

Ref: HO (FMD)/18770/2015

August 09, 2015

The Managing Director/Proprietor

Dhaka

**Sub: - Proposal for Quotation (RFQ) for Summer Liveries for Driver (Permanent and Casual) and Casual Staff of the Bank.**

Dear Sir,

We are pleased to invite sealed quotation from reputed supplier for the following items complying specifications and terms & conditions as mentioned below:

**Specifications:**

Sl	User	Item	Description of Item	Qty.	Rate		Unit Rate per unit	Total Taka
					Cloth	Stitching & logo		
a	b	c	d	e	f	g	h (f + g)	i (e X h)
1.	Driver	Summer Liveries	Shirt (Cloth, Stitching & logo)	462				
			Pant (Cloth & Stitching)	308				
2.	Casual Staff	Summer Liveries	Shirt (Cloth, Stitching & logo)	75				
			Pant (Cloth & Stitching)	50				
<b>Grand Total for Shirt &amp; Pant (Cloth, Stitching &amp; logo)</b>								

Figure in word : Total Taka -----only.

Sample of the item may be seen at Facility Management Division, Head office, Sarker Mansion (1<sup>st</sup> floor), 29 Rajuk Avenue during office hours on or before 13 August 2015.

**Payment:**

- i. Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- ii. Payment will be made through Supplier's Bank Account of any branch of Prime Bank Limited.
- iii. Payment will be made after deduction of VAT & AIT as per Government. Rules.

**Required Documents:**

Bidders should be submitted photocopy of following documents along with the RFQ:

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation
- c. Valid TIN Certificate
- d. VAT Registration Certificate
- e. Bank Solvency Certificate
- f. Experience Certificate/Work Order.
- g. Client list.

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**Prime Bank Limited**  
*a bank with a difference*

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The Quotation must be submitted at the tender box of our office on 18 August 2015 from 03:00 PM to 03.30 PM. No quotations shall be dropped before or after this time period. Offers will be opened at **03:30 PM** on the same date and same place in presence of the bidders who may like to attend.

The Bank reserves the **right** to **accept** or **reject** any or all the offers in **full** or **part** with or without assigning any reason whatsoever. Further, Bank shall not be under any **obligation** to **accept** the lowest quotation.

Regards,

**Md. Ariful Islam**  
Assistant Vice President

**Md. Shahidul Hoque**  
Senior Vice President