. The intending Bidders have to apply in their letter head pad and must submit documentary evidence like VAT registration Certificate, Trade License, Authorized certificate for delivering of the item in support of their past experience and specialization in the field. On being satisfied with documents submitted by the applicant, Tender document will be sold to the intending bidders from Procurement of Computer Hardware and Accessories Department, ED, HO, IBBL, 20 Dilkusha, Yousuf Chamber (9th floor) during Office hours from **29.07.2015 to 18.08.2015** upon payment of **Tk.5,000.00 in cash (non refundable)**. No Tender document will be issued/ received by mail.
02. Tenders will be received at the office of the undersigned up to **3.00 PM** on **19.08.2015** and Technical offer will be opened at **3.10 PM** on the same date and same place that is in the office of the undersigned in presence of the bidders who may like to attend to the tender opening meeting. After completion of technical evaluation, financial offer of the qualified bidders will be opened through informing the same to the participating bidders.
03. 2.5% (two point five percent) of the total tender amount must be submitted along with the tender in favour of Islami Bank Bangladesh Limited in the form of Bank Draft/ Pay Order/ Bank guarantee valid for 3 (three) months from any scheduled Bank of Bangladesh preferably from Islami Bank Bangladesh Limited without which the Tender shall be rejected outright.
04. An original and one copy of the Offer duly marking **“Original Offer_Technical”** and **“Copy of the Offer_Technical”** and **“Original Offer_Financial”** and **“Copy of the Offer_Financial”** should be submitted at the time of tender submission with authentication by the Tenderers. **Combination of Technical and Financial Offer will be disqualified.** The bid form must be filled in through computer printer or in typing without overwriting and without any erasing and modifications and when completed shall contain all the required information.

05. Islami Bank Bangladesh Limited reserves the right to accept any tender and reject any or all tenders without assigning any reason whatsoever. Islami Bank Bangladesh Limited is not bound to purchase the item from the lowest bidder.

Senior Vice President