

# Business Machines & Equipment.

## Organizational Profile

### OFFER SUMMARY AND SCOPE OF WORK

#### BUSINESS PROPOSAL

**SUBMITTED BY**

## **Business Machines & Equipment**

**Corporate Office:**

10, Taher Tower (2<sup>nd</sup> Floor), North Gulshan C/A, Gulshan-2, Dhaka-1212.

Tel: +88- 02 9890665, 9886192, Fax: +88-02-9888142

Mobile: +88 01755-601720, +88 01748-981082

Email: [info@bmebd.com](mailto:info@bmebd.com), Web: [www.bmebd.com](http://www.bmebd.com)

**Branch Office:**

1/3, WAPDA Jame Masjid Road, Motijheel C/A, Dhaka-1000

Tel: +88- 02 9556096, Mobile: 01755-601735 & 39.

**Hotline:** +88-01755-601720, +88-01748-981082

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### 1.1. COMPANY OVERVIEW

Began its journey in 2003. Grown to be one of the leading suppliers of office automation products in the country. Worked with a mission to meeting the consumer needs in distributing high quality products. Maintained a high level of customer satisfaction with dedicated service centres for all its products.

### 1.2.13 YEARS OF EXCELLENCE

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BME recently celebrated its 13th year of glorious success as a reliable supplier of office automation products and technology solutions in Bangladesh. It has moved forward with absolute focus on understanding the market needs, catering the consumer with the up-to-date technology, and providing all kinds of service support the buyer requires. BME aspires to make new revelations in business communication technology by raising the barrier and setting new standard for others to follow and carries the laurels of yesterday to achieve greater accomplishments, as it celebrates the passage of time in maintaining global standards and continues to grow even further.

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## 2.0 ABOUT BUSINESS MACHINES & EQUIPMENT (BME).

### 2.1 COMPANY BACKGROUND.

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Some young successful guys small initiative is now became **Business Machines & Equipment (BME)**. The guys wanted to prove themselves in a big field and they formed the company in 2003 by the name of "BME" Few years gone, now BME has big network to supplier quality products to the people which can help to improve their livelihood as well as make them profitable from crashed situation. The honourable chairman, board of directors always look forward to the network and distribution so now BME has more than 24 people in the distribution network lead by the marketing bosses. After passing few years we still not the end of our interest to play in the biggest field, world market. We are careful to the product manufacturer, customer and to the employees also. We dream to be the largest marketing/distribution company in the world.

### 2.2 VISION

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To become a leading office Automation solutions and service provider and to establish BME solutions as a recognized ICT solutions company in Bangladesh.

### 2.3 MISSION

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- To envision our customer as the highest priority.
- To distribute high quality products and services through a nationwide distribution network.
- To enhance shareholders value, invest in continuous HR development to attract, develop and retain the best of talent.
- To be an excellent corporate citizen through contributing to the economic growth of the country and society.

### 2.4 COMPANY PRINCIPLE

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- **Service Excellence**

We always believe in maintaining equal, high standards for all of our services.

- **Customer Satisfaction**

In serving our customers, we make the effort to deliver the extra level of comfort for all pre-sales and post sales.

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### 2.5. COMPANY INFORMATION

Name of Company : **Business Machines & Equipment (BME).**

Founder : Md. Forhan Uddin (2003-2011)

Present Owner : **Md. Samsul Huda Rasel ( CEO).**

(Ex- Sr. Engineer, International Office Machines Ltd.)

Proprietor E-mail : [mshuda@bmebd.com](mailto:mshuda@bmebd.com), [bmesolutions.ltd@gmail.com](mailto:bmesolutions.ltd@gmail.com)

Proprietor Mobile : 01755601720, 01730922286, Ex: 601

Business Type : **Importer Sales, Supplier & Service of Office Equipment & Automation Products.**

Products : **Toshiba Copier, Printer, Toner Cartridge ,Computer, Laptop, Paper Shedder,  
Bank Note Counting Machines & IT Products.**

Head Offices : 10, Taher Tower (2<sup>nd</sup> Floor) Suite # 319~321, Gulshan-2, Dhaka-1212.

