

Facility Management Division

Prime/HO/FMD/RFQ/ID Card/2021/265

June 2, 2021

Subject: Request for price proposal submission of supplying employee ID cards.

Dear Concerned,

Please be informed that Prime Bank Limited intends to purchase ID cards. Rate of the ID Cards may be fixed for next 02 years. The selected vendor has to deliver the products to the Bank's selected location (HR Division) as and when required at the approved rate for next 02 years. For this purpose, you are requested to submit financial offer along with technical specifications in your letterhead pad complying the following terms and condition:

BOQ:

Sl. No.	Description	Approx. Quantity	Rate (Tk.)	Total Tk.
1	ID Card Details: Branch Card, PVC ID Card Both Side Four Color Print, Size- Portrait-3.4", Landscapes-2.3" (High Quality-5000 DPR Print, Fargo Printer, Japan)	1300 pcs		
2	ID Card Details: Head Office Card, Proximity RF ID Card Both Side Four Color Print (13 Mhz, Size- Portrait-3.4", Landscapes-2.3" (High Quality-5000 DPR Print, Fargo Printer, Japan)	1100 pcs		
3	ID Card Soft Cover (as per sample)	2400 pcs		
4	Woven Neck Ribbon with Doghook Fitting (as per sample)	700 pcs		
5	Yo-Yo Hook with Steel Logo Print (as per sample)	2000 pcs		

Terms & Condition:

1. Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before 13.06.2021.
2. The supplier will supply the ID cards and other necessary accessories to HR Division within 4-5 working days after receiving the work order from the Purchaser. No additional cost will be paid by the bank for transportation and no additional fees shall be charged by the vendor for supplying any ID card(s) on urgent basis.
3. In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
4. Payment will be made within 30 (thirty) days only after successful completion of works based on Challan & Mushok, Work Completion Certificate by the respective vendor. Bank will deduct applicable VAT & AIT as per Govt. rules.
5. **Support Level:** The Supplier shall provide immediate response either by phone, e-mail, or by person to any of the Purchaser's queries related to support and service.
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 along with your company profile duly signed by your company's authorized representative

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In the tender box kept at FMD, on or before 14.06.2021, by 2:30 p.m. and clearly marked "Supplying ID cards" on the top of the envelope. No quotations shall be dropped after this time period.

Address:

Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212

RFQ Process Contact (for General Query only): Md. Nazmuddin Hassan – Cell: +8801674061946

7. PBL reserves the right to accept or reject any quotation without any explanation.

Thanking You,



Kazi Sohel Masud
First Asst. Vice President
01730028367



Syed Ibne Shariar
Sr. Asst. Vice President &
Head of FMD