

Ref: HO/ RFQ/2026/57

January 21, 2026

**Subject: Request for Quotation (RFQ) for Rate Fixation of Minor Repair Maintenance Works.**

With reference to the above subject, Prime Bank intends to engage experienced and reliable vendors for the Minor Repair Works all over the Bangladesh as and when.

This Request for Quotation (RFQ) is being issued to invite financial proposals from qualified vendors who have proven experience in fit out work. The selected vendors will form a panel to serve various locations nationwide including branches, ATM booths, agent banking outlets, corporate offices.

Interested vendors are requested to submit their financial quotations along with technical specifications in their official letterhead pad, duly signed and sealed, in accordance with the terms and conditions stated in this RFQ.

**Eligibility and other conditions:**

1	Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new furniture, fixture, electrical and other as and when required basis for a period of <b>six (06) months</b> , which may be extended. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2	The quoted rates shall be including <b>AIT, &amp; Excluding VAT</b> .
3	<b>Bidder must submit photocopy of following documents along with the RFQ:</b> <ol style="list-style-type: none"> <li>Up-to-date Valid Trade License</li> <li>Certificate of incorporation in case of Limited Company (if)</li> <li>Valid TIN &amp; BIN Certificate</li> <li>VAT Registration Certificate</li> <li>Bank Solvency Certificate</li> <li>Experience Certificate/ Work Order</li> <li>Client List</li> </ol>
4	<b>Eligibility:</b> <ul style="list-style-type: none"> <li>Should have work experience of a minimum 05 (Five) years in interior decoration and furniture work of Bank's Branch and/or Head Office, Commercial Space for Local/Multinational Group of Companies. Copy of oldest Trade License needs to be provided as proof.</li> <li>Should have work experience in executing relevant types of work. Please submit proof of documents with work completion certificate.</li> <li>Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate &amp; Bank Solvency Certificate.</li> <li>Vendor with previous bad record/ negative experience with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.</li> <li>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.</li> </ul>
5	The Bank shall not be bound or under any obligation to accept the lowest quotation.
6	Light warranty 01 years from Date of installation & 06 months' warranty coverage will be applicable for others material as per BOQ (if applicable).
7	The Supplier shall provide immediate response either by phone, e-mail, and/or by person to any of the Purchaser's queries related to support and service.

12. **Pre-Bid Meeting** : Interested bidders shall have to attend a pre-bid on meeting **27 January 2026 at 12.00 PM** (Physical Meeting) at Prime Tower (10<sup>th</sup> Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219.

13. **BOQ & Specification: Annexure - A.**
14. **Envelope system:** The Tender must 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**".
15. **Tender drop: By 3:00 pm on 02 February 2026** at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.
16. **Point of Contact:**  
**For BOQ Related:** Mr. Md. Fahad Karim Khan, Administration Division, Cell # 01716104041  
**For RFQ submission Related:** Mr. Md. Tariqul Islam, FMD, Cell # 01712221013
17. **Banks (PBPLC) Right:** Banks (PBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBPLC) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBPLC) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

  
**Head of Facility Management Division**  
Tel: 09610990000-Ext. 11014  


**Facility Management Division**

**Annexure - A**

**RFQ For Minor Repair Maintenance and Supply Work**

SN	PARTICULARS	UNIT	Unit Rate
1	<b>Mineral Board Ceiling</b> (Supply & installation with new T & L Section)	sft	
2	<b>Mineral Board Ceiling</b> (Supply & installation only board, without new T & L Section)	sft	
3	<b>PVC Board Ceiling</b> (Supply & installation with new T & L Section)	sft	
4	<b>PVC Board Ceiling</b> (Supply & installation only board, without new T & L Section)	sft	
5	<b>Solid Gypsum/Plain Board Ceiling</b>	sft	
6	<b>24" x 24" LED Panel Light</b> 40 Watt (Brand: Transtec/ Energypac/ Superstar, 01 year Warranty)	Pcs	
7	<b>6"x6" Panel Light</b> 12 Watt (Brand: Transtec/ Energypac/ Superstar,, 01 years Warranty)	Pcs	
08	<b>T5 Tube Light</b> 20 Watt, Brand: Transtec/ Energypac/ Superstar,, 01 years Warranty	Pcs	
9	<b>Energy Light</b> 18 Watt, Brand: Transtec/ Energypac/ Superstar,, 01 years Warranty	Pcs	
10	1.5rm BYA BRB Cable	Coil	
11	2.5rm BYA BRB Cable	Coil	
12	Cable Conceal Work: Power & LAN cables need to cover by 1"/1.5"/2" flexible pipe/white box Channel	rft	
13	1 Way 4 Gang Switch Brand: EG Series (Energypac)	Pcs	
14	1 Way 3 Gang Switch Brand: EG Series (Energypac)	Pcs	
15	1 Way 2 Gang Switch Brand: EG Series (Energypac)	Pcs	
16	Face Plate Modular with MK Box	Pcs	
17	Full Height Cabinet (Same as Recent Standard)	sft	
18	Low Height Cabinet (Same as Recent Standard)	sft	
19	Hanging Cabinet (Same as Recent Standard)	sft	
20	Mobile Drawer Single Lock replacement	Pcs	
21	Mobile Drawer Center Lock replacement	Pcs	
22	Cabinet Handle replacement (China)	Pcs	
23	Cabinet Hinge replacement (China)	Pcs	
26	Cabinet Lock replacement (China)	Pcs	
27	Single seated Sofa Rexine Change	Pcs	
28	Double seated Sofa Rexine Change	Pcs	
29	Single seated Sofa Fabric Change	Pcs	
30	Double seated Sofa Fabric Change	Pcs	
31	<b>Wooden Flush door with frame size 2.5 ft. x 7 ft.</b> Supplying, fitting & fixing 38mm thick Garjan/ Commercial Veneer PARTEX Flush door, including supplying and making of door frame of best quality and well-seasoned Garjon wood section 150mm x 65mm (125mm wall flush).	Nos	





