

Facility Management Division

RFQ: PBPLC. /FMD/2024/595

September 25, 2024

Subject: Request for Quotation (RFQ) for Fixing the Rate of three (3) Seater Waiting Area Stainless Steel Link Chair with Cushion:

Dear Concern,

Prime Bank PLC intends to **fix the Rate for Three (3) Seater Waiting Area Stainless Steel Link Chair with Cushion**. The selected vendor has to deliver the products to the Bank's selected location. For this purpose, you are requested to submit financial offer in your letterhead pad complying the following Terms & Conditions:

Financial Proposal:

SL	PARTICULARS	UNIT	UNIT RATE, TK INCLUDING VAT
1	Three (3) Seater Waiting Area Stainless Steel Link Chair with Supply & fitting. Made by Stainless Steel. Colour : Steel Finish : Steel finish Style : Contemporary Product dimensions : Length 70 inches x width 26 inches x height 31 inches Weight : Mentioned by bidder Cushion : Local made. Fabric code Casarica # 5 & #10)	PCS	
	Delivery Charge in Dhaka :		
	Delivery Charge outside Dhaka :		

Eligibility and other conditions:

The interested Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:

1.	At least 5 (five) years relevant experience in this line of business.
2.	Must Have updated/valid Trade License, VAT, BIN and TIN Certificate.
3.	Following papers/documents must be enclosed with the RFQ: <ol style="list-style-type: none"> Valid Trade License, Certificate of Incorporation, TIN, BIN Certificate Bank solvency certificate Copies of work orders or valid documents for supplying the same item with different Commercial Banks/Financial Institutions. Client list and contact person with performance certificate (If available) Experience certificate of similar job at least one bank/financial institution.
4.	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.
5.	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.



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6.	Supplier shall deliver the waiting chair for different Branches. No additional cost will be paid by the bank for transportation.
7.	In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
8.	Payment will be made within 30 (thirty) days only after successful completion of works based on Challan, Work Completion Certificate by the respective vendor. Bank will deduct VAT & AIT as per Govt. rules.
9.	Warranty: Standard Warranty should be mentioned by the bidder.
10.	Support Level: The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service.
11.	RFQ submission: 11.1 All RFQ including supplementary data and information shall be in English. The RFQ is to 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. The RFQ shall be marked with "Offer for Waiting Chair" . → The RFQ shall be submitted in the tender box kept at the following address on or before 3 October 2024 : Prime Bank PLC., Head Office Prime Tower (Ground Floor) Plot No. 35 & 08, Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229 → No quotation will be received by mail. 11.2 The RFQ shall be dropped in the tender box kept at the address mentioned in SL # 11.1 above. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.
12.	Successful bidder, to whom work order will be issued, must execute the work within the time stipulated in the work order. Failure to execute the work as per conditions of work order may be fall under penalty.
13.	Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.
14.	The Bank shall not be bound or under any obligation to accept the lowest quotation.
15.	Manipulation or any kind of unusual approach may lead to disqualification of the proposal.
16.	Price validity : The rate will be fixed for 6(six) months.

N.B. For any clarification, **Mr. Md Fahad Karim Khan, SO, Cell: 01716104041, Admin Division** may be contacted over phone.

Regards



Kazi Sohail Masud
AVP & Unit Head-Procurement