Branch Offices : 1/3, WAPDA Jame Masjid Road Motijheel C/A, Dhaka-1000.

Contact Person : Ms. Farjana Huda Sima (General Manager)

Contact Number : Mob: 01748981082, Ex: 603

Tel: 02 9890665, 9886192, Fax: 9888142

Contact E-mail : [farjana@bmebd.com](mailto:farjana@bmebd.com), [bmetoshiba@gmail.com](mailto:bmetoshiba@gmail.com)

Web Site : [www.bmebd.com](http://www.bmebd.com)

Year of Establishment: 2003

Warehouses Space : ±1000 Sft.

Monthly Distribution: As per demand

Stuff Force : 24

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### 3.0. LIST OF MAN POWER

#### 3.1. HEAD OFFICES.

SL.NO	NAME	DESIGNATION
➤	Md. Samsul Huda Rasel	<b>Proprietor &amp; CEO</b>
➤	Ms. Farjana Huda Sima	General Manager ( Admin & Accounts)
➤	Ms. Nilifa Yeasmin	Executive, ( Front Desk & Admin)
➤	Mr. Sayed Rasel Ahmed	Sr. Executive ( Sales & Marketing )
➤	Md. Kamrul Islam	Sr. Executive ( Corporate Sales )
➤	Mr. Tanvir Ahamed	Sr. Sales Executive
➤	Mr. Kamal Hassain	Sales Executive
➤	Md. Abu Bakkar Siddik	Technical In Charge
➤	Mr. Hamim Sharif Munna	Asst. Technical In Charge
➤	Mr. Mofazzal Hossain	Sr. System Engineer(CSD)
➤	Mr. Shahidul Haque	Sr. Service Engineer
➤	Md. Imon Ahamed	Service Engineer
➤	Mr. Abdul Razzak	Service Engineer
➤	Mr. Mijanur Rahman	Service Engineer
➤	Mr. Mehedi Hassain	Sr. Service Technician
➤	Md. Mojamel Hosain	Sr. Service Technician
➤	Mr. Ashraful	Sr. Service Technician
➤	Mr Mamun	Service Engineer
➤	Mr . Shantu	Service Engineer
➤	Ms. Rayhan	Offices Assistant

