

Prime/HO/FMD/RFQ/2018/3922

October 24, 2018

Subject: Request for Submission Price Proposal of Office Stationery Items (writing & editing, cleaning, 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 & editing, cleaning, 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.
12	Those who have submitted quotations before (23.10.2018) they do not need to re-submit the quotation.

Contd...P/2





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Page # 02

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 30, 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

Annexure-A (Office Stationery Items)

SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
1	Aerosol 475 ml- ACI	PCS	
2	Air Freshner Fay Anti Tobacco -300 ml- Jakarta	PCS	
3	Air Freshner (Brand- Botnee, Flavor-Red Rose) - 300ml- china	PCS	
4	Air Freshner - Angelic -300 ml - ACI	PCS	
5	Auto Air Freshner - Draco (300 ml) Korea	PCS	
6	Auto Air Freshner - Gucci (300 ml) Korea	PCS	
7	Auto Air Freshner Fresh Club (230 ml) Korea	PCS	
8	Auto Air Freshner Machine with Remote Control (Medium) -Korea	PCS	
9	Auto Air Freshner Machine (Medium) -Korea	PCS	
10	Auto Air Freshner Machine (Medium) -China	PCS	
11	Anti-Cutter-SDI Brand (Medium size with 2 Extra Blade,0404)- Taiwan	PCS	
12	Anti Cutter Big size-SDI Brand- 0461 -Taiwan	PCS	
13	Ball Pen - Uniball Eye new brand -Japan	PCS	
14	Ball Pen Econo	PCS	
15	Ball pen Matador High School	PCS	
16	Ball Pen I-Teen- Matador	PCS	
17	Ball Pen Matador Orbit	PCS	
18	Basket Plastic - RFL	PCS	
19	Battery -Sunlight-AA 1.5 Volt	PCS	
20	Battery-Sunlight- Model: UM 1Rr-20- D 1.5V (Big)	PCS	
21	Battery (Pencil) Mexcell Brand AAA -Japan	PCS	
22	Battery - AA size Sony Brand - 1.5V - China	PCS	
23	Belcha (Plastic-RFL)	PCS	
24	Blank CD-RW - Verbatim	PCS	
25	Blank CD - Verbatim	PCS	
26	Blank CD 4 GB - Verbatim	PCS	
27	Broom Flower/Fuler Jharu	PCS	
28	Broom Stick/Solar Jharu	PCS	
29	CD Marker-Huajie- China	PCS	
30	Clip-Box (Gems) Deli Brand-0988-China	Box	
31	Cabinet File (paper made) - Local	PCS	
32	Calculator-Casio (Model-DX-120ST-12 digits) Desktop Type-Philippines	PCS	
33	Calculator MEGA (Model-CD-120, 12 digits) -China	PCS	
34	Calculator-Kangaro Plus (Model-CT-8866-12 digits) - China	PCS	
35	Cosmic leather & Tire Wax -520ml- Korea	PCS	
36	Car Scent - Grandy-110ml- China	PCS	
37	Car Scent - Popy- 110ml- China	PCS	
38	Car Wash Shampoo Alex brand 500 ml - Local	PCS	
39	Carbon Paper Silver - India	Box	
40	Cello Fine Grip Ball Pen-India	PCS	
41	Document File Tray/In-Out Tray - Deli Brand - China	PCS	
42	Document File Tray/In-Out Tray - RFL	PCS	
43	Dettol Big Size (Liquid - 750 ml)	PCS	
44	Dettol Soap (Big)-125 g	PCS	
45	Duster Cloth Local (12.5 x 22.5)	PCS	
46	Duster Cloth Special Size Local (22.5 x14.5)	PCS	
47	Duster for White Board Deli Brand	PCS	
48	DVD 8.5 GB Verbetim	PCS	
49	Eraser - Silvi Brand - China	PCS	
50	Eraser Staedtler- Germany	PCS	
51	Finger wet device (Money Sponge) -E9109 - Deli Brand	PCS	
52	File - Box Type (Paper) - Local - Dinar Brand	PCS	
53	File - Clip Board (Folding Type) - Hua-Jie Brand - China	PCS	
54	File - File Divider - Hua-Jie-China	PCS	
55	File - Index File - 3inc - Hua-Jie Brand - China	PCS	
56	File - Magazine File - Paper - Insaf Brand - Local	PCS	
57	File - Magazine File - Plastic - RFL	PCS	
58	File - My Clear Bag File with Button - F/C size - Hua-Jie/Deli Brand	PCS	
59	File - Report Cover - Flier - A4 size - Hua-Jie/Brand - China	PCS	
60	File - Report Cover - Flier - Legal size - Hua-Jie/ Brand- China	PCS	
61	File (Index File) - 2inc FC size - Hua-Jie Brand	PCS	
62	File (Ring File) - 1inc F/C size - Data Bank - China	PCS	
63	File Index 2inc Hua-Jie/A4/Legal	PCS	
64	Floor Cleaner Lizol-500 ml	PCS	
65	Floor Cleaner Rock-900 ml	PCS	
66	Floor Hand Brush	PCS	

