

Facility Management Division

Prime/HO/FMD/2021/Jatrabari/ 415

August 25, 2021

Sub: Request for submission of proposal for Soft renovation of Jatrabari Branch.

Dear Sir,

Please know that Prime Bank Limited intends to **Soft renovation of Jatrabari Branch**. For this purpose, we are inviting you to submit financial offer along with technical specification of your work in your letterhead pad using following format:

| Soft renovation of Jatrabari Branch | | | | | |
|--|--|-----------------|-------------|------------------|---------------|
| Sl. | Item | Quantity | Unit | Unit Cost | Amount |
| 1 | Dismantling, Rubish Removal & Cleaning | 1 | job | | |
| 2 | Tiles Cleaning & Pointing | 2,610 | sft | | |
| 3 | Mineral Board Ceiling | 2,610 | sft | | |
| 4 | Mineral Board Ceiling Shifting & Replacement | 3,190 | sft | | |
| 5 | PVC Ceiling | 900 | sft | | |
| 6 | PVC Board Pasting | 1,156 | Nos | | |
| 7 | Cabinet | 53 | sft | | |
| 8 | Executive Chair | 1 | Nos | | |
| 9 | Chair wash | 30 | Nos | | |
| 10 | Double seat sofa leather Cover replace | 3 | Nos | | |
| 11 | Single seat sofa leather Cover replace | 1 | Nos | | |
| 12 | Plastic Paint | 8,700 | sft | | |
| 13 | Enamel Paint | 700 | sft | | |
| 14 | Glass Door Closer | 1 | Nos | | |
| 15 | Washroom Mirror replace | 28 | sft | | |
| 16 | Frosted Paper | 135 | sft | | |
| 17 | Commode Polish | 4 | Nos | | |
| 18 | Basin Polish | 2 | Nos | | |
| 19 | Round LED Light replace | 25 | Pcs | | |
| 20 | Glass Frame Repair | 1 | job | | |
| 21 | Roller Blind | 560 | sft | | |
| Total= | | | | | |



Terms & Conditions:

1. **Eligibility and other conditions:**
 - A. Practical work experience of minimum 05 (Five) years.
 - B. Should have valid Registration, Ownership Document, VAT & TIN Certificate, up to date Trade License
 - C. Practical work experience to execute such type of work for minimum amount of Taka 20 Lac or above in a single work order.
2. **Payment:** Payment will be made within 30 (Thirty) days from receipt of bill from the supplier. Payment will be made as per the following terms and conditions:
 - A. 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent certification of concerned division/concerned users.
 - B. Remaining 10% of total price will be paid to the supplier after 06 (Six) months of satisfactory operation of the equipment.
 - C. Bank will deduct VAT & AIT as per govt. rules.
3. Please submit your proposal in your company's letterhead pad as per above mentioned format duly signed by your company's authorized representative in the **tender box kept at FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before 02.09.2021, by 02:30 p.m. and clearly marked "Soft renovation of Jatrabari Branch, Dhaka"** on the top of the envelope. No quotations shall be dropped before or after this time period.
4. PBL reserves the right to accept or reject any quotation without any explanation.

Thanking you.



Kazi Sohel Masud
FAVP, Facility Management Division



Md. Mahfuzur Rahman
AVP, Facility Management Division