

Prime/HO/FMD/RFQ/2017/ 3632

July 09, 2017

Subject: Request for Submission price proposal of Office Stationery Items (writing, cleaning, editing, miscellaneous etc.) for Prime Bank.

Dear Concern,

Prime Bank intends to select supplier for Office Stationery Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letter head pad with sealed envelope. The envelope must be marked as "quotation for Office Stationery Items (writing, cleaning, editing, miscellaneous etc.) Product particulars, unit type and specification of Office Stationery Items are attached herewith as Annexure-A.

Terms & Conditions:

1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the items to different divisions at their own cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned 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	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
9	The intending Bidder must quote the rate by typing with computer. No handwriting allowed.
10	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 25th July, 2017, from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30 hours.



Md. Abdul Aziz
Assistant Vice President



Md. Mir Murad Ali
Senior Assistant Vice President & Deputy

Annexure-A (RFQ FOR TABLE STATIONERY ITEMS)		Unit Type	Unit Price(BDT)
SL	PRODUCT_NAME		
1	25 Litre Water Bucket RFL	PCS	
2	Aerosol ACI 350 ml	PCS	
3	Aerosol ACI 475 ml	PCS	
4	Air Freshner Fay Anti Tobacco -300 ml	PCS	
5	Air Freshner (Brand- Botnee, Flavor-Red Rose)	PCS	
6	AI-Pin – Deli Brand – China	Box	
7	Anti Cutter Big size_SDI Brand_China	PCS	
8	Anti-Cutter - SDI Brand (Medium size with 2 Extra Blade) - China	PCS	
9	Anti-Cutter Blade - SDI Brand - No.1403 (small - 9mm) - Taiwan	PCS	
10	Auto Air Freshner - Draco (300 ml) Korea	PCS	
11	Auto Air Freshner - Gucci (300 ml) Korea (DMD & Above)	PCS	
12	Auto Air Freshner Fresh Club (230 ml) Korea	PCS	
13	Auto Air Freshner Machine	PCS	
14	Auto Air Freshner Polo Brand	PCS	
15	Air Freshner - Angelic -ACI-300 ml	PCS	
16	Bag File Five Chamber	PCS	
17	Ball Pen - Uniball Eye new brand	PCS	
18	Ball Pen Econo	PCS	
19	Matador High School	PCS	
20	Ball Pen Matador Orbit	PCS	
21	Ball pen pilot V10 New style	PCS	
22	Ball Pen Pilot V5 New Style	PCS	
23	Ball Pen Pilot V7 New Style	PCS	
24	Basket Plastic RFL - Local	PCS	
25	Battery Sanyo Brand 9V.	PCS	
26	Belcha (Plastic-RFL)	PCS	
27	Blank CD-RW - Verbatim	PCS	
28	Blank CD - Verbatim	PCS	
29	Blank CD 4 GB - Verbatim	PCS	
30	Board Pin (Plastic Coated-Color) - ABEL Brand - China	PCS	
31	Broom Flower/Fuler Jharu	PCS	
32	Broom Stick/Solar Jharu	PCS	
33	Cabinet File (paper made) - Local	PCS	
34	Calculator - Casio MJ-120 (12 digit) - 2 Way Power - China	PCS	
35	Calculator Casio ES 70	PCS	
36	Calculator Casio MS 991	PCS	
37	Calculator Tokyo (Model-939, 12 digit-China)	PCS	
38	Capish Board	PCS	
39	Car Scent - Grandy	PCS	
40	Car Scent - Popy	PCS	
41	Car Wash Shampoo Alex brand 500 ml - Local	PCS	
42	Carbon Paper Silver - India	Box	