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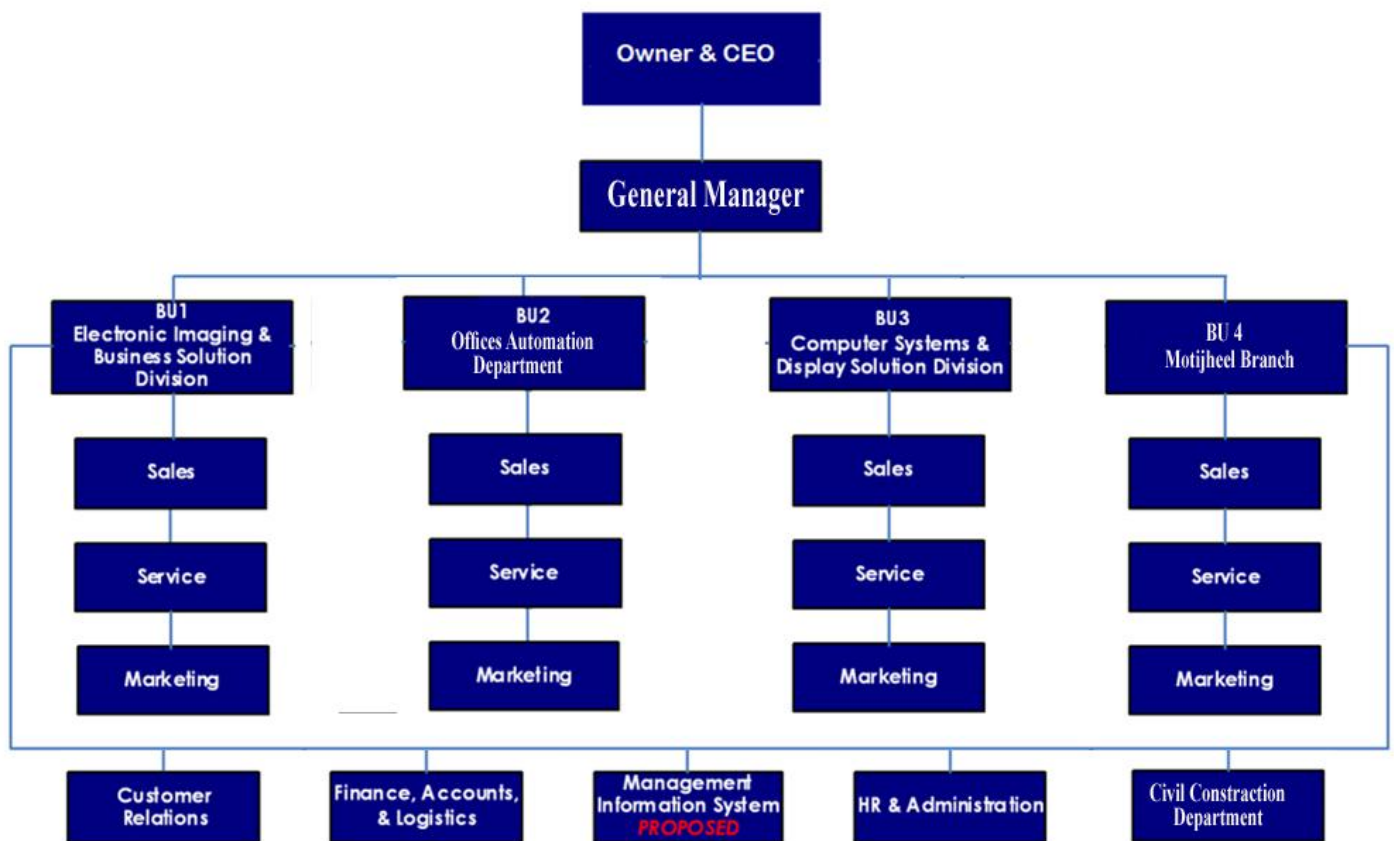
### 3.2. LIST OF MAN POWER (MOTIJHEEL BRANCH).

SL.NO	NAME	DESIGNATION
1	Md. Samsul Huda (Rasel)	<b>CEO</b>
2	Mr. Reza Ahmmed	Asst. Manager ( Sales & Services)
3	Mr. Omar Sharif	Executive, (Admin & Accounts)
4	Mr. Tanvir Ahamed	Sr. Sales Executive
5	Mr. Alamgir Hossain	Sales & Services Executive
6	Mr. Abdur Razzak	Services Engineer
7	Mr. Zakir Hossain	Sr. Service Technician
8	Md. Mamun	Service Technician
9	Ms. Jashin	Offices Assistant

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### 3.3. ORGANIZATION CHART AT A GLANCE















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### 4.0.OUR BRAND

	<ul style="list-style-type: none"> <li>➤ MFP Copier Machines</li> <li>➤ Laptop</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Laser Printer</li> <li>➤ Laptop</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Printer</li> <li>➤ Scanner</li> <li>➤ Fax</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Server</li> <li>➤ PABX &amp; Desktop</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Desktop &amp; Laptop</li> <li>➤ Server</li> <li>➤ Printer</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Paper Shedder Machines</li> <li>➤ Spiral Binding &amp; Paper Cutter</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Printer</li> <li>➤ Fax</li> </ul>
	<ul style="list-style-type: none"> <li>➤ CCTV System</li> <li>➤ Access Control System</li> </ul>
	<ul style="list-style-type: none"> <li>➤ PABX System</li> <li>➤ Fax Machines</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Many Counting Machines</li> </ul>

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### 5.0 MARKET SEGMENT

Our services are constantly rendered by –

- Telecommunications Industry
- Life Sciences and Healthcare
- Energy Exploration and Distribution Companies
- Embassies
- Technology Product Manufacturers
- FMCG Manufacturers
- Media Houses
- International NGOs
- Financial Institutions
- International Logistics Firms
- UN Organizations
- Education Sector.

