

Facility Management Division

HO/FMD/2015

January 11, 2015

Sub: Request for submission of Price/Office for supply of Table/Office Stationery items at Prime Bank Limited, Head Office, Dhaka

Dear Sir,

Please know that Prime Bank intends to purchase various office/table stationery from bonafide suppliers/Importers/sellers. With this end on view, Prime Bank is going to select a panel of suppliers for purchase of the following items for next 3 ~ 6 months:

SI	Items	Details	Remarks
01	Office & Table Stationery	Detailed list enclosed	Rate must be quoted as per brand, country of origin specified in the items' list

Terms & Conditions:

- Panel of suppliers:** Prime bank will maintain a panel of supplier in order to purchase Office/Table stationery items as and when required up to a specified time period not less than 3 months. The selected supplier(s) shall provide immediate response either by phone, e-mail & Fax or by person to any of the Purchaser's queries related to support and service.
- Frequency of Purchase:** Either formal purchase order or Prime Bank's standard requisition Form will be sent to selected supplier for supply of the items and the supplier will have to deliver the requisitioned items to various users at Bank's Head Office level. This may be done usually twice a week. However, in case of urgent need, suppliers must have the capacity to supply requisitioned items every day on demand.
- Delivery:** The vendor shall deliver the product to the respective Division/Branch of the Bank as requested at their own cost strictly maintaining quality of items as per brand, country of origin specified in the items' list.
- Price Validity:** The bidder should mention a specific validity date of the price which should not be less than 3 months.
- Change of inferior quality/defective good:** in case of the supply of inferior quality/defective goods, any change request by Prime Bank must be entertained instantly.
- The Bank shall not be bound or under any obligation to accept the lowest quotation.
- Quoted Price:** Quoted Price must be inclusive of VAT, IT, Transpiration/Carrying Charges etc.
- Payment:** a) payment will be made upon receipt of bill from the vendor, Delivery Challan as proof of delivery must be submitted along with bill.
b) Bank will deduct VAT & AIT at source as per govt. rules.
- Quotations have to be submitted as per our enclosed List of items (softcopy may be collected) duly company signed and sealed by an authorized persons in each page. The tender must be submitted/dropped on 19.01.2015 (Monday) from 10.30 am 3.00 pm at the Tender Box be kept at FMD. No quotations will be entertained before or after the mentioned time period. Quotations will be opened on the same day at 3.30 pm in presence of the bidders' representative who may remain present.
- Prime Bank Limited reserves the right to accept or reject any or all Offer(s) in full or part with or without assigning any reason whatsoever.

Thanking You.


Saif-ul-Alam Md. Al-Amin
Vice President

Sincerely yours,


Md. Shahidul Hoque
Senior Vice President

Encl: As stated above



Prime Bank Limited

Facility Management Division

Head Office, Dhaka

List of Table Stationery

Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
1	25 Litre Water Bucket RFL	PCS	-
2	Aerosol ACI 350 ml	PCS	-
3	Aerosol ACI 475 ml	PCS	-
4	Air Freshner Fay Anti Tobacco	PCS	-
5	Air Freshner Red Rose	PCS	-
6	AI-Pin – Deli Brand – China	Box	-
7	Anti Cutter Big size SDI Brand China	PCS	-
8	Anti-Cutter - SDI Brand (Medium size with 2 Extra Blade) - China	PCS	-
9	Anti-Cutter Blade - SDI Brand - No.1403 (small - 9mm) - Taiwan	PCS	-
10	Auto Air Freshner - Draco (300 ml) Korea	PCS	-
11	Auto Air Freshner Fresh Club (230 ml) Korea	PCS	-
12	Bag File Five Chamber	PCS	-
13	Ball Pen - Uniball Eye new brand	PCS	-
14	Ball Pen Econo/Matador	PCS	-
15	Ball pen pilot v10 New style	PCS	-
16	Ball Pen Pilot V5 New Style	PCS	-
17	Ball Pen Pilot V7 New Style	PCS	-
18	Bashundhara A4 Paper (80 gms) - 500 sheet each ream	Rim	-
19	Bashundhara Legal (80 gms) - 500 sheet each ream	Rim	-
20	Basket Plastic RFL - Local	PCS	-
21	Battery Sanyo brand 9v.	PCS	-
22	Belcha (Plastic)	PCS	-
23	Blank CD - Verbatim	PCS	-
24	Blank CD 4 GB - Verbatim	PCS	-
25	Board Pin (Plastic Coated-Color) - ABEL Brand - China	Box	-
26	Broom Flower/Fuler Jharu	PCS	-
27	Broom Stick/Solar Jharu	PCS	-
28	Cabinet File (paper made) - Local	PCS	-
29	Calculator - Casio MJ-120 (12 digit) - 2 Way Power - China	PCS	-
30	Calculator Casio ES 70	PCS	-
31	Calculator Casio MS 991	PCS	-
32	Calculator Tokyo 12 digit	PCS	-
33	Capish Board	PCS	-
34	Car Scent - Draco	PCS	-
35	Car Scent - Popy	PCS	-





Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
36	Car Wash Shampoo Alex brand - Local	PCS	-
37	Carbon Paper Silver - India	PCS	-
38	Color Paper - A5 size - Sinar Laser Brand - 80gsm (half of A4 size)	Rim	-
39	Computer Continuous Sheet Big (9.5x15)	Box	-
40	Computer Continuous Sheet Medium (9.5x11)	Box	-
41	Computer Continuous Sheet Small (11x5)	Box	-
42	Daily Fresh Air Freshner AC!	PCS	-
43	Desk Calender (Progati)	PCS	-
44	Dettol Big Size(Liquid - 1 liter)	PCS	-
45	Dettol Soap (Big)	PCS	-
46	Dump Pad (Money Sponge) - Deli Brand (Ball type)	PCS	-
47	Dust Box/Basket Plastic - Local	PCS	-
48	Duster Cloth Local (12.5 x 22.5)	PCS	-
49	Duster Cloth Special Size Local	PCS	-
50	Duster for White Board Deli Brand	PCS	-
51	DVD 8.5 GB Verbetim	PCS	-
52	Eraser - Silvi Brand - China	PCS	-
53	Feather Duster (Good Quality)	PCS	-
54	File - Box Type (Paper) - Local - Dinar brand	PCS	-
55	File - Clip Board (Folding Type) - ABEL Brand - China	PCS	-
56	File - Clip Board (Folding Type) - Hua-Jie Brand - China	PCS	-
57	File - Clip Board (Single Type) - ABEL Brand - China	PCS	-
58	File - Clip Board (Single Type) - Hua-Jie Brand - China	PCS	-
59	File - Court File - Lucky Brand - Local	PCS	-
60	File - Court File - Reza Brand - Local	PCS	-
61	File - File Divider/Pocket File - Plastic - 8 divisions - Hua-Jie-China	PCS	-
62	File - Index File - 3inc - Hua-Jie Brand - China - (A4)	PCS	-
63	File - Index File - 3inc - Hua-Jie Brand - China - FC (Legal)	PCS	-
64	File - Magazine File - Paper - Insaf Brand - Local	PCS	-
65	File - Magazine File - Paper - Lucky/Luck Brand - Local	PCS	-
66	File - Magazine File - Plastic - Insaf Brand - Local	PCS	-
67	File - Magazine File - Plastic - Lucky/Luck Brand - Local	PCS	-
68	File - My Clear Bag File with Button - F/C size - Hua-Jie/Deli Brand	PCS	-
69	File - My Clear Bag File with Button - F/C size - Hua-Jie/Deli Brand	PCS	-
70	File - Report Cover - Flier - A4 size - Hua-Jie/Brand - China	PCS	-
71	File - Report Cover - Flier - A4 size - Hua-Jie/Brand - China	PCS	-
72	File - Report Cover - Flier - Legal size - Hua-Jie/ Brand- China	PCS	-
73	File (Index File) - 2inc FC size - Hua-Jie Brand	PCS	-
74	File (Ring File) - 1inc F/C size - Data Bank - China	PCS	-
75	File Index 2inc Hua-Jie/A4/Legal	PCS	-
76	File Report Cover Legal - Hua-Jie - China	PCS	-





Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
77	File Tray/In-Out Tray – Hua-Jie Brand – China	PCS	-
78	Flip Chart (23inc x36inc) - 35 sheets - Local	PCS	-
79	Floor Cleaner Lizol	PCS	-
80	Floor Cleaner Rock	PCS	-
81	Floor Hand Brush	PCS	-
82	Fluid (Correction) Pen	PCS	-
83	Folder File A4	PCS	-
84	Folder File legal	PCS	-
85	Gel Pen - Montex Hy-Gel - All Color - India	PCS	-
86	Glue (Liquid Glue) - Kippy Brand - 50cc	PCS	-
87	Glue (Liquid Glue) - Rex Brand - 50cc	PCS	-
88	Glue Stick - UHU Brand - 21g	PCS	-
89	Hard Clip/Binder Clip 25 mm_Hua-Jie Brand – China	PCS	-
90	Hard Clip/Binder Clip 25 mm_Shihmark Brand – China	Box	-
91	Hard Clip/Binder Clip 32 mm_Hua-Jie Brand – China	PCS	-
92	Hard Clip/Binder Clip 32 mm_Shihmark Brand – China	Box	-
93	Hard Clips/Binder Clip 12mm_Hua-Jie Brand – China	PCS	-
94	Hard Clips/Binder Clip 12mm_Shihmark Brand – China	Box	-
95	Hard Clips/Binder Clip 15mm_Hua-Jie Brand – China	PCS	-
96	Hard Clips/Binder Clip 15mm_Shihmark Brand – China	Box	-
97	Hard Clips/Binder Clip 19 mm_Hua-Jie Brand – China	PCS	-
98	Hard Clips/Binder Clip 19 mm_Shihmark Brand – China	Box	-
99	Hard Clips/Binder Clip 41 mm_Hua-Jie Brand – China	PCS	-
100	Hard Clips/Binder Clip 41 mm_Shihmark Brand – China	Box	-
101	Hard Clips/Binder Clip 51 mm_Hua-Jie Brand – China	PCS	-
102	Hard Clips/Binder Clip 51 mm_Shihmark Brand – China	Box	-
103	Harpic 500 ml	PCS	-
104	Harpic 750 ml	PCS	-
105	Highlighter Pen - All Color - Faber castle	PCS	-
106	Highlighter Pen - All Color - Red Leaf	PCS	-
107	Highlighter Pen - STD Brand	PCS	-
108	James Clip (Metal)_Square_Hua-jie – China	Box	-
109	James Clip (Plastic Coated) – Colored – ABEL/Deli Brand	Box	-
110	Jel Pen Montex HY-Gel India	PCS	-
111	Jute (loose)	PCS	-
112	Jute with Stand	PCS	-
113	Knife	PCS	-
114	Lid Pencil - 0.5mm - Staedtler Brand - Germany	PCS	-
115	Lid Pencil Refill - 0.5mm - Staedtler Brand - Germany	PCS	-
116	Liquid Hand Wash (Pot) Lifebuoy	PCS	-
117	Liquid Hand Wash (refill) LifeBuoy	PCS	-





Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
118	Liquid Hand Wash Ultra Compact	PCS	-
119	Lux Soap - Big size	PCS	-
120	Magic chalk / Insect Killer	PCS	-
121	Majuni (Brush)	PCS	-
122	Map pin 100 Pcs Box - China	Box	-
123	Markar Pen 90 Unifine Brand	PCS	-
124	Marker Pen White Board-707	PCS	-
125	Marker Pen permanent-737	PCS	-
126	Marker Pen Permanent-Redleaf	PCS	-
127	Moff with still stand	PCS	-
128	Mr Brasso Glass Cleaner Refill (Pollypack only)	PCS	-
129	Mr Brasso Glass Cleaner with Machine	PCS	-
130	Mug (Water) Local	PCS	-
131	Napkin (Tissue)	PCS	-
132	Nepthalin	PCS	-
133	Note Book (Spiral Bound) - 7.25inc x9.75inc size -Suva Brand	PCS	-
134	Odonil/Wizard	PCS	-
135	Paper - A3 size	Rim	-
136	Paper - A4 size - 80gsm (500 sheets) - Local	Rim	-
137	Paper - A4 size - Double A Brand - 80gsm - Thailand (Original)	Rim	-
138	Paper - Legal Size - Double A brand Thailand (Original)	Rim	-
139	Paper One A4	Rim	-
140	Paper Tech A4	Rim	-
141	Paper Tech Legal	Rim	-
142	Pen Holder - Office-2000 Brand - China	PCS	-
143	Pencil - HB/2B - Faber Castel- Malaysia	PCS	-
144	Pencil Battery - AA size Sony Brand - 1.5V - China	PCS	-
145	Pencill Battry Mexcell Brand AAA	PCS	-
146	Phenile	PCS	-
147	Pin Remover - SR-45 - Kangaro Brand - India	PCS	-
148	Plastic Mug RFL	PCS	-
149	Post-it Note(Tag Note) Medium - Suremark Brand – Germany	PCS	-
150	Post-it Note(Tag Note) Small - Suremark Brand – Germany	PCS	-
151	Post-it Notes (Tag Note) - Big - Suremark Brand – Germany	PCS	-
152	Punch Machine - 2 Hole - Kangaro DP - 280 (Regular Size) - China	PCS	-
153	Punch Machine 2 Hole KB – DP-900 – India	PCS	-
154	Punch Machine 2 Hole KB DP 600 - India	PCS	-
155	Punch Machine 2 Hole KB DP 800 - India	PCS	-
156	Punch Machine 2 Hole KW Trio 9330	PCS	-
157	Register Book (Blue Ledger Paper) - No.16- Local (200 Pages)	PCS	-
158	Register Book Roll Paper No 16-20 Local	PCS	-

