

Subject: Request for Quotation (RFQ) for supplying of Office Stationery Items (writing & editing, cleaning, miscellaneous etc.) for Prime Bank PLC.

Dear Concern,

Prime Bank intends to select supplier for Office Stationery Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "Quotation for Office Stationery Items (writing & editing, cleaning, miscellaneous etc.) Product particulars, unit type and specification of Office Stationery Items are attached herewith as Annexure-A.

Terms & Conditions:


1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the items to different Divisions/Departments (located at Gulshan, Khilkhet, Middle Badda and Ctg. Hub area) at their own transportation cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted prices shall include Tax, exclude VAT. Bank will deduct Tax as per government rules.
6	Bidder must submit photocopy of following documents along with the RFQ: <ul style="list-style-type: none"> 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
7	In case of supply inferior quality goods, any change request by Prime Bank must be entertained instantly.
8	If the quality is not maintained or you delivered inferior/ damaged/ expired goods, you shall be liable for penalty Tk500 (Five Hundred only) for per inferior/ damaged/ expired items, which shall be deducted from your bill.
9	The Bank shall not be bound or under any obligation to accept the lowest quotation.
10	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page. Alternative product offer will not be accepted.
11	The intending Bidder must quote the rate with computer typing. No handwriting is allowed.
12	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box kept at Prime Tower (Central Despatch, Ground Floor), Plot # 08 & 35, Nikunja – 2, Khilkhet C/A, Airport Road, Dhaka-1229 on **July 09, 2025 from 10.30 am to 03.00 pm** and the tender will be opened on the same day at 3.30 pm.

For details information, you may call Md. Razu Ahmed, Cell # 01714744931

Regards,


Sayem Uddin Ahammed
 In Charge of Admin. Division


Tanveer Ahamed 30.06.25
 Head of Procurement

SL	PRODUCT_NAME	Unit Type	Unit Price (Including Tax, Excluding VAT)
1	Aerosol 475 ml- ACI	PCS	
2	Auto Air Freshener - Draco (300 ml) Korea	PCS	
3	Ball pen Matador High School	PCS	
4	Matador AQUA Gel Pen	PCS	
5	Pencil - HB/2B - Faber Castell- Indonesia	PCS	
6	Post-it Note(Tag Note) Medium - Suremark Brand – Germany	PCS	
7	Post-it Note(Tag Note) Small - Suremark Brand – Germany	PCS	
8	Post-it Notes (Tag Note) - Big - Suremark Brand – Germany	PCS	
9	Sharpener (small) - Tiko Brand - China	PCS	
10	Stapler Machine -Kangaroo-Heavy Duty-23S24 (240 pages capacity)- India	PCS	
11	Stapler Machine Kangaroo Brand Medium HD 45 n (Regular Use)	PCS	
12	Air Freshener Fay Anti Tobacco -300 ml- Jakarta	PCS	
13	Air Freshener - Angelic -300 ml - ACI	PCS	
14	Anti-Cutter-SDI Brand (Medium size with 2 Extra Blade,0404)- Taiwan	PCS	
15	Anti Cutter Big size-SDI Brand- 0461 -Taiwan	PCS	
16	Battery -Sunlight-AA 1.5 Volt	PCS	
17	Battery (Pencil) Mexcell Brand AAA -Japan	PCS	
18	Belcha (Plastic-RFL)	PCS	
19	Broom Flower/Fuler Jharu	PCS	
20	Broom Stick/Solar Jharu	PCS	
21	Cabinet File (paper made) - Local	PCS	
22	Calculator-Casio (Model-DX-120ST-12 digits) Desktop Type-Philippines	PCS	
23	Calculator MEGA (Model-CD-120, 12 digits) -China	PCS	
24	Car Scent - Grandy-110ml- China	PCS	
25	Car Scent - Popy- 110ml- China	PCS	
26	Car Wash Shampoo Alex brand 500 ml - Local	PCS	
27	Eraser Staedtler- Germany	PCS	
28	File - Index File - 3inc - Hua-Jie Brand - China	PCS	
29	File - Magazine File - Paper - Insaf Brand - Local	PCS	
30	File - Magazine File - Plastic - RFL	PCS	
31	File - Report Cover - Flier - A4 size - Hua-Jie/Brand – China	PCS	
32	File - Report Cover - Flier - Legal size - Hua-Jie/ Brand- China	PCS	
33	File (Index File) - 2inc FC size - Hua-Jie Brand	PCS	
34	File (Ring File) - 1inc F/C size - Data Bank - China	PCS	
35	File Index 2inc Hua-Jie/A4/Legal	PCS	
36	Floor Cleaner Lizol-500 ml	PCS	
37	Floor Cleaner Rock-900 ml	PCS	

