

**Tender Notice**

**for Engagement of Manage Service (Teaboy Cum Messenger (Peon) Service Providers)**

Ref: The Daily New Age and The Daily Amader Shomoy, Dated: October 30, 2022.

Prime Bank Limited one of the leading private Commercial Banks in the country intends to engage Manage Service Provider(s) for providing Teaboy Cum Messenger at Head Office and all Branches of the Bank (all over the country) as per following document:

SL	Name of Project as per Tender	Period of Sale		Last date and time of submission
		From	To	
01.	Engagement of Teaboy Cum Messenger (Peon) service provider at Head Office and all Branches.	31.10.2022	28.11.2022	28.11.2022 (03:00 pm)
<b>Pre-bid meeting</b>		<b>Time &amp; Date: 11:00 am on 20.11.2022</b>		

**Eligibility of the Company:**

- Interested Bidder(s) may collect tender document for the said work on submission of a request letter addressing the undersigned as well as documentary evidence of the followings:
  - The Company must have experience in this field for a minimum period of 05 (five) years with Good Reputation.
  - Experience in working with Banks/Financial Institutions/UN/Embassy or Multinational organization for at least 3 (three) years
  - Should have valid Registration, Ownership Document, VAT & BIN Certificate, up to date Trade License, Contractor License (from Department of Inspection for Factories and Establishments, DIFE).
  - Companies those who will not fulfill above criteria or eligibility their tender documents will stand cancelled/ rejected.
- Tender document will be available from the office of the undersigned on payment of Tk2,000 (Taka Two Thousand) only in the form of Payment Order (non-refundable) favoring Prime Bank Limited issued by any Schedule Bank during office hours (10:00 am to 4:00 pm) on any working day.
- The interested bidders shall have to attend a pre-bid meeting at digital platform at 11:00 am on 20.11.2022. ID & password will be shared before one day of the meeting.
- No Tender Document will be sold after last date of sale as mentioned above.
- For BOQ, details in the tender document.
- For terms & conditions, details in the tender document.
- After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal duly complying the terms & conditions given at tender document and signature by your company's authorized representative, which must be submitted in **two envelope system i.e. One Technical Proposal and One Financial Proposal mentioning Technical/Financial Proposal** on the top of each envelop. These two proposals will be submitted together in a sealed envelope and dropped in tender box kept at our Office on **28.11.2022 from 10.30 am to 03:00 pm**. You also have to provide Technical and Financial proposal soft copy through google or any other drive (when required). No tender shall be dropped before or after this time period mentioned above.
- Tender must be submitted in sealed envelop mentioning the name of work on the top of envelop to the office of the undersigned as per aforesaid date which is mentioned. The tender will be opened at 03:30 pm on the same day in presence of the participants if any.
- Earnest money (refundable to the unsuccessful bidder) equivalent to **2%** of the quoted amount in the form of Payment Order/ Bank Guarantee in favor of Prime Bank Limited issued by any Document Bank have to be submitted **along with the tender document (financial proposal), failing which shall cause rejection of the tender document**.
- Prime Bank Limited reserves the right to accept or reject any or all the offers in full or in part with or without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.
- Please drop your tender – **“Facility management Division, Facilities Tower, 6<sup>th</sup> floor, Kha-199/2, Middle Badda, Pragati Sarani, Dhaka-1212.”**
- For any query please feel free to contact with Mr. Mohammad Rashedul Hasan, Cell: 01976 992615



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