

TENDER NOTICE

Supplying of Branded Gift Items

Ref. Tender Notice published in 02 (two) National dailies (New Age and Jajaidin) dated 23.05.2022.

Sealed tenders are hereby invited by Prime Bank Limited from reputed and eligible firms to Supplying of Branded Gift Items as per following Schedule:

Sl	Name of Project as per Tender Document	Period of sale		Last time and date of submission
		From	To	
1.	Supplying of Branded Gift Items	23.05.2022	08.06.2022	08.06.2022 (02:30 pm)
Pre-bid meeting		Time & date: 11:00 am on 02.06.2022		

Description of Items:

Sl. No.	Item Description:	Estimated Quantity
1.	VVIP Leather Bag	115 pcs
2.	Card Holder	935 pcs
3.	Passport Holder	735 pcs
4.	Ladies Wallet	385 pcs
5.	Tumbler	1000 pcs
6.	USB Hub	1200 pcs
7.	Water Bottle	3200 pcs
8.	Photo Frame	550 pcs

Eligibility and other conditions:

- The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:
 - At least 03 (three) years relevant experience in this line of business.
 - Have executed work order of minimum Tk.15 (Fifteen) Lac in a single transaction with any financial institution/reputed institution of the country.
 - Must Have updated/valid VAT, BIN and TIN Certificate.
 - Following papers/documents must be enclosed with the tender:
 - Valid Trade License
 - Bank solvency certificate
 - Client list and contact person with performance (maximum 03) certificate (If available)
 - Experience certificate of similar job-at least three company (If available)
 - Photocopy of Original Money Receipt provided by Prime Bank to the bidder for purchase of the tender document.
- Tender Schedule will be available from the Office of the undersigned on payment of **Tk.2,000.00** (Two Thousand) only for each schedule in the form of Payment Order (non-refundable) favoring Prime Bank Limited issued by any Scheduled Bank during office hours (**10:00 am to 05.00 pm**) on any working day as per mentioned schedule.
- No tender schedule will be sold after last date of sale as mentioned above.
- Earnest money (refundable) equivalent to **2.50% of the quoted value of works** in the form of pay order in favor of Prime Bank Limited issued by any scheduled Bank shall have to be furnished along with each tender document **without which the tender will be rejected outright**. No interest or markup will accrue on earnest money. Earnest money of unsuccessful bidders will be returned within 15 (fifteen) days of award of contract to the successful bidder(s).
- The bidders must quote rates for items both in figures and in words clearly and legibly.
- Tender is to be submitted in sealed envelope, which will be dropped in the Tender Box kept at the designated address by **02.30 pm on 08.06.2022** and be clearly marked '**Supplying of branded gift items**' on top of the envelope.
- A bidder, who submitted a bid, cannot withdraw from the bidding process. Earnest money may be forfeited for violating this condition.
- Prime Bank Management reserves the right to accept, modify or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.
- The Bank shall not be bound or under any obligation to accept the lowest quotation.
- Manipulation or any kind of unusual approach may lead to disqualification of the proposal.



11. All other terms and conditions are available in the Tender Document.
12. All pages of this tender schedule must be signed by the authorized person of the bidder and company seal must be affixed. Blank spaces must be filled in where applicable.
13. **A pre-bid meeting (virtual) will be held on 02.06.2022 at 11.00 am. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.**
14. Tender may be marked disqualified for any one of the reasons listed herein under. Decision of the Bank will be final in this regard and no appeal will be accepted:
 - i). Failure to put signature at proper place of every page and failure to put signature or mark with seal where required.
 - ii). Failure to comply with Specifications annexed herewith.
 - iii). Any false statement or evidence of fraud.
 - iv). Failure to comply with any of the instructions for presenting the Tender.
 - v). Price quoted in words and figures, does not tally each other.
 - vi). Failure to furnish requisite Earnest Money.
 - vii). Failure to submit Tender before the specified closing time.
15. In case of any error detected in the Bill of Quantities or other documents at any time, the decision of the Bank will be final.
16. On completion of the work, final bill will be paid in accordance with the provision of the work order.
17. The intending Bidder must quote unit rate of each item (where applicable) in local currency both in words and in figures and this must be free from any over writing. In case any correction is made, it must be with the full signature of the bidder, otherwise it will be subject to rejection.
18. For any product related clarification, Mr. Rakeeb Ahmed Khan, Executive Officer of Brand & Communications may be contacted over phone (Cell: +8801708149554)
19. Each tender must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date on **08.06.2022 before 02:30 pm**. Earnest money (refundable to the unsuccessful bidder) equivalent to 2.5% of the quoted amount in the form of Payment Order in favor of Prime Bank Limited, issued by any Schedule Bank shall have to be submitted along with the tender document, **failing which shall cause rejection of the tender document.**
20. Submission of tender after the specified time shall not be acceptable under any circumstances.
21. Please drop your tender - **'Facilities Tower', 6th Floor, Kha-199/2, Middle Badda, Pragati Sarani, Dhaka-1212**

Head Office, Facilities Tower
6th Floor, Kha-199/2, Middle Badda,
Pragati Sarani, Dhaka-1212

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