38	Floor Hand Brush	PCS	
39	Folder File A4	PCS	
40	Folder File legal	PCS	
41	Gams Clip (Plastic Coated) – Colored – ABEL/Deli Brand	Box	
42	Gamacha- 45"	PCS	
43	Glue (Liquid Glue) - Kippy Brand - 50 cc	PCS	
44	Glue Stick - Fevistik - 15gm	PCS	
45	Hard Clip/Binder Clip 25 mm_ Hua-Jie Brand – China	Dozen	
46	Hard Clip/Binder Clip 32 mm_ Hua-Jie Brand – China	Dozen	
47	Hard Clips/Binder Clip 19 mm_ Hua-Jie Brand – China	Dozen	
48	Hard Clips/Binder Clip 41 mm_ Hua-Jie Brand – China	Dozen	
49	Hard Clips/Binder Clip 51 mm_ Hua-Jie Brand – China	Dozen	
50	Harpic 750 ml	PCS	
51	Hand Towel Tissue – Basundhara (250 ply packet)	Box	
52	Jute (loose)- Best Quality	PCS	
53	Jute with Stand- Best Quality	PCS	
54	Moff with still stand - Best Quality	PCS	
55	Mr Brasso Glass Cleaner - Refill	PCS	
56	Mr Brasso Glass Cleaner with Machine-350 ml	PCS	
57	Napkin Tissue (13" x 13" 1 ply-Bashundhara) -100 Pcs	PCS	
58	Nepthalin (medium PKT)	PKT	
59	Odonil/Wizard-50 g - India	PCS	
60	Pen Holder - Deli Brand-908 -China	PCS	
61	Phenile- 1 ltr (Active)	PCS	
62	Pin Remover (Big) SR-500 - Kangaroo Brand - India	PCS	
63	Pin Remover - SR-45 - Kangaroo Brand - India	PCS	
64	Punch Machine - 2 Hole - Kangaroo DP - 280 (Regular Size) - China	PCS	
65	Punch Machine 2 Hole KB – DP-900 – India	PCS	
66	Punch Machine 2 Hole KB DP 600 - India	PCS	
67	Punch Machine 2 Hole KB DP 800 - India	PCS	
68	Punch Machine 2 Hole KW Trio 9330- Korea	PCS	
69	Polythene (30 KG Basket Size)	KG	
70	Register Book (Blue Ledger Paper) - No.16- Local (200 Pages)	PCS	
71	Register Book Roll Paper No 16-20 Local	PCS	
72	Rubber Band (Best Quality) - 1kg. Pack - Thailand	PCS	
73	Savlon (1 Liter) - Big	PCS	
74	Scale (Steel) - 12 inch (China)	PCS	
75	Scissors (Big) - 8.5inc size - Deli Brand - China	PCS	
76	Scissors (medium) - 6.25 inch size - Deli Brand - China	PCS	
77	Scotch Tape (Magic Tape) -Original, 3M Brand - USA	PCS	
78	Scotch Tape (Packing Tape) - 2inc 100m size -Scotia Brand - China	PCS	



79	Scotch Tape (Transparent) - Small Size - China	PCS	
80	Scotch Tape Holder Big Size - China	PCS	
81	Scotch Tape Raxine Tape 2.5 inch - Hunter Brand China	PCS	
82	Shoe lace or File binder lace- Best Quality	PCS	
83	Slip Paper (Color) - 500 sheets - Local	PCS	
84	Slip Paper Holder - Local	PCS	
85	Stamp Pad - Art Line Brand - Big size - China	PCS	
86	Stamp pad ink (red/blue) Shiny Brand-28ml-Taiwan	PCS	
87	Stapler Pin (Heavy Duty) - 23/10 size - Kangaroo Brand - India	Box	
88	Stapler Pin (Heavy Duty) - 23/15 size - Kangaroo Brand - India	Box	
89	Stapler Pin (Heavy Duty) - 23/24 size - Kangaroo Brand - India	Box	
90	Stapler Pin (Heavy Duty) - 23/8 size - Kangaroo Brand - India	Box	
91	Stapler Pin Deli Brand 24/6 - China	Box	
92	Stapler Pin Kangaroo 24/6-India	Box	
93	Tape Dispenser (Medium) – Deli - China	PCS	
94	Thread Ball (Big) (per kg. 17 nos.) - Best Quality	PCS	
95	Toilet Brush (round shape)- RFL	PCS	
96	Toilet Tissue Paper-Bashundhara (White- Special)	PCS	
97	Trix liquid pot - Cleaner-500 ml	PCS	
98	VIM Bar Soap Big- 325gm	PCS	
99	VIM Liquid Pot 500 gm	PCS	
100	Vixol- floor cleaner- 450 ml	PCS	
101	Sepnil Disincentive Spray, 300 ml	PCS	
102	Instant Hand Sanitizer (Sepnil-Square Branded)-(200 ml)	PCS	
103	Hand Sanitizer-Sepnil-Square brand, 5 Liter	PCS	
104	Hand Sanitizer -Hexisol Hand Rub (ACI Branded, 250 ml)	PCS	
105	Savlon Hand Rub 1 Liter	PCS	
106	Scotch Tape (Masking Tape) - Zinc size - Mil-Spec/Hunter Brand - China	PCS	
107	Liquid Hand Wash (Pot) Lifebuoy-5 Liter	PCS	
108	Liquid Hand Wash (Pot) Lifebuoy-1 Liter	PCS	
109	Scotia Scotch Tape - 500 meter - Transparent--Scotia Brand	PCS	
110	Umbrella (BMW - Big)	PCS	
111	Water Bucket (10 Ltr.)	PCS	
112	Water Mug (2 Ltr.)	PCS	
113	Car feather Brush (Big Size)	PCS	