

Brand and Communications Division

Prime/HO/BnC/2020//RFQ/October, 04

Sub: Request for Quotation (RFQ) for submission the rate for installation, repairing of Bank's Signboard and Graphic Branding of Branches & ATM Booth(s) throughout the Country.

Dear all,

Please refer to the captioned subject, we would to inform you that, Prime Bank Limited intends to select a panel of vendors for a period of 12 (Twelve) months for Supply, Fitting & Fixing of new Signboard (s), Repairing of old Signboard and Graphics Branding of Branches and ATM Booth(s) throughout the Country. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelop must be marked as "Submission the rate for installation & repairing of Bank's Signboard and Graphics Branding".

Terms & Conditions:

1	Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required for a period of maximum 12 months. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2	The quoted rates shall include all taxes, VAT & others. No additional cost will be paid by the bank for transportation. Bank will deduct VAT & AIT as per government rules.
3	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
4	Vendor must have minimum three (03) years experience.
5	In case of supply inferior quality goods, any changes request by Prime Bank must be entertained immediately
6	The Bank shall not be bound or under any obligation to accept the lowest quotation.
7	The supplier shall deliver the Signboard and Graphics Branding to the Bank's selected location (anywhere in the country).
8	Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
9	The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service.

The proposal must be submitted in the tender box (Sarkar Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on **October 13, 2020 from 10.30am to 3.00pm** and the tender will be opened on the same day at 3.30pm.

For more details information, you may call Mr. Jamil Ahmed (Cell# 01755645481)

For this purpose you are requested to submit financial offer as per following format/ specifications:

SL No	Description of Work	Unit	Rate	
			Inside Greater Dhaka	Outside Greater Dhaka
Installation of New Sign Board				
01	New Backlit Sign Board, one side display (Reverse print pena flex, LED Tube Light-Energypack20watt, Cable- BRB)	Sft		
02	New Backlit Sign Board, both side display (Reverse print pena flex, LED Tube Light-Energy pack 20watt, Cable- BRB).	Sft		
03	Pylon Sign Board (ACP, SS Pipe, Box Pipe, Acrylic Letter, LED Light & Base construction)	Sft		
04	Logo cut : Die cut acrylic Bell Signboard (SS sheet, SS Pipe, Acrylic, Round Tube Light, BRB Cable, Vinyl Sticker)	Pc		
Repairing of Old Sign Board				
05	Changing of Pena flex only	Sft		
06	Changing of Galvanized sheet only	Sft		
07	Changing of Aluminum Profile Box only	Sft		
08	Surface Cleaning of Signboard	Sft		
09	Base for Sign Board	Unit		
10	LED Tube Light-Energy pack 20watt	Pc		
	Changing of Cable (BRB) 3/22	Goj		
	Changing of Cable (BRB) 23/76	Goj		

Others Branding				
11	Inkjet Graphics with Pasting	Sft		
12	Graphics Branding with 8mm PVC Board	Sft		
13	Graphics Branding with 5 mm PVC Board	Sft		
14	Graphics Branding with 3 mm PVC Board	Sft		
15	Graphics Branding with 10mm Cristal Clear glass	Sft		
16	One way Vision Print & Pasting (Self Adhesive, Digital Solvent Print)	Sft		
17	Clear Media print with pasting(Digital solvent print)	Sft		
18	Frosted Media print & pasting (Self adhesive, digital solvent print)	Sft		
19	Frosted Media print & Pasting (self adhesive, No print)	Sft		
20	Vinyl Print & Pasting (Self Adhesive Vinyl, 140 GSM, Digital Solvent Print with Matt / Glossy Lamination	Sft		
21	Vinyl Print & Pasting (Self Adhesive Vinyl, 140GSM, Digital Inkjet Print with Matt/Glossy Lamination	Sft		
22	Acrylic letter fitting with 10 mm glass	Sft		
23	Acrylic letter (10mm) fitting without glass	Sft		
24	Acrylic lettering with hair line Formica for logo (8mm clear acrylic with cutting & fitting)	Sft		
25	Cash Counter Back wall Logo acrylic sign (10mm Acrylic Cutting,, fitting & necessary work)	Sft		
26	Acrylic leaflet holder (size: H 9'' x W 6'') 3mm clear acrylic, pocket type	Sft		
27	Back Lit Reverse Print (PVC Flex Back lit, Thickness; 580 GSM, Digital solvent print)	Sft		

28	ACP work (4mm ACP sheet with cutting & fixing)	Sft		
29	LED strip for bell sign (12 W LED Modules)	Pc		
30	LED power supply for bell sign (12 W-5A LED power supply)	Pc		
31	Supply & Installation of Teller signage(Material to be used 2'' dia & ½'' dia S.S pipe, SS plate, 10mm Pakistani acrylic sheet, digital inkjet print with cut vinyl, film tube light)	Pc		
32	Digital Teller Number (LED Digital Number, Black acrylic box, size: 4''x 5'', production and installation at site)	Pc		
33	Crystal Clear Glass (8mm)	Sft		
34	Crystal Clear Glass (10mm)	Sft		
35	SS Knob (for poster),size: 3/4''	Pc		
36	SS Knob (for poster), size: 1/2''	Pc		
37	Supply & Installation of 3D signage(Material to be used 4mm any color ACP sheet, 1''x1'' M.S box bar framing, back side 3mm PVC board, tube light, ballast, starter, ware, 8mm clear Pakistani acrylic sheet, 3mm white Pakistani acrylic sheet, outline, measurement collection, carrying, fixing. 1 year service/replacement	Sft		
38	Spot/Venue racy (Per Branch/ATM)			

Other Terms & Conditions:

1. a. Payment will be made only after successful completion of works based on Challan, Work Completion Certificate by the respective vendor. Bill will be submitted to Brand and communications division with Challan.
 - b. Payment will be made within 30(Thirty) days from receiving date of bill of the Supplier. Bank will deduct VAT & AIT as per Govt. rules.
2. After going through the terms & conditions, if you are interested to participate in the bidding process:
 - a. Please return the duplicate copy of this letter with seal and signature of the authorized official of the company as proof of acceptance of the terms and conditions.

Thanking you.

Nazmul Karim Chowdhury
Executive Vice President &
Head of Brand & Communications