



**Re - TENDER NOTICE**

**Procurement of NFC (Contactless) debit cards (MasterCard) & Card Personalization Outsourcing**

Ref: Daily Manabjamin & New Age, dated : September 09, 2022

Prime Bank Limited is inviting sealed tender from reputed and eligible firms to Procure of 30,000 NFC (Contactless) debit cards (MasterCard) & Card Personalization Outsourcing as per following Schedule:

Sl	Name of Project as per Tender Document	Period of sale		Last time and date of submission
		From	To	
1	Supply of NFC (contactless) Debit card (MasterCard) & Card Personalization Outsourcing	11.09.2022	19.09.2022	September 19, 2022 before 3:00 pm
Pre-bid Meeting		Time & Date: 11.00 am on September 14, 2022		

Quantity of NFC debit cards & plastic card personalization:

S.N	Particulars	Qty (pcs)	Remarks
1	Blank NFC (contactless) debit card - MasterCard	30,000	Interested bidders may participate in the bid for both the items (Plastic Card and Plastic Card Personalization) or only one item (Plastic card or plastic card personalization)
2	Plastic Card Personalization Cost for DI non photo (without any volume cap)		

**Eligibility and other conditions:**

**Basic Requirement:**

- The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:
- At least 03(years) years relevant experience in this line of business.
- Have executed work order of minimum Tk.30 (Thirty) Lac in a single transaction with any financial institution/reputed institution of the country.
- Interested bidders must have relevant experience in this line of business & they must have the infrastructure of Plastic card personalization bureau center with efficient technical team to execute the work within the stipulated time.
- 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 (minimum 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 PREPARATION:**

- Tender Schedule will be available from the Office of the undersigned on payment of Tk.2,500.00 (Taka Two Thousand Five Hundred) only for each schedule in the form of Payment Order/Bank Guarantee (non-refundable) favoring Prime Bank Limited issued by any Scheduled Bank during office hours (10:00 am to 03.30 pm) on any working day as per mentioned schedule.
- Tenders must be submitted in two-envelope system i.e, one Technical Proposal & one Financial Proposal mentioning Technical/Financial Proposal on the top of each envelope. These two proposals will be submitted together in a third envelope. All the envelopes should be sealed & signed.
- Technical proposal will be opened on the dated specified in the Tender Notice. Date of opening of the financial proposal will be communicated later on.
- The bid forms 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.
- The Offer should be submitted in a sealed cover.



- The Offer shall be marked as “**Procurement of NFC (Contactless) debit cards (MasterCard) & Card Personalization Outsourcing**”
- Offers in the bid should be free of any condition and any conditional offer will disqualify the bidder. Unless otherwise provided herein bids shall be submitted on a firm and final price basis including all charges. Each page of the offer must be signed and sealed properly by authorized person of the bidder.
- The Evaluation to be done by the Bank shall be final.

**EARNEST MONEY:**

The Bidders shall have to submit Earnest Money equivalent to **2.5%** of the quoted value in the form of ‘Payment Order’/BG in favor of Prime Bank Limited without which tender shall be rejected outright. The pay order/ bank guarantee will have to be put in the financial offer. Validity of the pay order/ bank guarantee should not be less than one year.

(i) Earnest Money of unsuccessful bidder will be returned without any interest within 15 (Fifteen) days of award of contract to the successful bidder.

(ii) Earnest Money of successful bidder will be returned after completion of the work to the full satisfaction of the Bank.

(iii) Earnest money may be forfeited:

(a) If the bidder withdraws from the Tender process after submission of Tender.

(b) If the successful bidder(s) refuses to undertake the work or fails to complete the work within the time specified in the work-order/Notification of Award.

**Pre-bid meeting**

A pre-bid meeting (virtual) will be held on **14.09.2022 at 11.00 am**. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.

**TENDER SUBMISSION:**

The Tender shall be submitted to the following address:

**Vice President**

**Facility Management Division**

Prime Bank Limited, Head Office,

Facilities Tower, 6<sup>th</sup> floor, Kha-199/2

Maddya Badda, Pragati Sarani, Dhaka-1212

The Tender documents shall be dropped in the tender box by September **19, 2022 before 3:00 pm**. No tender shall be entertained after the specified time and date. Tender papers must be properly filled in, sealed and signed by authorized official with bidder’s name, address, etc. The offer will be opened at 3.30 PM on same day, i.e., September 19, 2022 and same place.

No Tender document will be received by mail.

**Note:** For any product related clarification you may communicate with Mr. Md Saidul Islam, VP, Cards & ADC Operations, Cell: +88 01713 082705 and any Tender Document related clarification you may contact with Mr. Kazi Sohel Masud, AVP & Unit Head - Procurement, FMD; Cell : +88 01730 028367

The Bank reserves the right to reject in whole or in part; any or all proposals; to waive any technical deficiencies in the proposals.

**AVP & Unit Head, Procurement**  
Facility Management Division  
Tel: +880 (2) 55055005-12 (Ext.-616)