### 4.0 PRODUCTS & SOLUTIONS

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- Toshiba Digital Multifunction System
- Toshiba, HP, Dell, Asus, NEC Notebook & Desktop PC
- HP Colour & Mono Printers.
- Canon Colour & Mono Printers.
- NEC Server & Storage System.
- Fax Machines, Laptops and Mulch-Function Products
- Electronic Document Management Solution.
- OCR Solution.
- DATA Centre Solution.
- VPN Solution.
- Server Solution.
- Wireless Network System.
- DATA Storage System.
- IP PABX System.
- Voice Communication System.
- Complete Network System.
- IP CCTV System.
- Time Attendance System.
- Fire Detection System.
- Online UPS System.
- Power Solution.
- Generator Solution.

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### 6.0. OUR MAJOR CLIENT LIST

Sl. No.	Name of the Organization	Location	Contract Persons
1.	Rahman Huq	Mohakhali, Dhaka	Mr. Faruk A. Chowdhury
2.	A.K. KHAN & COMPANY LTD	Chittagong, Bangladesh	Mr. Sajib Barua
3.	MASIH MUHITH HAQUE & CO	Panthapath, Dhaka	Mr. Wadud
4.	S. F. AHMED & CO. (SFACO)	Banani, Dhaka.	Mr. Abdul Kader
5.	INTERPORT MARITIME LIMITED	Banglamotor, Dhaka	Mr. Hasan Khan
6.	PKSF	Agargong, Dhaka	Ms. Kulsum, ( Officer Admin)
7.	Renaissance Group	Gulshan-2, Dhaka	Mr. Monower Hossain (Executive)
8.	Emirate Air	Gulshan-1, Dhaka	Mr. Shaidur Rahman ( Admin)
9.	Well Group.	Mohakhali , Dhaka	Md. Saidul Islam (Sr. Executive
10.	TNT Express	Banani, Dhaka	Mr. Zahangir, ( Officer,Admin)
11.	PAN Pacific Sonargaon	Dhaka	
12.	Unifill Composite Dyeing Mills Ltd	Kashimpur, Gazipur	Ferdushi Akther, HR & Admin
13.	Dhaka Regency Hotel & Resort Ltd	Nikunja-2, Dhaka	Mr. Rashedul Islam, Purchase Officer
14.	UDC Constriction Ltd	Mhakhali, Dhaka	Engr. Shamsul Arefeen
15.	JK Group	Dhaka	Md. Shahidullah ,Sr. Executive
16.	Ahamed Amin Group	Gulshan-1,Dhaka	A S M Khairul Amin, Group Vice
17.	Aman Spinning Mills ltd		
18.	Cross Line	Banai, Dhaka.	Mr. BiplobSarker, Manager
19.	Pendora Group	Uttara,Dhaka	Mr. Utpal Kumar Deb, Executive,
20.	Hamim Group.	Tejgong, Dhaka	Mr. Minhaj ( Admin)
21.	ACID Survivors Foundation	Mirpur, Dhaka	Mr . Abdul Halim ( Officer Admin)
22.	TRZ Garments Industry Ltd	Gazipur	Mr. Mahamud
23.	The Royal Utilization Services (Pvt.) Ltd	Mohakhali, Dhaka	Mr. Taslim
24.	Bangladesh Agro-Processor Association	Dhanmondi, Dhaka	Mr. Abdul Matin, Assistant Secretary ( Processing)
25.	Sarah Composite Ltd	Mohakhali, Dhaka	Mr. Sanoarul Islam
26.	North South University		
27.	Urban Property Dev. ( Pvt.) Ltd	Gulshan, Dhaka	M. islam Khan
28.	Sha Sher Ali Group	Mohakhali, Dhaka	Mr. Achinta
29.	NOMAN Group of Industries	Motijheel, Dhaka	Mr. Abdullah Mahamad Talha
30.	IFIC Bank Ltd		
31.	Generation Next fashion Ltd	Baridhara, Dhaka	Mr. Rony Halder
32.	Metro Group	Gulshan, Dhaka	Kabir Aha,ed huyan
33.	Best Shirts Ltd	Gazipur	Mr. Maroof Ahmed Faisal, Director
34.	Marina Group	Banani, Dhaka	Mahammad Waliullah
35.	Shahjalal Islami bank Ltd		
36.	BNS Group of Companies	Gulshan, Dhaka	Shafiqul Alam
37.	Fu-Wang Club	Gulshan, Dhaka	Mr. Shafayed
38.	Samuda Chemical Complex Ltd	Kawranbazer, Dhaka	Mr. Saiful Rahman Sarkar
39.	Neptune laboratories Ltd	Dhaka	Mr. Nahanur islam
40.	Apex Husain Corporation	Lalbagh, Dhaka	Mr. Ekramul Haque Chowdhury
41.	BOMBAY Sweets & Co Ltd	Gulshan, Dhaka	Mr. Tanujit Hazra