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32	<b>PVC Solid Door</b> shutter and Frame Supply & Installation	Nos	
33	PVC Board Pasting for Damp wall (3mm Thickness)		
34	<b>HPL</b> : Supplying, fitting & fixing High Pressured Decorative Laminates (1mm thick) sheets upon partitions with glue, making the surface absolutely smooth and bubble free - all complete as per design, drawing, direction and satisfaction of the Bank authority HPL Pasting (Same as Uttara/Elephant Road Branch)	sft	
35	<b>Cheque Writing Desk</b> (Same as Recent Standard)	rft	
36	<b>10mm Glass paneling</b> : Column Back pasted paper change only (Remove old paper and pasting new paper, Existing Glass will be used)	sft	
37	<b>10mm Glass paneling</b> : Supply & installation of 10mm Glass paneling with white paper pasting and fixing aluminum channel top and bottom.	sft	
38	<b>Kitchen and wash room Cabinet</b> only frame and Shutter 18 mm PVC Board	sft	
39	Toilet Tissue Holder (Local White)	Nos	
40	Commode Acid Clean with polish	Nos	
41	Basin Acid Clean with Polish	Nos	
42	Counter Basin (Brand: RAK)	Nos	
43	Padestal Basin (Brand: RAK)	Nos	
44	Commode (Brand: RAK)	Nos	
45	Exhaust Fan (8"/12")	Nos	
46	Hand Push-Shower Sattar	Nos	
47	PVC Floor Mat (5mm thick)	sft	
48	Pillar Cock ( Sattar Coaster)	Nos	
49	Bib Cock ( Sattar Prominet Coaster)	Nos	
50	Mirror with SS Nob	sft	
51	Towel Tissue Holder	Nos	
52	Angle Cock ( Sattar or equivalent)	Nos	
53	Roller Blinds (Same as Recent Standard)	sft	
54	10mm Tempered Single Swing Glass Door	Nos	
55	VVP Glass Door Closer	Nos	
56	Glass Door Handle SS ( 01 Pair)	Nos	
57	Glass Door Lock	Nos	
58	10mm Non Tempered Glass Partition with 1/2" Alluminium Section	sft	
59	5mm/6mm Glass Partition (without Frame)	sft	
60	5mm/6mm Glass Partition (including Aluminium Frame)	sft	
61	Frosted Paper	sft	
62	10mm Glass Partition Dismantling & Re-installation	sft	
63	Sliding Glass Partition Repair	sft	
64	<b>OPERATION MAMAGER TABLE</b> : Supply, fitting & fixing of Operation manager table (size : 4'-6" x 2'-6"x2'-6") with MS lage powder coated finish, table top made of 1" thick melamine board	Nos	
65	<b>Plaster Work Minimum 1/2"</b> thick plaster with cement mortar ( 1:4) on walls both inter & outer surfaces. R.C.C surfaces before rough chipping of surfaces, finishing corners and edges and curing at least for 10 days etc. all complete as per directionand full satisfaction of the Architect / Engineers in Charge.	Sft	
66	<b>HOMOGENEOUS MIRROR POLISHED TILES ON FLOOR ( Service Counter and Relationship Manager)</b> Fitting & Fixing of 24"X24" Mirror Polish tiles (DOUBLE GLAZED) laid on floor in p lain/any border/whatever with average 18 mm thick	sft	



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	cement mortar ( 1:2 ) including cutting and grinding the tiles, setting in position keeping horizontal & vertical alignment with care		
67	Moble Drawer with wheel system as per Bank Standard	Nos	
68	Round Lock as per Bank Standard	Nos	
69	Chair Wheel Replace	Pcs	

S.I	Items		
a	Service cost (where applicable) (Inside and Near Dhaka)		
b	Service cost (where applicable) (Outside Dhaka)		
c	Transportation Cost (Outside Dhaka)		

