

Sub: Enlistment and fixation of rate for supply and installation of signboard, graphics branding, repairing & maintenance and others for Branches, ATM Booths, Agent Banking Outlets.

Dear Concern,

Please refer to the captioned subject, we would to inform you that, Prime Bank PLC. intends to select a panel of vendors for a period of 12 (Twelve) months for Supply, Fitting & Fixing of new Signboard (s), Repairing of old Signboard and Graphics Branding **for Branches, ATM Booths, Agent Banking Outlets** throughout the Country. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly singed with sealed envelope. The envelope must be marked as **"Submitted for the enlistment and fixation of rate for installation & repair of agent outlet's signboard & graphics branding"**.

Eligibility and other conditions:

1	Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required for a period of maximum 12 months. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2	The quoted rates shall include all taxes, VAT & others. No additional cost will be paid by the bank for transportation. Bank will deduct VAT & AIT as per government rules.
3	Bidder must submit photocopy of following documents along with the RFQ: <ol style="list-style-type: none"> Up-to-date Valid Trade License Certificate of incorporation in case of Limited Company Valid TIN & BIN Certificate VAT Registration Certificate Bank Solvency Certificate Experience Certificate/ Work Order Client List
4	Experience with Bank & International Platform (if any): <ol style="list-style-type: none"> Practical work experience of minimum 05 (Five) years in signage & graphics branding work of Bank's Branch and/or Head Office, Commercial Space for Local/Multinational Group of Companies. Copy of oldest Trade License need to be provided as proof. Practical work experience to execute relevant type of work for minimum amount of Taka 2.00 Lac in a single work order. Please submit proof of documents with work completion certificate.
5	Any vendor with previous negative experience with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
6	Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding.
7	In case of supply inferior quality goods, any changes request by Prime Bank must be entertained immediately
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	The supplier shall deliver the Signboard and Graphics Branding to Branches, ATM Booths, Agent Banking Outlets and others throughout the Country.
10	Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.

11	The Supplier shall provide immediate response either by phone, e-mail, and/or by person to any of the Purchaser's queries related to support and service.
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For this purpose, you are requested to submit financial offer as per following format/ specifications:

SI	Description	Unit (sft/pcs)	Rate	Remarks
1	Digital Inkjet Print:			
	With Lamination (Matt/Glossy)	Sft		
2	PVC Banner: Digital Print on PVC Banner			
	UV Print	Sft		
	Eco Solvent	Sft		
3	PVC Banner: Digital Print on Block out PVC Banner			
	UV Print	Sft		
	Eco Solvent	Sft		
4	Festoon / Roman Banner: PVC Banner, Plastic Pipe, String & Plastic Bolt			
	UV Print	Sft		
	Eco Solvent	Sft		
5	Festoon / Roman Banner: Banner Cloth, Plastic Pipe, String & Plastic Bolt			
	UV Print	Sft		
	Eco Solvent	Sft		
6	Reverse Print on Pena flex:			
	UV Print	Sft		
	Reverse Regular	Sft		
7	Front lit Vinyl Sticker Print:			
	UV Print with lamination (Matt/Glossy)	Sft		
	Eco Solvent	Sft		
8	Window Graphics/One way Vision Media:			
	UV Print	Sft		
	Eco Solvent	Sft		
9	Reflective Banner Print:			
	UV Print	Sft		
	Eco Solvent	Sft		
10	Reflective Sticker Print:			
	UV Print	Sft		
	Eco Solvent	Sft		
11	Digital Print on Clear Media (Matt/Glossy)			
	Eco Solvent	Sft		
12	Digital Print on Clear Media with backside vinyl pasting.			
	Eco Solvent	Sft		
13	Frosted Print:			
	UV Print	Sft		
	Eco Solvent	Sft		