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42.	<b>Apex Pharma Ltd</b>	Gulshan, Dhaka	Mr. Abu Ayub Ansari
43.	<b>SATV</b>	Gulshan, Dhaka	Mr. Benjir, Admin
44.	<b>P.N Composite Ltd</b>	Gulshan, Dhaka	Mr. Arifur Rahman
45.	<b>PANSHI Knit ( Pvt.) Ltd</b>	Tongi, Gazipur	Md. Jamal Hossain
46.	<b>Indesore Sweater Ltd</b>	Gazipur	Mr. Raju
47.	<b>SASEC Road Connectivity Project</b>	Gulshan, Dhaka	
48.	<b>KODDA 150 MW Power Plant</b>	Gazipur	
49.	<b>Ashugang Power Ltd</b>	Ashugang	
50.	<b>Natural Group</b>	Banani, Dhaka	Mr. Faruq Hossain
51.	<b>Sheema Automatic Re Rolling Ltd</b>	CTG	Mr. Rubel
52.	<b>DMS Technology (BD) Ltd</b>	Gulshan, Dhaka	Mr. Saiful
53.	<b>GMG Trading ( Pvt.) Ltd</b>	Badda, Dhaka	Mr. Faruq
54.	<b>Unicon Group</b>	Gulshan, Dhaka	Mr. Sandra E bar
55.	<b>Liric Group</b>	Banani, Dhaka	
56.	<b>Bangla Tissue</b>	Mirpur, Dhaka	S.M Ruman Uddin Bhuiyan
57.	<b>Marma Composite Ltd</b>	Saver, Dhaka	Mr. Ruhul Amin Khandakar
58.	<b>DISA</b>	Mirpur, Dhaka	
59.	<b>Masihata Sweater Ltd</b>	Kashimpur, Gazipur	Mr. Ashrafuzzaman
60.	<b>DEACO</b>	Dhaka	
61.	<b>NAKANO International Co Ltd</b>	Ishwardi, Pabna	Mr. Sirajul Islam
62.	<b>Gulshan Maa O Shishu Clinic Ltd</b>	Gulshna, Dhaka	
63.	<b>AIR Force Bangladesh</b>	Dhaka Cant	
64.	<b>Chaity Group</b>	Uttara, Dhaka	Mr. Jewel
65.	<b>Bangladesh NAVY</b>	Banani, Dhaka	
66.	<b>Orion Knit Textiles Ltd</b>	Tejgaon, Dhaka	Mr. Tanvir Ahmed
67.	<b>Korea Expressway Corporation</b>	Gulshan, Dhaka	Mr. Reaz
68.	<b>Embassy of Arab Republic of Egypt Dhaka</b>	Gulshan, Dhaka	
69.	<b>Rahman Rahman Huq</b>	Mohakhali, Dhaka	
70.	<b>National Ideal School</b>	Banasheree, Dhaka	
71.	<b>LUBNAN</b>	Badda, Dhaka	
72.	<b>Mashi Muhiti &amp; Co</b>	Panthapatha, Dhaka	
73.	<b>K.M Apparels Knit ( Pvt) Ltd</b>	Uttara, Dhaka	Mr. Anisur Rahman
74.	<b>Dress Up Ltd</b>	Uttara, Dhaka	Mr. Mojibar Rahman
75.	<b>Mundi Pharma (BD) Ltd</b>	Gulshan, Dhaka	Mr. Nizam Uddin
76.	<b>JINGHUA Bangle Tours &amp; Travels Ltd</b>	Gulshan, Dhaka	
77.	<b>Mohona Television Ltd</b>	Mirpur, Dhaka	
78.	<b>Orient Group</b>	Mirpur, Dhaka	
79.	<b>Mastex Industries Ltd</b>	Uttara, Dhaka	
80.	<b>Contech Constriction Ltd</b>	Banani, Dhaka	
81.	<b>BANG Jin Group</b>	Banani, Dhaka	
82.	<b>Concord Group</b>	Gulshan, Dhaka	
83.	<b>Pragati life Insurance Ltd</b>	Gulshan, Dhaka	
84.	<b>APL ( Bangladesh ) Ltd</b>	Gulshan, Dhaka	
85.	<b>Paedihope Hospital for Sick Children</b>	Dhanmondi, Dhaka	
86.	<b>Padma Multipurpose Bridge Project</b>	Mohakhali, Dhaka	
87.	<b>Terre Das Homes Foundation</b>	Banani, Dhaka	
88.	<b>OTOBI World Class Furniture</b>	Gulshan, Dhaka	

