



GRAMEEN COMMUNICATIONS
 Telecom Bhaban (7th Floor), 53/1 Box Nagar
 Zoo Road, Mirpur- 01, Dhaka 1216
 Phone: 8021050-1, Fax 9005350

Request for Quotation-04/2021

Date-25-03-2021

Dear Concern,

Grameen Communications is looking forward to procure Laptop, Computer, Printer Accessories, Toner, IP Phone and network Item with the following specifications in the list furnished in page no 02.

It would be highly appreciated if your honor could submit quotation according to the specifications. Detailed may be obtained from our website-www.grameencommunications.org

In this regard Grameen Communications is inviting quotation vide this short notice RFQ from the prospective bidders, response vide sealed/e-mail to tender@grameen.com quotations need to be submitted latest by **08th April-2021**.

General information for bidders:-

Company Name:	Grameen Communications
Company Address:	Telecom Bhaban (7th Floor), 53/1 Box Nagar Zoo Road, Mirpur- 01, Dhaka 1216, Bangladesh.
Website:	www.grameencommunications.org .
Main Products/Services:	Micro Credit Software/IT Enables Services.
Site location:	Telecom Bhaban (7th Floor), 53/1 Box Nagar Zoo Road, Mirpur- 01, Dhaka 1216, Bangladesh.

Terms and conditions for tender: -

1. Tender shall be dropped in our office or by email: tender@grameen.com till **3:30PM by 08th April-2021**.
2. Tender will be opened in presence of the party (if any) in the same date at **4:00 PM**.
3. The authority holds the right to reject any or all the items tender without assigning any reason whatsoever.
4. Should have to deliver the products/services in the time mentioned in the purchase/work order.
5. Payment will be made within 15-20 working days from the date of delivery completion.
6. Income tax & VAT will be deducted as per Government rules.
7. 1% of total bill will be kept as an earnest money deposit for warranty period provided items.
8. Penalty may be imposed in case of any deviation from the terms and conditions of the purchase/work order.

With best regards,



(Azad Abul Hasanat)
 Member Secretary (Acting)
 Grameen Communications Purchase Committee.
tender@grameen.com
 Cell # 01713371425

Note: For further queries, simply contact us

PREPARED BY:UNIT CHIEF

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Approved by:MR

List-1 (Laptop, Computer, Printer Accessories & Toner)

Sl.	Item's Name	Quantity
01	Laptop Core i7 10th Gen, (12GB RAM, 512 SSD, 15" Display, Camera, HDMI, Wi-fi, USB, LAN, HDD 1TB) DELL/ASUS/HP.	2
02	A3 Laser Printer / Copier, Canon/HP	20
03	Online UPS 1000VA 36Volt System (Without Battery)	10
04	Pickup Roller MPT Canon 8780X	15
05	Pickup Roller CPT Canon 8780X	10
06	Fuser Unit Canon 8780X	8
07	Element Cover, Canon LBP 8780X	100
08	DC CONTROLLER, Canon, LBP- 8780X	2
09	Gear 133T For Canon, LBP- 8780X Printer	10
10	Duplex Unit For Canon, LBP- 8780X	3
11	Pen Drive, 32 GB, Transcend (UCC)	10
12	RAM 4 GB, DDR-4 2400Bus,	10
13	Network Cable, CAT5	01
14	Power Supply Unit (ATX) – Value top/Space	10
15	RAM 4GB DDR3, 1600Bus	10
16	Processor Core i5, 4th Gen, with cooling Fan	10
17	Processor Core i3, 4th Gen, with cooling Fan	10
18	Processor Core i5, 4th Gen(Bulk)	10
19	Processor Core i3, 4th Gen(Bulk)	10
20	CPU Cooling Fan Model HF-690 for processor corei5/i3 4 th gen	20
21	HDD 1 TB SATA, Toshiba (2 Years Warranty)	20
22	Laptop / Tools carrying Bag	30
23	Color Toner For Canon LBP 7100CN (Chayan, Magenta, Yellow, Black) Full Set	1
24	Digital Multi Meter	10
25	Paint Brush 3" / 5"	6
26	Battery 12V 130Ah Volvo / Hamko / NAVANA (20 +20 +10)	50
27	WD-40	5
28	Toner MI-1666	15

List-2 (Network Switch and IP Phone)

Sl.	Item's Name	Quantity
01	Cisco Switch SG-350	6
02	IP Phone	3




 (Azad Abul Hasanat)
 Member Secretary (Acting)
 Grameen Communications Purchase Committee.
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