



**Prime Bank Limited**  
*a bank with a difference*

Facility Management Division

Prime/HO/FMD/RFQ/2019/ 948

July 22, 2019

Subject: - Request to submit financial offer for supplying office stationary items for Prime Bank.

Dear Concerned,


Prime Bank intends to select supplier for supplying office stationary items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad with sealed envelope. The envelope must be marked as "Quotation for office stationary items" as per specifications (attached Annexure), Terms & Conditions stated below:

1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The supplier must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying/delivering the items to different divisions/departments (anywhere in Dhaka & Chittagong City) at their own cost & responsibilities as per delivery order.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted price shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules time to time.
6	In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
7	The Bank shall not be bound or under any obligation to accept the lowest quotation.
8	Paper sample must be submitted along with the offer.
9	The intending Bidder must quote the rate by typing with computer. No handwriting allowed
10	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.
11	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 (Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on July 30, 2019 from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30 hours.

For details information, you may communicate with telephone # 9567265 (Ex: 137).

Regards,

  
Md. Manuzur Rahman  
Assistant Vice President

  
Md Mir Murad Ali  
Senior Assistant Vice President

Annexure (Office Stationary Items)			
Product SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
1	Acrosol 475 ml- ACI	PCS	
2	Air Freshner Fay Anti Tobacco -300 ml- Jakarta	PCS	
3	Air Freshner (Brand- Botnee, Flavor-Red Rose) - 300ml- china	PCS	
4	Air Freshner - Angelic -300 ml - ACI	PCS	
5	Auto Air Freshner - Draco (300 ml) Korea	PCS	
6	Auto Air Freshner - Gucci (300 ml) Korea	PCS	
7	Auto Air Freshner Fresh Club (230 ml) Korea	PCS	
8	Auto Air Freshner Machine with Remote Control (Medium) -Korea	PCS	
9	Auto Air Freshner Machine (Medium) -Korea	PCS	
10	Auto Air Freshner Machine (Medium) -China	PCS	
11	Anti-Cutter-SDI Brand (Medium size with 2 Extra Blade,0404)- Taiwan	PCS	
12	Anti Cutter Big size-SDI Brand- 0461 -Taiwan	PCS	
13	Ball Pen - Uniball Eye new brand -Japan	PCS	
14	Ball Pen Econo	PCS	
15	Ball pen Matador High School	PCS	
16	Ball Pen I-Teen- Matador	PCS	
17	Ball Pen Matador Orbit	PCS	
18	Basket Plastic - RFL	PCS	
19	Battery -Sunlight-AA 1.5 Volt	PCS	
20	Battery-Sunlight- Model: UM 1Rr-20- D 1.5V (Big)	PCS	
21	Battry (Pencil ) Mexcell Brand AAA -Japan	PCS	
22	Battery - AA size Sony Brand - 1.5V - China	PCS	
23	Belcha (Plastic-RFL)	PCS	
24	Blank CD-RW - Verbatim	PCS	
25	Blank CD - Verbatim	PCS	
26	Blank CD 4 GB - Verbatim	PCS	
27	Broom Flower/Fuler Jharu	PCS	
28	Broom Stick/Solar Jharu	PCS	
29	CD Marker-Huajie- China	PCS	
30	Clip-Box (Gems) Deli Brand-0988-China	Box	
31	Cabinet File (paper made) - Local	PCS	
32	Calculator-Casio (Model-DX-120ST-12 digits) Desktop Type-Philippines	PCS	
33	Calculator MEGA (Model-CD-120, 12 digits) -China	PCS	
34	Calculator-Kangaro Plus (Model-CT-8866-12 digits) - China	PCS	
35	Cosmic leather & Tire Wax -520ml- Korea	PCS	
36	Car Scent - Grandy-110ml- China	PCS	
37	Car Scent - Popy- 110ml- China	PCS	
38	Car Wash Shampoo Alex brand 500 ml - Local	PCS	
39	Carbon Paper Silver - India	Box	
40	Cello Fine Grip Ball Pen-India	PCS	
41	Document File Tray/In-Out Tray – Deli Brand – China	PCS	
42	Document File Tray/In-Out Tray – RFL	PCS	
43	Dettol Big Size (Liquid - 750 ml)	PCS	
44	Dettol Soap (Big)-125 g	PCS	
45	Duster Cloth Local (12.5 x 22.5)	PCS	
46	Duster Cloth Special Size Local (22.5 x14.5)	PCS	
47	Duster for White Board Deli Brand	PCS	
48	DVD 8.5 GB Verbetim	PCS	
49	Eraser - Silvi Brand - China	PCS	
50	Eraser Staedtler- Germany	PCS	
51	Finger wet device (Money Sponge) -E9109 - Deli Brand	PCS	
52	File - Box Type (Paper) - Local - Dinar Brand	PCS	
53	File - Clip Board (Folding Type) - Hua-Jie Brand - China	PCS	
54	File - File Divider - Hua-Jie-China	PCS	
55	File - Index File - 3inc - Hua-Jie Brand - China	PCS	
56	File - Magazine File - Paper - Insaf Brand - Local	PCS	
57	File - Magazine File - Plastic - RFL	PCS	
58	File - My Clear Bag File with Button - F/C size - Hua-Jie/Deli Brand	PCS	
59	File - Report Cover - Flier - A4 size - Hua-Jie/Brand - China	PCS	
60	File - Report Cover - Flier - Legal size - Hua-Jie/ Brand- China	PCS	