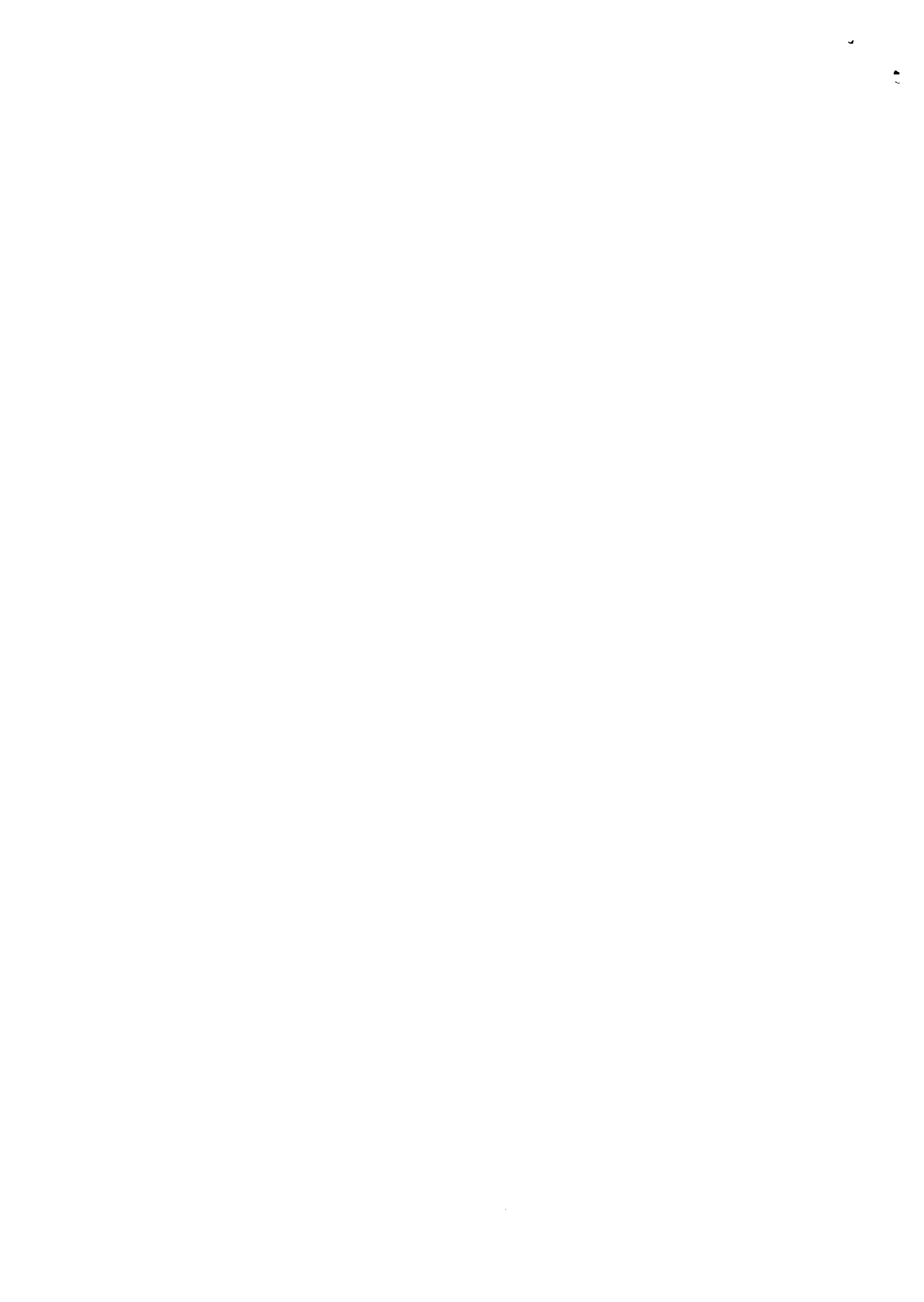


Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
159	Rubber Band (Best Quality) - 1kg. Pack - Malaysia/Thailand	PCS	-
160	Savlon (1 Litre) - Big	PCS	-
161	Scale (Steel) - 12 inc (China)	PCS	-
162	Scale (Steel) - 12 inc (China)	PCS	-
163	Scissors (Big) - 8.5inc size - Rex/Deli Brand - China	PCS	-
164	Scotch Tape (Magic Tape) - 3M Brand - USA Original	PCS	-
165	Scotch Tape (Masking Tape) - 2 inc. size - Mil-Spec/Hunter Brand - China	PCS	-
166	Scotch Tape (Packing Tape) - 2inc 9m size -Scotia Brand - China	PCS	-
167	Scotch Tape (Transparent) - Small Size - China	PCS	-
168	Scotch Tape Holder Big Size - China	PCS	-
169	Scotch Tape Masking 2 Inch Hunter Brand - China	PCS	-
170	Scotch Tape Raxic Tape 2.5 inch - China	PCS	-
171	Sharpener (small) - Tiko Brand - China	PCS	-
172	Shoe leis or File binder leiss	PCS	-
173	Slip Paper (Color) - 500 sheets - Local	PCS	-
174	Slip Paper Holder - Local	PCS	-
175	Soap Wheel	PCS	-
176	Stamp pad ink (red)	PCS	-
177	Stamp pad ink((blue)	PCS	-
178	Stapler Machine - Kangaro - Heavy Duty - 23S24 (240 pages capacity) - India	PCS	-
179	Stapler Machine (Medium Duty) - Kangaro Brand - DS-45N - India	PCS	-
180	Stapler Machine (small) - Deli Brand - China	PCS	-
181	Stapler Machine (small) - Kangaro Brand - India	PCS	-
182	Stapler Machine (small) - Rex Brand - China	PCS	-
183	Stapler Machine Kangaro Brand Medium HD 45 n (Regular Use)	PCS	-
184	Stapler Pin - Deli Brand - No.10 - China	Box	-
185	Stapler Pin (Heavy Duty) - 23/10 size - Kangaro Brand - India	Box	-
186	Stapler Pin (Heavy Duty) - 23/10 size - Washin Brand - Korea	Box	-
187	Stapler Pin (Heavy Duty) - 23/15 size - Kangaro Brand - India	Box	-
