

**Prime/HO/FMD/RFQ/2024/100****February 15, 2024**Subject : RFQ For Long Service Award Crest/Plaque for Prime Bank PLC.

We would like to inform you that we are inviting RFQ for Crest/Plaque for long service award of Prime Bank PLC.

You may participate in the RFQ procedure by submitting Financial Proposal in sealed envelope for the captioned work. If you are interested, you may visit to above mentioned places for verification/data collection.

**Eligibility and other conditions:**

1. Interested bidders may participate the RFQ as well as should have documentary evidence of the followings:
  - a. The intending Bidders have to apply in their letter head pad. They should fulfill the following minimum qualifications and requirements for their participation in the said tender.
  - b. Interested bidders must have at least 5 (Five) years relevant experience in this line of business and must have efficient technical team to execute the work within the stipulated time.
  - c. Interested bidders must have own office and factory.
  - d. Has/ Have executed work order of minimum Tk15.00 (fifteen) lac in a single work order.
  - e. Following papers/documents must be sent with the proposal:
    - i. Valid Trade License.
    - ii. Bank solvency certificate/documents with Bank Statement of last six months
    - iii. VAT Registration certificate, Up-to-date TIN certificate and Up-to-date copy of TAX payment receipt.
    - iv. Client list with goodwill certificate (If available) and Experience certificate/Work Order (If available)
    - v. Original Money Receipt provided by Prime Bank PLC. to the bidder for purchase of the tender document.
    - vi. Company Profile.
2. As per attached Bill of Quantity, the quotation of all items has to be submitted to us, which will be inclusive of material cost, wastage, cost for labor, carrying cost, Income Tax & VAT etc.
3. The financial offer for the Captioned Work is to be submitted in the Tender Box kept at Facility Management Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 **by 03:00 pm on February 22, 2024 and may be opened at 03.30 pm on the same day.** No bidders will be invited during the opening.
4. Submission of RFQ after the specified time shall not be acceptable under any circumstances.
5. Participated bidder have to submit 01 (one) sample for each item by own cost which may not be refundable.

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Please note that awarding of the job shall be subjected to the approval of the competent authority as per rules and procedure of our Bank without any binding on our part.

The Bank reserves the right to reject any or all of the proposals without assigning any reason whatsoever, or waive any irregularity in the proposal and the Bank will not be bound to accept either the lowest financial proposal or any other proposal.

For details information, you may call: 1. Mr. Patwary Tanvir Rahman Siddique, AVP – HRD, Cell: 01730791536  
2. Kazi Sohel Masud, AVP & Unit Head, Procurement, Cell: 01730028367

Thanking you.



Md. Muktadir Khan Chowdhury  
Head of FMD



## BOQ for Long Service Award (2024)

SL.	Description of Works	Size	Total (pcs)	Rate (Including VAT & AIT)	Total Amount (Including VAT & AIT)
01	<p><b><u>Crest for 10 Years Award</u></b>  <b>Crest:</b> Wooden Frame, Matt black color, Aluminum stick back with brass metal engraving sheet, Brass metal medal with engraving and black ribbon  <b>Box:</b> Wooden Box with hook (briefcase style), Top there will be transparent glass, Matt black color</p>	<p><b>Crest:</b> 8.1" x 11.3"  <b>Box:</b> 9.1" x 12.3"</p>	153 PCS		
02	<p><b><u>Crest for 15 Years Award</u></b>  <b>Crest:</b> Wooden Frame, Matt black color, Aluminum stick back with brass metal engraving sheet, Brass metal medal with engraving and black ribbon  <b>Box:</b> Wooden Box with hook (briefcase style), Top there will be transparent glass, Matt black color</p>	<p><b>Crest:</b> 8.1" x 11.3"  <b>Box:</b> 9.1" x 12.3"</p>	172 PCS		
03	<p><b><u>Crest for 20 Years Award</u></b>  <b>Crest:</b> Wooden Frame, Matt black color, Aluminum stick back with brass metal engraving sheet, Brass metal medal with engraving and black ribbon  <b>Box:</b> Wooden Box with hook (briefcase style), Top there will be transparent glass, Matt black color</p>	<p><b>Crest:</b> 8.1" x 11.3"  <b>Box:</b> 9.1" x 12.3"</p>	55 PCS		
04	<p><b><u>Crest for 25 Years Award</u></b>  <b>Crest:</b> Wooden Frame, Matt black color, Aluminum stick back with brass metal engraving sheet, Brass metal medal with engraving and black ribbon  <b>Box:</b> Wooden Box with hook (briefcase style), Top there will be transparent glass, Matt black color</p>	<p><b>Crest:</b> 8.1" x 11.3"  <b>Box:</b> 9.1" x 12.3"</p>	31 PCS		
<b>Grand Total</b>					
<b>In word:</b>					