**Annexure (Office Stationary Items)**

Product SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
62	File (Ring File) - 1inc F/C size - Data Bank - China	PCS	
63	File Index 2inc Hua-Jie/A4/Legal	PCS	
64	Floor Cleaner Lizol-500 ml	PCS	
65	Floor Cleaner Rock-900 ml	PCS	
66	Floor Hand Brush	PCS	
67	Folder File A4	PCS	
68	Folder File legal	PCS	
69	Gams Clip (Metal) - Squar - China	Box	
70	Gams Clip (Plastic Coated) – Colored – ABEL/Deli Brand	Box	
71	Gamacha- 45"	PCS	
72	Glue (Liquid Glue) - Kippy Brand - 50 cc	PCS	
73	Glue Stick - Fevistik - 15gm	PCS	
74	Hard Clip/Binder Clip 25 mm_ Hua-Jie Brand – China	Dozen	
75	Hard Clip/Binder Clip 25 mm_ Shihmark Brand – China	Dozen	
76	Hard Clip/Binder Clip 32 mm_ Hua-Jie Brand – China	Dozen	
77	Hard Clip/Binder Clip 32 mm_ Shihmark Brand – China	Dozen	
78	Hard Clips/Binder Clip 19 mm_ Hua-Jie Brand – China	Dozen	
79	Hard Clips/Binder Clip 19 mm_ Shihmark Brand – China	Dozen	
80	Hard Clips/Binder Clip 41 mm_ Hua-Jie Brand – China	Dozen	
81	Hard Clips/Binder Clip 41 mm_ Shihmark Brand – China	Dozen	
82	Hard Clips/Binder Clip 51 mm_ Hua-Jie Brand – China	Dozen	
83	Hard Clips/Binder Clip 51 mm_ Shihmark Brand – China	Dozen	
84	Harpic 750 ml	PCS	
85	Highlighter Pen - All Color - Faber castell- Austria	PCS	
86	Highlighter Pen - All Color - Red Leaf	PCS	
87	Hand Towel Tissue - Basundhara	Box	
88	Jute (loose)- Best Quality	PCS	
89	Jute with Stand- Best Quality	PCS	
90	Lead Pencil - 0.5mm - Staedtler Brand - Germany	PCS	
91	Lead Pencil Refill - 0.5mm - Staedtler Brand - Germany	PCS	
92	Liquid Hand Wash (Pot) Lifebuoy-200 ml	PCS	
93	Liquid Hand Wash (refill) LifeBuoy-180 ml	PCS	
94	Lux Soap - Big size- 150 g	PCS	
95	Marker Pen White Board-737-Redleaf	PCS	
96	Marker Pen Permanent-Redleaf-707	PCS	
97	Montex Hi-Speed Gel pen	PCS	
98	Matador AQUA Gel Pen	PCS	
99	Moff with still stand - Best Quality	PCS	
100	Mr Brasso Glass Cleaner - Refill	PCS	
101	Mr Brasso Glass Cleaner with Machine-350 ml	PCS	
102	Mug (Water) Plastic-RFL-2L	PCS	
103	Napkin Tissue (13" x 13" 1 ply-Bashundhara) -100 Pcs	PCS	
104	Nepthalin (medium PKT)	PKT	
105	Odonil/Wizard-50 g - India	PCS	
106	Pilot Hi-tecpoint V5 Grip- Japan	PCS	
107	Pilot Hi-tecpoint V7 Grip- Japan	PCS	
108	Pilot Hi-tecpoint V10 Grip- Japan	PCS	
109	Pen Holder - Deli Brand-908 -China	PCS	
110	Pencil - HB/2B - Faber Castell- Indonesia	PCS	
111	Phenile- 1 ltr (Active)	PCS	
112	Pin Remover (Big) SR-500 - Kangaro Brand - India	PCS	
113	Pin Remover - SR-45 - Kangaro Brand - India	PCS	
114	Post-it Note(Tag Note) Medium - Suremark Brand – Germany	PCS	
115	Post-it Note(Tag Note) Small - Suremark Brand – Germany	PCS	
116	Post-it Notes (Tag Note) - Big - Suremark Brand – Germany	PCS	
117	Post-It-Note Four Color-Medium - Pronuty Brand – India	PCS	
118	Punch Machine - 2 Hole - Kangaro DP - 280 (Regular Size) - China	PCS	
119	Punch Machine 2 Hole KB – DP-900 – India	PCS	
120	Punch Machine 2 Hole KB DP 600 - India	PCS	
121	Punch Machine 2 Hole KB DP 800 - India	PCS	
122	Punch Machine 2 Hole KW Trio 9330- Taiwan	PCS	
123	Pocket File Sheet (FC-Size,40 Pockets/80 Sheets)-Huajie-China	PCS	

