

Tender Notice for Printing Wall Calendar, Desk Calendar and Diary-2022.

Ref: Tender Notice published in 02 (two) national dailies (The New Age and The Amader Somoy) dated 09.11.2021 on the above noted subject.

Sealed tenders are hereby invited by Prime Bank Limited from reputed and eligible Printing Firms for Printing Calendar and Diary-2022 as per following Schedule:

Sl.	Name of Project as per Tender Document	Period of sale		Last Date of Submission & Opening
		From	To	
1.	Printing of: 1. Wall Calendar 2. Desk Calendar 3. Diary-2022	09.11.2021	18.11.2021	18.11.2021 Submission: 03:00 pm Opening : 03:30 pm

Eligibility and other conditions:

1. The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:
 - a. At least 05 (five) years relevant experience in this line of business and should be a company having national presence engaged in printing/supplying with efficient technical team for execution of work within the stipulated time.
 - b. Have executed work order of minimum Tk.30 (thirty) Lac in a single transaction with any financial institution/reputed institution of the country.
 - c. Must have updated/valid VAT and TIN Certificate.
 - d. Following papers/documents must be enclosed with the tender:
 - i. Valid Trade License
 - ii. Bank solvency certificate
 - iii. Press Declaration Document
 - iv. Client list and contact person with performance (maximum 03) certificate (If available)
 - v. Experience certificate of similar job-at least three company (If available)
 - vi. Photocopy of Original Money Receipt provided by Prime Bank to the bidder for purchase of the tender document.
2. Tender Schedule will be available from the Office of the undersigned on payment of **Tk.2,000.00** (Taka Two Thousand) only for each schedule (**for each item you have to purchase separate schedule**) in the form of Payment Order (non-refundable) favoring Prime Bank Limited issued by any Scheduled Bank during office hours (**10:00 am to 4.00 pm**) on any working day as per mentioned schedule.
3. No tender schedule will be sold after last date of sale as mentioned above.
4. **A pre-bid meeting will be held on November 16, 2021 at 11.00 am at FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 and only one representative of each bidder may attend in the meeting, if desired.**
5. Earnest money (refundable to the unsuccessful bidder) equivalent to **2.5%** of the quoted amount in the form of Payment Order in favor of Prime Bank Limited, issued by any Schedule Bank shall have to be submitted along with the tender document, failing which shall cause rejection of the tender document.
6. Each tender must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date which is mentioned above. The tender will be opened at 3:30 pm on the same day.

7. Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 119-120 Adamjee Court Annex Building-2, (2nd floor), Motijheel C/A, Dhaka on or before November 18, 2021 by 02.00 p.m.
8. The tender shall have to be submitted with documents and dummy sample in the tender box kept at FMD, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before **November 18, 2021 by 03:00 p.m.** and clearly marked "printing of Calendar and Diary - 2022" on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date.
9. Submission of tender after the specified time shall not be acceptable under any circumstances.
10. The Authority reserves the right to accept, modify or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.
11. The Bank shall not be bound or under any obligation to accept the lowest quotation.
12. For any query please feel free to contact with Mr. Sahadev Mondal, Cell No. 01713 277697



AVP, Procurement

Facility Management Division,
Facilities Tower (6th Floor), Kha-199/2,
Maddhya Badda, Pragati Sarani, Dhaka-1212
Tel: +880 (2) 55055005-12 (Ext.-616)