188	Stapler Pin (Heavy Duty) - 23/15 size - Washin Brand - Korea	Box	-
189	Stapler Pin (Heavy Duty) - 23/24 size - Kangaro Brand - India	Box	-
190	Stapler Pin (Heavy Duty) - 23/24 size - Washin Brand - Korea	Box	-
191	Stapler Pin (Heavy Duty) - 23/8 size - Kangaro Brand - India	Box	-
192	Stapler Pin (Heavy Duty) - 23/8 size - Washin Brand - Korea	Box	-
193	Stapler Pin Deli Brand 24/6 - China	Box	-
194	Sticker Paper A4 Size (100 pages)	PCS	-
195	Super Glue - Alteco Brand	PCS	-
196	Super Glue - Fevical Brand	PCS	-
197	Tape Dispenser (Medium) – Deli - China	PCS	-
198	Tape Dispenser (Medium) – SDI Brand - China	PCS	-
199	Telephone Index (Big) - Hearts Brand - Local	PCS	-





Name of Firm: _____

Date : _____

SL	PRODUCT_NAME	Unit Type	Unit Price
200	Thread Ball (Big) (per kg. 17 nos.) - Best Quality	PCS	-
201	Tissue Box (Facial) - Bashundhara (120 pcs. x 2 ply) - Local	PCS	-
202	Tissue Box Bashundhara 150 x 02 fly = 300 sheets	PCS	-
203	Tissue Box Facial (Fay brand) 2 ply x 140pcs = 280 sheets	PCS	-
204	Toilet Tissue - Basundhara Gold	PCS	-
205	Toilet Tissue Paper-Bashundhara Normal (White)	PCS	-
206	Toilet Tissue White Fay brand	PCS	-
207	Towel Yello bird medium	PCS	-
208	Towel medium	PCS	-
209	Towel special-Medium	PCS	-
210	Towel special-Big	PCS	-
211	Trix	PCS	-
212	Trixol	PCS	-
213	VIM - Poly pack	PCS	-
214	VIM 500 gm Pot	PCS	-
215	VIM Bar Soap Big	PCS	-
216	VIM Liquid	PCS	-
217	Visiting Card Holder-Deli/Hua jie Brand - 240/500 capacity - A4 Legal - China	PCS	-
218	Vixol	PCS	-
219	Wheel Powder (Pot)	PCS	-
220	Writing Pad (Offset Paper) - 50 sheets (A4 size) - Local	PCS	-

Seal

Signature of Vendor