Annexure (Office Stationary Items)			
Product SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
123	Pocket File Sheet (FC-Size,40 Pockets/80 Sheets)-Huajie-China	PCS	
124	Polythene (30 KG Basket Size)	KG	
125	Register Book (Blue Ledger Paper) - No.16- Local (200 Pages)	PCS	
126	Register Book Roll Paper No 16-20 Local	PCS	
127	Rubber Band (Best Quality) - 1kg. Pack - Thailand	KG	
128	Savlon (1 Litre) - Big	PCS	
129	Scale (Steel) - 12 inc (China)	PCS	
130	Scissors (Big) - 8.5inc size - Deli Brand - China	PCS	
131	Scissors (medium) - 6.25 inc size - Deli Brand - China	PCS	
132	Scotch Tape (Magic Tape) -Original, 3M Brand - USA	PCS	
133	Scotch Tape (Packing Tape) - 2inc 100m size -Scotia Brand - China	PCS	
134	Scotch Tape (Transparent) - Small Size - China	PCS	
135	Scotch Tape Holder Big Size - China	PCS	
136	Scotch Tape Raxine Tape 2.5 inch - Hunter Brand China	PCS	
137	Sharpener (small) - Tiko Brand - China	PCS	
138	Shoe lace or File binder lace- Best Quality	PCS	
139	Slip Paper (Color) - 500 sheets - Local	PCS	
140	Slip Paper Holder - Local	PCS	
141	Stamp Pad - Art Line Brand - Big size - China	PCS	
142	Stamp pad ink (red/blue) Shiny Brand-28ml-Taiwan	PCS	
143	Stapler Machine -Kangaro-Heavy Duty-23S24 (240 pages capacity)-India	PCS	
144	Stapler Machine (Medium Duty) - Kangaro Brand - HP-45N - India	PCS	
145	Stapler Machine Kangaro Brand Medium HD 45 n (Regular Use)	PCS	
146	Stapler Pin (Heavy Duty) - 23/10 size - Kangaro Brand - India	Box	
147	Stapler Pin (Heavy Duty) - 23/10 size - Washin Brand - Korea	Box	
148	Stapler Pin (Heavy Duty) - 23/15 size - Kangaro Brand - India	Box	
149	Stapler Pin (Heavy Duty) - 23/15 size - Washin Brand - Korea	Box	
150	Stapler Pin (Heavy Duty) - 23/24 size - Kangaro Brand - India	Box	
151	Stapler Pin (Heavy Duty) - 23/24 size - Washin Brand - Korea	Box	
152	Stapler Pin (Heavy Duty) - 23/8 size - Kangaro Brand - India	Box	
153	Stapler Pin Deli Brand 24/6 - China	Box	
154	Stapler Pin Kangaro 24/6-India	Box	
155	Sticker Paper A4 Size (100 pages)	PCS	
156	Super Glue - 5gm -Alteco Brand	PCS	
157	Tape Dispenser (Medium) – Deli - China	PCS	
158	Tape Dispenser (Medium) – SDI Brand - China	PCS	
159	Thread Ball (Big) (per kg. 17 nos.) - Best Quality	PCS	
160	Toilet Brush (round shap)- RFL	PCS	
161	Toilet Tissue Paper-Bashundhara (White- Special)	PCS	
162	Towel (Size- 15'' x 30'' Brand-Yellow Bird, Thailand)	PCS	
163	Trix liquid pot - Cleaner-500 ml	PCS	
164	VIM powder- Poly pack 500 gm	PCS	
165	VIM Bar Soap Big- 325gm	PCS	
166	VIM Liquid Pot 500 gm	PCS	
167	Visiting Card Holder- 250 Capacity- Deli Brand	PCS	
168	Visiting Card Holder-500 capacity- Deli Brand	PCS	
169	Vixol- floor cleaner- 450 ml	PCS	
170	Waste Paper Box with cover & paddle opener (RFL-Plastic)	PCS	
171	Water Bucket RFL-25 Litre	PCS	