

Facility Management Division

Prime/HO/FMD/RFQ/2021/ 525

October 07, 2021

Subject: - Request for submission financial offer for supplying A4 & Legal size paper for Prime Bank.

Dear Concern,

Prime Bank intends to select supplier for supplying A4 & Legal Size Offset Paper (80gsm) 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 A4 & Legal size Paper" as per specifications, Terms & Conditions stated below:

Specifications:

Table-A

Sl	Name of the items	Brand Name	Specifications	Rate-Per Ream (BDT)
1	A4 size paper	Papertech	Offset paper A4(8.27" × 11.69"), 80gsm	
2	Legal size paper	Papertech	Offset paper Legal (8.5"× 14"),80gsm	
3	A4 size paper	Partex idea	Offset paper A4 (8.27"× 11.69"),80gsm	
4	Legal size paper	Partex idea	Offset paper Legal (8.5" × 14"),80gsm	
5	A4 size paper	Double A, Thailand (Original)	Offset paper A4(8.27" × 11.69"),80gsm	
6	Legal size paper	Double A ,Thailand (Original)	Offset paper Legal (8.5"× 14"),80gsm	

Note: Six (06) months consumption ± 7000 (approximately) ream paper

Terms & Conditions:

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

Contd.. P/02



Facility Management Division

10	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.
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 (FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212) on October 20, 2021** from 10.30 am to 2.30 pm and the tender will be opened on the same day at 3.00 pm.

For details information, you may communicate with Mr. Partha Sarathi Bairagi, Executive Officer, Cell No. 01730781194.

Regards,



Kazi Sohel Masud
FAVP, Procurement
01730028367



Syed Ibne Shariar
SAVP & Head of FMD