

Facility Management Division

HO/FMD/Proc./RFQ/TS/2025/321

May 20, 2025

Subject: RFQ for Purchasing Tag Sticker for Prime Bank PLC.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for supplying Assets Tag Sticker of our Bank on the basis of following specifications and terms & conditions:

Sl.#	Name of Items	Specification	Required Quantity	Unit Rate (Including Tax & Excluding VAT)	Total Amount (Including Tax & Excluding VAT)
01	Tag Sticker	Sticker Dimension : 38mm*25mm Surface : Both wood, metal, and plastic (will be used in computer CPU, metal cabinet, wooden cabinets and files) Color : White Environment : Indoor Country of Origin : Vendor will specify	15,000 Pcs		

Terms & Conditions:

1.	Sample of the item may be seen at Financial Administration Division, Head Office, Prime Bank PLC., Simple Tree Anarkali, 7th Floor, 89, Gulshan Avenue, Dhaka- 1212 during office hours on or before May 25, 2025; Contact Person: Mr. Tapan Kumar Banik, AVP, Cell : 01730329061.
2.	The quotation must be submitted using the company Letter Head Pad (along with sample) and dropped in the tender box kept at Prime Bank PLC., Head Office, Central Dispatch (Ground Floor), Plot No. 35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 on May 26, 2025 before 03.00 pm . The dropped tenders will be opened by the Bank's Tender Committee on same day at 03:30 pm.
3.	All items to be delivered to Financial Administration Division, Head Office, Prime Bank PLC., Simple Tree Anarkali, 7th Floor, 89, Gulshan Avenue, Dhaka- 1212 at your own cost and responsibility.
4.	The Bank reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. Further, Bank shall not be under any obligation to accept the lowest quotation.
5.	The price shall include TAX & excluding VAT. Bank will deduct VAT & AIT as per Govt. Rules.
6.	Payment will be made based on the delivery of item duly signed on challan by respective officer of the receiving department/division.




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7.	Bidder must submit photocopy of following documents along with the RFQ:
a.	Up-to-date Valid Trade License.
b.	Certificate of Incorporation in case of Limited Company.
c.	Valid TIN Certificate.
d.	VAT Registration Certificate.
e.	Bank Solvency Certificate.
f.	Experience Certificate/Work Order.
g.	Client list.

For details information of submission, you may communicate over phone to Mr. Md. Razu Ahmed, Officer,
Cell : 01714 744931

Thanking you.


20.05.25
Tanveer Ahamed
Head of Procurement
