

Facility Management Division

**TENDER NOTICE**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 10 UNITS NOTE SORTING MACHINE**

Paper Reference: The Daily Star & Samakal (Dated 06 August 2023)

Sealed tenders are hereby invited by Prime Bank Limited from reputed and eligible firms to SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 10 UNITS NOTE SORTING MACHINE as per following Schedule:

SI	Name of Project as per Tender Document	Period of sale		Last date and time of submission
		From	To	
1.	SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 10 UNITS NOTE SORTING MACHINE FOR DIFFERENT BRANCHES OF PRIME BANK LTD	06 August 2023	30 August 2023	30 August, 2023 (03:00 pm)

**1. BIDDER'S QUALIFICATION:**

1.1 The Bidders should have experience in marketing of a well-known brand Note Sorting Machine in Bangladesh, already supplied similar Note Sorting Machine to any Bank/Financial Institution and maintaining the same satisfactorily (documentary evidence required).

1.2 The Bidders must be renown manufacturer or authorized agent or dealer of the manufactures of a well-known brand of Note Sorting Machine in Bangladesh. They have to provide documentary evidence confirming the above fact.

1.3 The Bidders should have a fully equipped service bureau/center in Bangladesh manned by adequately qualified technical personnel for maintenance and support of the proposed Note Sorting Machine and associated peripherals.

1.4 The Bidders must be able to ensure continuous support for maintenance of Note Sorting Machine and supply of spare of parts/accessories for maintenance of the equipment for at least 07 (seven) years including the warranty period.

1.5 The Bidders must have experience to execute work order of minimum Tk30 (thirty) lac in a single transaction.

1.6 The bidder must show the demonstration of the offered brand & model of Note Sorting Machine in front of Purchase Committee members. If the technical specification and performance does not match with specifications mentioned in tender the tender Document will be treated as non-responsive.

**2. FORM OF TENDER:**

The Tender must be submitted in 2(two) envelope system i.e. one "Technical Proposal" and another "Financial Proposal" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the "Technical Offer" and the "Financial Offer".



**3. TECHNICAL SPECIFICATION:**

Mentioned in Tender Document

**4. Terms and Conditions**

- i. Tender must be submitted in sealed envelope. Earnest money (refundable) equivalent to 2% of the quoted value of works in the form of pay order/bank guarantee in favor of **PRIME BANK LIMITED** issued by any schedule 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 any security provided.
- ii. Interested bidders, who satisfy the above-mentioned qualifications, may collect the Tender Document from 06 August 2023 to 30 August, 2023 (both days inclusive) during office hours (10:00 am to 4.00 pm) on payment of **Tk3000** (Taka Three Thousand) only (non-refundable) in the form of payment order issued from any scheduled Bank favoring "Prime Bank Limited".
- iii. Proposal/Offer must be dropped in the tender box kept at any office mentioned below from **10:00 am to 3.00 pm on 30.08.2023** and will be opened at **03.30 pm** on the same day in presence of the bidders or their representatives, who may like to attend.
- iv. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- v. Please contact with Mr. Khadem M Iftekhar, SVP, Consumer Banking Business, Cell No. 01713061850 and Mr. Md. Tariqul Islam, Senior Officer, FMD, Cell No. 01712221013 for any types of clarifications in regard to products & tender related clarifications only.
- vi. All other terms and conditions are available in the Tender Document.
- vii. Prime Bank is not bound to accept the lowest tender.

**5. Pre-bid meeting:**

A pre-bid meeting (virtual) will be held on **24.08.2023 at 11.00 am**. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.

**6. Tender submission:**

**Prime Tower (Ground Floor) Plot # 8 & 35, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229**

**7. OPENNING OF TENDERS:**

The tender documents shall be dropped in the tender box kept at any office mentioned above from **10.00 am to 3.00 pm on 30 August 2023**. 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 **03.30 pm** on the same date i.e. **30 August 2023** in presence of Bidder or their nominated representative (if any).



**Unit Head - Procurement**  
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