

Facility Management Division



Prime/HO (FMD/RFQ/2022/

November 13, 2022

Subject: Request for Supplying of Office Chair (Wheel) & Visitor Chair (Fixed Chair)

Dear all,

Please be informed that Prime Bank Limited intends to fixing price for Supplying of Office Chair (Wheel) & Visitor Chair (Fixed Chair) for all Branch & offices. Unit rate may be fixed for next 06 months from the date of issuing work order. The selected vendor has to deliver the products to the Bank's selected location (inside/ Outside Dhaka) as and when required at the approved rate for next 06 years. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following Terms & Conditions:

SL	Name & Model	Photo	Specifications	Quantity	Unit Price
1.	Office Chair		SS chrome coated base. SS Hydraulic with adjustable Height 18-23 inch. 9.5 inches mechanism with 140 digress tilting system. Seat Material: Foam & fabric mesh. Body material: High quality Plastic Fiber & Fabric Mesh.	1	
2.	Visitor Chair		SS chrome coated base. Seating Height 18.5 inch. Seat Material: Foam & fabric mesh. Body material: High quality Plastic Fiber & Fabric Mesh.	1	

Terms & Conditions:

1. The supplier shall deliver the Chair at different Prime Bank location.
2. In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
3. Supplier will submit all necessary company legal documents.
4. Payment will be made within 30 (thirty) days only after successful completion of works based on Challan, Work Completion Certificate by the respective vendor. Bank will deduct VAT & AIT as per Govt. rules.
5. Warranty: Standard Warranty of 01 years will be applicable for Body and Backrest & 24 month for Wheel And Hydraulic. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
6. After going through the terms & conditions, if you are interested to participate in the bidding process. Please submit your proposal in your company's letterhead pad as per above mentioned format duly signed by your company's authorized representative. The tender box kept at FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before 20 November 2022, by 3:30 p.m. and clearly marked "Price Proposal for Office Chair (Wheel) & Visitor Chair (Fixed Chair)" on the top of the envelope. No quotations shall be dropped before or after this time period.
7. PBL reserves the right to accept or reject any quotation without any explanation.


Kazi Sohel Masud
 Asst. Vice President