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### 7.0 MESSAGE FROM CEO.

**Business Machines & Equipment** is providing multipurpose ICT base solutions that decision making, save time and adapt quickly to changes in your environment. We are operating the business for the last 11 years in Bangladesh. The main focus area of BME is to provide business driven solutions for the highest Return on Investments (**ROI**), standardized development procedure, IT infrastructure development, Office Automation, Data warehousing, Data migration and Conversion, Quality assurance after sales support service, Research and Development and IT Training for Government or Semi Government or Private Companies.

Today BME is one of the key players in the office Automation business here in Bangladesh. We not only provide total office solutions but also offer a superlative after sales and services for the wide range of products it sells. We believe that our qualified management personnel can make the effective policies which others cannot even measure. We are a young and energetic organization and providing the Small-Medium Enterprise (**SME**) office Automation solutions for the pioneer customers.

We are representing a number of worlds renowned Brands or Product likes Toshiba Multifunctional Copier Machines, Paper Shredder, Bank Note Counting, Money Counting Machine, Fax Machines, Printer, Toner, Laptop, Notebook, Brand Desktop Computer, Tablets, Server, Note Counting Machines, Voltage Stabilizer, Online UPS, IT Product & Accessories, IP Based Access Control System, CCTV Camera, IP Camera, Networking Accessories. As a local distributor we are ensuring you to provide our best service and support world Renowned ITC Brands like Toshiba, Dell, Canon, HP, Deli, Jinpex, NEC, Cisco, HP, Lenovo Importer, Sales, & Supplier & Services in Bangladesh since 2003. **Dell Authorized Partner in Bangladesh.**

As a local distributor we are ensuring you to provide our best service and support with the **A COMPLETE OFFICE SOLUTIONS**. We design different kinds of web sites and work with customized specifications. We also offer web based services like web hosting, site development, certifying agents, site maintenance and all kind of internet and e-Commerce related services.

Our dream is to establish and maintain a largest software technology park in Bangladesh. This technology Park will good represent Bangladesh as a brand name worldwide.

Sincerely,

**Engr. Samsul Huda**  
**Proprietor**  
**Business Machines & Equipment.**  
**E-mail: [samsul.huda@bmebd.com](mailto:samsul.huda@bmebd.com)**  
**Mobile: [mshuda@bmebd.com](tel:mshuda@bmebd.com)**