

Facility Management Division

Prime/HO/FMD/RFQ/2023/594

August 30, 2023

Subject : Request for submission financial offer for supplying 3,500 ream A4 offset for Prime Bank.

Dear Concern,

Prime Bank intends to select supplier for supplying A4 Offset Paper (80 gsm). In this regard interested bidders are requested to submit financial offer in their letterhead pad with sealed envelope. The envelope must be marked as "Quotation for Supplying A4 Offset Paper" as per specifications, Terms & Conditions stated below:

Specifications:

Sl	Name of the items	Specifications	Brand	Qty.(Ream)	Rate-Per Ream (BDT)	Total (BDT)
1	A4 size paper	Offset paper A4 (8.27" × 11.69"), 80 gsm	To be mention by bidder	3,500		

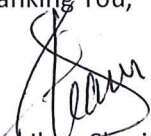
Terms & Conditions:

- 01 The supplier will deliver to the Bank's selected location (Banks Centre Store @ Bashabo L-4), Unloading charges will be borne by the supplier.
- 02 Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
- 03 The quoted price shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per govt. rules time to time.
- 04 In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
- 05 The Bank shall not be bound or under any obligation to accept the lowest quotation.
- 06 Bidder must submit photocopy of following documents along with the RFQ:
 - a) Up-to-date Valid Trade License.
 - b) Certificate of Incorporation in case of Limited Company.
 - c) Valid TIN Certificate.
 - d) VAT Registration Certificate.
 - e) Bank Solvency Certificate.
 - f) Experience Certificate/Work Order.
 - g) Client list.
- 07 Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank Limited, Prime Tower (Ground Floor, Central Dispatch) Plot No. 35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on September 05, 2023 from 10.30 am to 03.00 pm.

For details information, you may communicate with Mr. Sahadev Mondal, EO, Cell # +880 1713-277697 .

Thanking You,


Syed Ibne Shariar
VP & Head of FMD