

**RFQ for Engagement of Cash Pickup & Delivery Service Provider(s)**

Prime Bank Limited, one of the leading private Commercial Bank in the country, intends to engage Cash Pickup & Delivery Service Provider (s) for the Cash-in-Transit service from/to different places to/from different Branches of Prime Bank Limited throughout the Country.

**Eligibility of the Company:**

1. The Company must have practical experience of Cash Pickup & Delivery/ Cash Carrying of any Bank for at least 5 (five) years.
2. The Company must have adequate own vehicles for the operations.

**List of Papers & Documents to be Submitted :**

Photocopy of following documents should be submitted along with the offer:

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation
- c. Memorandum & Articles of Association (in case of limited company)
- d. TIN Certificate
- e. VAT Registration Certificate
- f. Bank Solvency Certificate
- g. Experience Certificate in support of 5 (five) years operation with banks/financial institutions.
- h. List of present clients with total number of deployed vehicle for Cash Pickup & Delivery service
- i. List of legal arms and equipment being used.

**Miscellaneous :**

1. The bank authority reserves the right to accept or reject any or all the offer partially or in full with or without assigning any reason whatsoever.
3. The Bank shall not be under any obligation to accept the lowest quotation.
4. The bidder/service provider may furnish additional information in separate sheet/ sheets if necessary with proper supporting documents (if applicable).
5. After signing of Agreement (s) with successful bidder(s), the Bank may request deployment of cash pickup & delivery team in phases.


Financial Proposal for Cash Pickup & Delivery service must be submitted as per prescribed format (Appendix-1)

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 of the RFQ with the 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 **13.11.2023 from 10.30 am to 03:00 pm**. No quotation shall be dropped before or after this time period mentioned above.

Quotation must be submitted in sealed envelope 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.

Please drop your quotation – “**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**”.

For any query please feel free to contact with Mr. Md. Razu Ahmed, Cell: 01714744931 (RFQ submission related information) and Ms. Farzana Jitu, Cell 01681099527 (for operation related information).

  
Syed Ibne Shariar  
VP & Head of FMD

**Annexure - 1: Financial Proposal:**

Particulars	Monthly Service Charge (5 working days per week); Pick up/delivery frequency: once Daily/ per location (BDT incl. VAT & AIT)	On Call Service Charge/ per trip/ per location (BDT incl. VAT & AIT)	Remarks
Dhaka City			
Outside Dhaka City (within 20 KM radius)			
Outside Dhaka City (Within 40 KM radius)			
Chattogram City			
Outside Chattogram City (within 20 KM radius)			
Outside Chattogram City (Within 40 KM radius)			
Other Cities			Mentioned by bidders.

