

Reference : PBPLC/HO/FMD/Tender Notice/2025/580

Date : September 14, 2025

TENDER NOTICE

Supply of Mini Payment Cards- Sticker Payment Cards

Paper Ref: The daily Samakal and Dhaka Tribune, dated September 14, 2025

Prime Bank PLC. is inviting sealed tender from reputed and eligible firms to Procure of 30,000 pcs Mini Payment Cards- Sticker Payment cards as per following Schedule:

Sl	Name of Project as per Tender Document	Pre-Bid Meeting Schedule		Tender Documents Price (BDT)	Tender Earnest Money	Period of sale		Last time and date of submission
		Time	Date			From	To	
1	Supply of Mini Payment Cards- Sticker Payment Cards	22.09.2025	11:00 am– 11:30 am	4,000	2%	14.09.2025	29.09.2025	September 29, 2025 before 3:00 pm

Eligibility and other conditions:

A. Basic Requirement

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

- The Tenderer should preferably be a manufacturer / Local Agent / Dealer / Distributor / Supplier of internationality reputed institute/brand(s).
- At least 03 (three) years relevant experience in this line of business.
- Have executed work order of minimum Tk.50 (Fifty) Lac in a single transaction with any financial institution/reputed institution of the country.
- Must have updated/valid VAT, BIN and TIN Certificate.
- Following papers/documents must be enclosed with the tender:
 - Valid Trade License
 - VAT registration certificate
 - Bank solvency certificate
 - Client list and contact person with performance (minimum 03) certificate (If available)
 - Experience certificate of similar job-at least three company (If available)
 - Photocopy of Original Money Receipt provided by Prime Bank to the bidder for purchase of the tender document;

B. TENDER PREPARATION:

- Tender Document will be available from the Office of the undersigned on payment of TK4,000 (Taka Four Thousand) only for each schedule in the form of Payment Order (non-refundable) favoring Prime Bank PLC. issued by any Scheduled Bank during office hours (10:00 am to 04:00 pm) on any working day as per mentioned schedule.
- Tenders must be submitted in **two-envelope** system i.e., one **Technical Proposal** & one **Financial Proposal** mentioning Technical/Financial Proposal on the top of each envelope. These two proposals will be submitted together in a third envelope. All the envelopes should be sealed & signed.
- Technical proposal will be opened on the dated specified in the Tender Notice. Date of opening of the financial proposal will be communicated later on.
- The bid forms must be filled in through computer printer or in typing without overwriting and without any erasing and modifications and when completed shall contain all the required information.
- The Offer should be submitted in a sealed cover. The Offer shall be marked as "Supply of Mini Payment Cards- Sticker Payment Cards "



Facility Management Division

- Offers in the bid should be free of any condition and any conditional offer will disqualify the bidder. Unless otherwise provided herein bids shall be submitted on a firm and final price basis including all charges. Each page of the offer must be signed and sealed properly by authorized person of the bidder.
- The Evaluation to be done by the Bank shall be final.

C. EARNEST MONEY:

The Bidders shall have to submit Earnest Money equivalent to 2% of the quoted value in the form of 'Payment Order/Bank Guarantee' in favor of Prime Bank PLC. without which tender shall be rejected outright.

(i) Earnest Money of unsuccessful bidder will be returned without any interest within 15 (Fifteen) days of award of contract to the successful bidder.

(ii) Earnest Money of successful bidder will be returned after completion of the work to the full satisfaction of the Bank.

(iii) Earnest money may be forfeited:

(a) If the bidder withdraws from the Tender process after submission of Tender.

(b) If the successful bidder(s) refuses to undertake the work or fails to complete the work within the time specified in the work-order/Notification of Award.

- D. PRE-BID MEETING:** A pre-bid meeting (virtual) will be held on **September 22, 2025 at 11.00 am**. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.

E. TENDER SUBMISSION:

- The Tender shall be submitted to the following address:

Head of Facility Management Division

Prime Bank PLC., Head Office,

Prime Tower,

Plot # 08 & 35, Airport Road, Nikunja-2,

Khilkhet C/A, Dhaka-1229

- The Tender documents shall be dropped in the tender box by **September 29, 2025 before 3:00 pm**. No tender shall be entertained after the specified time and date. Tender papers must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc. The offer will be opened at 3.30 PM on same day, i.e. **September 29, 2025** and same place.
- No Tender document will be received by mail.

Note: For any product related clarification you may communicate with Mr. Golam Rakib Milky (Akash), SAVP, Operations (Cell: +880 1979458189)

The Bank reserves the right to reject in whole or in part; any or all proposals; to waive any technical deficiencies in the proposals.



Head of Facility Management Division
Tel: +8809610990000, Ext: 11014

