

Prime/HO (FMD)/RFQ/2024/--644

October 16, 2024

Subject: RFQ for Engagement of Service Provider for Rent a Car/Vehicle service.

Dear Concern,

Please be informed that Prime Bank PLC intends to fixing price for Engagement of Service Provider for Rent a Car/Vehicle service. Unit rate (monthly or on call) may be fixed for next 06 months from the date of issuing notification of award/contract. The selected vendor has to provide the service as and when required at the approved rate. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

General Guideline and Terms & Conditions:

1. The Company must have practical experience in this line of business of any Bank/Financial Institutions/Multinational Companies/Corporate Office for at least 5 (five) years.
2. **Pre-bid meeting:** Interested bidders must attend a pre-bid meeting which will be held at **11:30 p.m. on 20 October 2024** through Zoom platform/Physical.
3. **Undertaken:** All selected service providers shall have to furnish an undertaking ensuring safe and timely Rent-a-car service.
4. **Financial Proposal:** Submit as per Annexure -1
5. **Payment:** Payment will be made within 30 (thirty) days after receiving invoice/ bill from the Service Provider as desired Bank.
 - a. Payment will be made after receiving invoice.
 - b. Payment will be made after deducting of VAT & AIT as per Government rules.
6. **Scope of Services :**
 - Early morning & Evening/late night Pick & Drop service inside of Dhaka.
 - Only Office time & days (10am - 9pm), Inside & outside of Dhaka
7. **LIST OF PAPERS / DOCUMENTS TO BE SUBMITTED:**

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

 - Up-to-date valid Trade License.
 - Certificate of Incorporation (if)
 - Up-to-date TIN/BIN Certificate
 - VAT, Registration Certificate
 - Bank Solvency Certificate
 - Prove documents of 5 (five) years operation with banks/financial institutions/ Multinational Companies/Corporate Office for the service.
 - List of present clients.
8. **RFQ submission:**

8.1 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 **"Engagement of Service Provider for Rent a Car/Vehicle service"**.

→ The RFQ shall be submitted in the tender box kept on 23 October 2024 by 3:00 PM at the following address:

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.

8.2 The RFQ shall be dropped in the tender box kept at the address mentioned in SL # 8.1 above and open in the same day same place at 3:30 PM. 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.

9. 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.
10. Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.
11. The Bank shall not be bound or under any obligation to accept the lowest quotation.
12. Manipulation or any kind of unusual approach may lead to disqualification of the proposal.
13. Financial offer will be quoted as per following format:

Requirement:

SL	Particulars	Prime Bank Requirements
1	Types of Vehicle	HIACE, Sedan Car
2	Vehicle registration year	2010-2015
3	Vehicle Brand	Mentioned by the bidder
4	Types of Fuel	CNG, Octen
5	Car Air Condition	Must be Functional
6	Car Fitness	Must be good condition
7	Vendor Criteria/Requirements	Must have experience with Bank/Multinational company/Corporate office minimum (05) Five years and others necessary document i.e: Trade License, TIN, BIN etc.

Financial Offer: Annexure-1

SL	Particulars	Qty.	Usages time period	Total Cost in BDT (Inc. VAT & AIT)
01	HIACE	1	30 Days (Early morning & Evening/late night Pick & Drop) Inside of Dhaka	
02	Sedan Car	1	30 Days (Only Office time & days) 10am - 9pm, Inside & outside of Dhaka	

Note: Charge will be applied on the basis of each pick-up spot or delivery destination.

Contact Person for BOQ details: Mr. Mr. Mohammad Ariful Islam, FAVP, Administration Division, Cell: 01755645489.



Kazi Sohel Masud
AVP & Unit Head-Procurement