

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 letterhead pad duly signed 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/Departments (located at Motijheel, Gulshan and Ctg. Hub area) 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 division/ department.
5	The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules.
6	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.
7	In case of supply inferior quality goods, any change request by Prime Bank must be entertained instantly.
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page. Alternative product offer will not be accepted.
10	The intending Bidder must quote the rate with computer typing. No handwriting is allowed.
11	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

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Prime Bank Limited
a bank with a difference

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Facility Management Division

The Proposal must be submitted in the tender box (Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on October 23, 2018 from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30 hours.

For details information, you may call # 9567265 (Ex: 133).

Regards,

Abdul Based
Officer

Md Mir Murad Ali
SAVP & Deputy