

Brand and Communications Division

Prime/HO/BnC/2020//RFQ/October 08

Sub: Submission of rate for installation, repairing of AGENT BANKING Outlet's Signboard & Graphics Branding

Dear all,

Please refer to the captioned subject, we would to inform you that, Prime Bank Limited intends to select a panel of vendors for a period of 12 (Twelve) months for Supply, Fitting & Fixing of new Signboard (s), Repairing of old Signboard and Graphics Branding of Agent Branding Outlets (Category A ,Category B & Micro Merchant) throughout the Country. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelop must be marked as **"AGENT BANKING- Submitted the rate for installation & repair of agent outlet's signboard & graphics branding"**.

Terms & Conditions:

1	Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required for a period of maximum 12 months. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank.
2	The quoted rates shall include all taxes, VAT & others. No additional cost will be paid by the bank for transportation. Bank will deduct VAT & AIT as per government rules.
3	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
4	Vendor must have minimum three (03) years experience.
5	In case of supply inferior quality goods, any changes request by Prime Bank must be entertained immediately
6	The Bank shall not be bound or under any obligation to accept the lowest quotation.
7	The supplier shall deliver the Signboard and Graphics Branding to the Agent Banking Outlet's selected location (anywhere in the country).
8	Standard Warranty of 12 (Twelve) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
9	The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service.

The proposal must be submitted in the tender box (Sarkar Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on **October 15, 2020 from 10.30am to 3.00pm** and the tender will be opened on the same day at 3.30pm. **Pre Bid Meeting will be held on October 12, 2020 at 10.30 am in Zoom Meeting.** For Zoom Meeting link please contact with Mr. Jamil Ahmed (Cell # 01755645481)



For this purpose, you are requested to submit financial offer as per following format/ specifications:

CATEGORY-A

SL.	Descriptions of the Work	SFT/QTY	Inside Greater Dhaka	Outside Greater Dhaka
1	Main Signboard: Honeycomb or Reflective PVC, box pipe structure			
2	Vertical signage: Honeycomb or Reflective PVC, box pipe structure			
3	Inkjet Sticker Printing & Pasting on Glass (Door & Fixed glass)			
4	Cash Counter Backwall Logo (Dia Cut 8mm PVC Board, inkjet printing)			
5	Agent License Frame (8mm PVC Inkjet with knob)			
6	Graphics Branding: (8mm PVC board with knob) i) Wall Branding (depend on wall size) ii) Fake note identification poster iii) Compliance notice poster iv) SOC poster v) Customer awareness message vi) product posters 2nos vii) Service information poster. All posters size: 30'' x 40''			
7	New Backlit Signboard, one side display (reverse print Pena flex, LED Tube Light-Energy pack 20W, Cable-BRB)			
	Vertical signage: New Backlit signboard, both side display (reverse print Pena flex , LED Tube Light-Energy pack 20W, Cable BRB),			
8	Venue/Outlet Visit (for measurement & image taking purpose)	Per outlet		
9	Transportation (for installation/execution)	Per outlet		

CATEGORY-B

SL.	Descriptions of the Work	SFT/QTY	Inside Greater Dhaka	Outside Greater Dhaka
1	Honeycomb or Reflective PVC, box pipe structure, size will provide by Bank, Min Size: 6' x 3', Max size: 8' x 3'			
2	Pointer/Identifier (8mm PVC board with hanging clam, as per sample) Size: 1.5' x 2'			
3	Cash Counter Backwall Logo (Dia Cut 5mm PVC Board with Knob, inkjet print) size: 3' x 4'			
4	Wall Poster(like sticker, wall fixing with both side glue) quantity: 4pcs, size: 30'' x 40''			
5	Agent License Frame (5mm PVC board with both side glue) size: 8.25'' x 11.25''			
6	Transportation(for installation/execution)			



Other Branding Materials: Bulk quantity production/Micro Merchant

SL.	Descriptions of the Work	QTY	Delivery Point
1	Festoon, Size: 1.5' x 2'	200	Central Store, Dhaka
2	Roman Banner, Size: 5' x 1'	200	
3	Table Topper (5mm PVC board with base, sticker pasting with individual Agent QR Code)	50	
4	Sticker Print (Cash Counter & Service Counter), Size: 6'' x 10''	100+100	

Repairing of Old Sign board & others:

SL	Description of the Work	SFT	Inside Greater Dhaka	Outside Greater Dhaka
05	Changing of Pena flex only			
06	Changing of Galvanized sheet only			
07	Changing of Aluminum Profile Box only			
08	Surface Cleaning of Signboard			
10	LED Tube Light-Energy pack 20watt	Pc		
	Changing of Cable (BRB) 3/22	Goj		
	Changing of Cable (BRB) 23/76	Goj		
11	Transportation (for installation/execution)			

Other Terms & Conditions:

1. a. Payment will be made only after successful completion of works based on Challan, Work Completion Certificate by the respective vendor. Bill will be submitted to Brand and communications division with Challan.
 - b. Payment will be made within 30(Thirty) days from receiving date of bill of the Supplier. Bank will deduct VAT & AIT as per Govt. rules.
2. After going through the terms & conditions, if you are interested to participate in the bidding process:
 - a. Please return the duplicate copy of this letter with seal and signature of the authorized official of the company as proof of acceptance of the terms and conditions.

Thanking you.



Nazmul Karim Chowdhury
Executive Vice President &
Head of Brand & Communications