

**Administration Division**

Prime/HO/FMD/2023/255/RFQ

April 05, 2023

**Sub: Submission of rate for supply and installation of signboard and Graphics Branding.**

Dear all,

Please be informed that Prime Bank Limited intends to fix the price and select a panel of vendors for 6 (six) months for Supply, Fitting & Fixing of new Signboard (s), Repairing of old Signboard (s) and Graphics Branding of Branches and ATM Booth(s) throughout the Country. For this purpose, you are requested to submit a financial offer on your letterhead pad as per the following format/ specifications:

<b>Signage &amp; Graphics Branding items</b>				
Sl	Description of Work	Unit	Rate (Including VAT, AIT & Others)	
			Dhaka and Vicinity (Narayanganj, Gazipur, Narsingdi, Munshiganj)	Outside Dhaka
<b>A</b>	<b>Installation of New Sign Board</b>			
1	New Backlit Sign Board, one side display (Reverse print Pena flex (540gsm Apollo), LED Tube Light-Energy pack 20watt, Cable-BRB).	Sft		
2	New Backlit Sign Board, both side display (Reverse print Pena flex (540gsm Apollo), LED Tube Light-Energy pack 20watt, Cable- BRB).	Sft		
3	Acrylic Signboard (ACP box signage _Alco Tigar, acrylic high letter _Pakistani NSP, LED module light _Rose 3m, power supply _Rain Proof etc. as per the prescribed design)	Sft		
4	Bell Sign-LOGO Signage : SS pipe_ Steeltec, SS sheet_06 China, acrylic letter Pakistani NSP,, LED module light _Rose 3m, power supply _Rain Proof etc. as per the prescribed design	Sft		
<b>B</b>	<b>Repairing of Old Sign Board</b>			
5	Changing of Pena flex only	Sft		
6	Galvanized sheet 30gauge (PHP/Abul Khair)	Sft		
7	Surface Cleaning of Signboard	Sft		
<b>8</b>	<b>Base for Signboard</b>		<b>As Per Actual Work</b>	
9	LED Tube Light-Energy pack 20watt	Pcs		
10	LED Tube Light-Super star 20watt	Pcs		
11	LED Tube Light-Transtec 20watt	Pcs		
12	Changing of Cable (BRB) 3/22	Goj		
13	Changing of Cable (BRB) 23/76	Goj		
<b>C</b>	<b>Graphics Branding</b>			
14	Inkjet_140gsm Graphics with Pasting.	Sft		
15	Graphics Branding with 8mm PVC Board	Sft		
16	Graphics Branding with 5mm PVC Board	Sft		
17	Graphics Branding with 10mm Cristal Clear glass	Sft		
18	One way Vision_140gsm Print & Pasting	Sft		
19	Clear Media_140gsm paper print with pasting	Sft		
20	Frosted_140gsm paper print with pasting	Sft		
21	Acrylic _Pakistani NSP letter fitting with 10 mm glass	Sft		
22	Acrylic _Pakistani NSP letter (10 mm) fitting without glass	Sft		
23	Service Charge (pre-site visit, measurement collection of branding spots and repairing of signage works for outside Dhaka)			



**Terms & Conditions:**

**Delivery and Installation:**

1. Panel Supplier: Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required for a period of maximum 06 months. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2. The supplier shall deliver the Signboard and Graphics Branding to the Bank's selected location (anywhere in the country). No additional cost will be paid by the bank for transportation.
3. In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
4. a. Payment will be made only after successful completion of works based on Challan, Work Completion Certificate by the respective vendor. Bill will be submitted to Administration Division along with Challan.  
b. Payment will be made within 30 (Thirty) days from receiving date of bill of the Supplier. Bank will deduct VAT & AIT as per Govt. rules.
5. Warranty: Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
6. Support Level: The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service.
7. The quotation must be submitted in your company letter head pad and dropped in the tender box kept at Prime Bank Limited, Facility Management Division, Head Office, Facilities Tower (6<sup>th</sup> Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 by **12 April 2023, 3:30 pm.**
8. The vendor shall provide **technical proposal soft copy** (Company Business Profile along with Trade License, TIN, BIN, Bank Solvency Report etc.). through email/google drive link.
9. The Bank reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest quotation.

For any query please feel free to contact with Mr. Abdul Based (01708466543).

Thanking you



**Kazi Sohel Masud**  
**AVP & Unit Head - Procurement, FMD**

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