

Procurement Division

Date: September 28, 2026

Tender Notice for Countrywide Supply, Installation, and 5-Year Maintenance Services for Air Conditioning Systems

Paper Reference: The Daily Somokal & The New Age, Dated 28 September 2026

Sealed tenders are hereby invited by Prime Bank PLC. from reputed and eligible AC supplier companies for the Supply & Installation of 153 Nos. of Air Conditioners for its different branches and ATM booths of Prime Bank PLC., all over the country considering the following schedule.

Name of Project as per Tender Document	Pre-bid Meeting Schedule		Tender Document Price	Tender Earnest Money	Period of Sale		Date of Submission
	Date	Time			from	to	
Countrywide Supply, Installation, and 5-Year Maintenance Services for Air Conditioning Systems	05 Oct 2026	11.00 AM	5,000	2.5%	28 Sep 2026	12 Oct 2026	12 Oct 2026

Interested bidders may collect tender document for the said work on submission of a request letter addressing the undersigned as well as documentary evidence of the followings:

- Eligibility** : Interested bidders may collect the tender document for the said work upon submitting a request letter addressing the undersigned, along with documentary evidence of the following:
 - Experience:** Minimum 05 (Five) years of work experience in the supply and installation of AC systems for bank branches, head offices, or commercial spaces for local/multinational groups of companies. A copy of the oldest Trade License must be provided as proof.
 - Project Value:** Must have experience executing relevant works amounting to a minimum of **BDT 30 Lac** or above in a single work order within the last 2 (two) years. Proof of documents with work completion certificates must be submitted.
 - Statutory Documents:** Valid Trade License / Incorporation Certificate / Ownership Document, BIN, TIN Certificate, and Bank Solvency Certificate.
 - Technical Personnel:** The firm have to submit the following permanent/contractual technical personnel with a minimum of 02 years of relevant experience (Bachelor of Science / Diploma)—supporting documentation required:
 - Mechanical Engineer
 - Electrical Engineer
 - Disqualification Clauses:**
 - Vendors with a previous bad record with Prime Bank PLC. will be directly disqualified; their financial offers will not be accepted or opened.
 - Any fake document, data tampering, manipulation, unusual approach, or failure to submit the proposal within the stipulated timeframe will result in immediate disqualification.



2. Tender Instructions & Guidelines:

- **Tender Price & Collection:** Tender documents will be available at **Prime View, Plot-SE(F)7, Level-3, Bir Uttam Mir Shawkat Sharak, Gulshan, Dhaka-1212**. Interested bidders must bring a forwarding letter for each specific tender separately along with the tender document price of **BDT 5,000** (non-refundable) in the form of a Payment Order favoring **Prime Bank PLC.** issued by any scheduled bank, during office hours (10:00 AM to 5:00 PM) on working days as per the schedule.
- **Tender Sale Time:** No tender documents will be sold after the last date of sale mentioned above.
- **Pre-Bid Meeting:** A physical pre-bid meeting will be held at **11:00 AM on October 05, 2026, at Prime View, Level-6, Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan, Dhaka-1212**.
- **Earnest Money (EMD):** Earnest money equivalent to **2.5%** of the quoted amount in the form of a Payment Order / Bank Guarantee in favor of **Prime Bank PLC.** issued by any scheduled bank must be submitted with the technical proposal. Failure to do so will cause rejection of the tender.
- **Envelope System:** Tenders must be submitted using a **2-envelope system** (one "Technical Proposal" and one "Financial Proposal"), clearly labeled on top of each envelope. Both envelopes must be sealed together inside a master envelope indicating the name of work. All envelopes must state the full name, address, and telephone number of the participant company and contact person.
- **Soft Copy Provision:** The bank may require various documents in soft copy format, and the bidder must comply without delay.
- **Bank's Right:** The Bank reserves the right to accept, cancel, or reject any or all offers without assigning any reason. The Bank is not obliged to purchase the lowest offer or any offer at all, and reserves the right to conduct negotiations with one or more bidders and/or accept bids without negotiation.
- **Tender Drop Deadline:** Drop on or before **12 October 2026 by 3:00 PM at Prime View Dispatch (Semi-Basement), Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan-1, Dhaka-1212**.

3. Point of Contact:

For Tender Submission/ Tender information:

Md. Tariqul Islam , email tariqul20@primebank.com.bd, Cell **01712221013**.

For Technical information (BOQ):

Bidhan Chandra Sarker, email bidhan.sarker@primebank.com.bd : 01303083915.


28.09.26
Tanveer Ahamed
Head of Procurement