14	Vinyl Sticker Cutting (Any Color):	Sft		
15	Frosted Sticker Cutting:	Sft		
16	Plain Frosted Sticker:	Sft		
17	Designed Frosted Sticker:	Sft		
18	Collage:			
	Digital Inkjet Print Pasted on 5 mm PVC Board installed on the wall	Sft		
19	Collage:			
	Digital Inkjet Print Pasted on 3 mm PVC Board installed on the wall	Sft		
20	Collage:			
	Digital Inkjet Print Pasted on 8 mm PVC Board with installed on the wall	Sft		
21	Product Display Board:			
	Digital Inkjet Print Pasted on 5 mm Acrylic Board installed with 3/4" SS knob	Sft		
22	Product Display Board:			
	Digital Inkjet Print Pasted on 3 mm Acrylic Board installed with 3/4" SS knob	Sft		
23	Product Display Board:			
	Digital Inkjet Print Pasted on 8 mm Acrylic Board installed with 3/4" SS knob	Sft		
24	Signage: Standard 20' x 04' or above			
	Aluminum Hinge Box with Reverse Print on Pena flex, LED Tube Light (Trans tech /Superstar or equivalent company, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
25	Signage: Standard Size: Below 20' x 04'			
	Aluminum Hinge Box with Reverse Print on Pena flex, LED Tube Light (Trans tech /Superstar or equivalent company including, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
26	Signage: Standard Size: 20' x 03' or above			
	Aluminum Hinge Box with Reverse Print on Pena flex, LED Tube Light (Trans tech/Superstar or equivalent company, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
27	Signage: Standard Size: Below 20' x 03'			
	Aluminum Hinge Box with Reverse Print on Pena flex, LED Tube Light (Trans tech /Superstar or equivalent company, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
28	Both Side Signage: Standard Size: 03' x 05' or above			

	Aluminum Hinge Box with Reverse Print on Pena flex, LED Tube Light (Trans tech/Superstar or equivalent company, Electric Cables (BRB/BBS or equivalent company) and necessary accessories, such as angle, clump, hinge, paint etc.	Sft		
29	Signage: (Edge lit Signage with ACP):			
	3mm ACP offcut letter cutting set on 3mm ACP, double layer acrylic (5mm clear acrylic & 03mm Colored Acrylic) including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company) and necessary accessories.	Sft		
30	Signage: (Box Letter Signage with ACP):			
	Box letter made by 03mm acrylic, set on 3mm ACP including LED Light, (best quality), CNC Router Cutting on ACP for Branch Name portion, Electric Cables (BRB/BBS or equivalent company), necessary accessories.	Sft		
31	Signage: (Box Letter Signage with ACP): (BATA Pattern)			
	Box letter made by 03mm acrylic on top, all side SS, set on 3mm ACP including LED Light (best quality), Electric Cables (BRB/BBS or equivalent company), necessary accessories	Sft		
32	Pylon Signage: (Directory)			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	Sft		
33	Pylon Signage: (Priority)			
	3mm ACP , 1" x 1" MS Box with CNC router cutting, acrylic letter cutting, 2mm white color acrylic for back side letter support, LED light, power supply & others	Sft		
34	Box Letter Making			
	Acrylic box letter	Sft		15 Sft Min. (1 Letter= 1 Sft Measurement)
	Acrylic box letter with back side glow	Sft		
	Acrylic box letter with front & side glow	Sft		
	Acrylic box letter with side SS and front glow	Sft		
	Full SS Letter	Sft		
35	Acrylic Letter Cutting with docu paint			
	05mm	Sq. inch		15 Sft Min. (1 Letter= 1 Sft Measurement)
	08mm	Sq. inch		
	10mm	Sq. inch		
	12mm	Sq. inch		
	18mm or above	Sq. inch		
36	PVC Letter Cutting with Docu paint			
	05mm	Sft		15 Sft Min. (1 Letter= 1 Sft Measurement)
	08mm	Sft		
	10mm	Sft		
	12mm	Sft		
	18mm or above	Sft		
37	ACP Letter cutting with PVC board:			

	ACP Letter cutting pasted on 05mm PVC Board & paint	Sft		
	ACP Letter cutting pasted on 08mm PVC Board & paint	Sft		
38	Slim Light Box:			
	Imported	Sft		
	Local	Sft		
39	Wooden Notice Board:			
	Made by wooden board, foam, thin fabric & ss knob.	Sft		As per design
40	Hanging Message Display Board			
	Made by ss rod/ ss chain, 08 mm pvc board & both side inkjet print.	Sft		
	Made by ss rod/ ss chain, 08 mm acrylic pvc board & both side inkjet print.	Sft		
41	LED Power Supply	Pcs		
42	LED Signage Maintenance (Depends on size but minimum price)	Unit		
43	Regular Signage Maintenance/Print Replacement/Light replacement etc.	Sft		
44	SS knob:			
	1/2" Diameter	pcs		
	3/4" Diameter	pcs		
	1" Diameter	pcs		
45	MS Pipe			
	3" Diameter	rft		
	4" Diameter	rft		
46	SS Pipe:			
	3" Diameter	rft		
	4" Diameter	rft		
47	Acrylic Deposit Slip holder (as per design & specifications)	Pcs		Depends on design & specification
48	Brochure Holder Made by PVC Board & Color Paint (as per design & specifications)	Pcs		
49	Message Display unit (as per design & specifications)	Pcs		
50	Cross banner Stand without print	Pcs		
51	Pop up Stand	Pcs		
52	Cheque drop box (as per design & specifications)	Pcs		Depends on design & specification
53	Cheque writing box (as per design & specifications)	Pcs		
54	Complain Box (as per design & specifications)	Pcs		
55	Directional / Indicator Sign (as per design & specifications)	Pcs		
56	Bell Sign (as per design & specifications)	Pcs		
57	Queue Stand	Pcs		
58	Velvet Rope	Pcs		
59	Wall Paint (any color)	Sft		
60	Electronic Deposit Rate Chart Board	Sft		Minimum 3sft (01 Year Warranty)

61	Electronic Deposit Rate Chart Board Maintenance	Sft		Minimum 3sft (01 Year Warranty)
62	Electronic Foreign Exchange Rate Chart Board	Sft		Minimum 3sft (01 Year Warranty)
63	Electronic Foreign Exchange Rate Chart Board Maintenance	Sft		Minimum 3sft (01 Year Warranty)
64	Branch Name Board			
	Made by glass with babbled, inkjet print with lamination & SSknob	Sft		
65	Wall Clock (as per Design & Size)	Pcs		
66	Umbrella			
	Small (Two Folding)	Pcs		
	Small (Three Folding)	Pcs		
	Guard	Pcs		
	Garden	Pcs		
67	Table Top (as per design & specifications)	Pcs		
68	Cut out 5mm			
	Made by 05mm PVC board, inkjet print & support board.(height 4' Width not more than 2')	Sft		
	Made by 05mm PVC board, inkjet print & support board.(height 4' Width not more than 3')	Sft		
69	Cut out 5mm			
	Made by 05mm PVC board, inkjet print & support board. (height 5'-6' Width not more than 2')	Sft		
	Made by 05mm PVC board, inkjet print & support board. (height 5'-6' Width not more than 3')	Sft		
70	Cut out 8mm			
	Made by 08mm PVC board, inkjet print & support board.(height 4' Width not more than 2')			
	Made by 08mm PVC board, inkjet print & support board.(Height 4' Width not more than 3')			
71	Cut out 8mm			
	Made by 08mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 2')			
	Made by 08mm PVC board, inkjet print & support board. (Height 5'-6' Width not more than 3')			
72	Fitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
73	Fitting/Fixing/Installation Charges for Signage - Outside Dhaka	Sft		
74	Dismantle & Refitting/Fixing/Installation Charges for Signage - Inside Dhaka	Sft		
75	Dismantle & Refitting/Fixing/Installation Charges for Signage - Outside Dhaka	Sft		

76	Support Material for Fitting Fixing Work			
	Bamboo Scaffolding	Sft		
77	Pasting/PVC Banner Fitting Inside Dhaka	Sft		
78	Pasting/PVC Banner Fitting Outside Dhaka	Sft		
79	Old Print Remove & Pasting Inside Dhaka	Sft		
80	Old Print Remove & Pasting Outside Dhaka	Sft		
81	Tube Light	Pcs		
82	Wire/Cables	Rft		
83	Transportation Charge:			
	In side Dhaka			Depends on work
	Outside Dhaka			Depends on work
84	Site/Spot Visit:			
	In side Dhaka	Per Visit		
	Outside Dhaka	Per Visit		
85	Agency Commission			

The proposal must be submitted in the tender box kept at Prime Tower (Ground Floor), Plot 08 & 35 Airport Road, Nikunja-2, Khilkhet C/A, Dhaka -1229 on **February 20, 2024** from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30pm.

Pre Bid Meeting : A Pre Bid Meeting will be held on **February 18, 2024 at 10.30 am.**

Venue : Prime Tower (4th Floor), Plot # 08 & 35, Airport Road, Nikunjo-2, Khilkhet C/A, Dhaka-1229.

For details information please contact with:

For BOQ details:

1. Mr. Abdullah Al Mamun, SAVP, Administration Division, Cell # 01714097778
2. Mr. Rakeeb Ahmed Khan, SEO, Brand & Communications, Cell # 01708149554

For RFQ submission details:

1. Mr. Md. Razu Ahmed, Officer, FMD, Cell # 01714744931

Thanking you.



Kazi Sohel Masud
AVP & Unit Head
Procurement - FMD



Shah Jishan Md. Ataul Kadir
VP & Head of Admin