



HO (FMD)/Pot Plants 16454 /2016.

March 15,2016

To,

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Subject : Request for Quotation (RFQ) for Supplying & Maintaining of Pot Plant Services (rental basis) for Head Office.

Dear Sir,

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

Specifications:

Name of the item	Particulars	Rate (Per plant per Month)
Pot Plant	♀ Small	Tk.
	♀ Medium	Tk.....
	♀ Big	Tk.....

Terms & Condition:

- Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka during office hours on or before March 27, 2016.
- Service Provider should provide all kind of accessories in terms of beautify of Pot Plants.
- Service Provider should have changed their pot plants minimum twice in a month.
- The quotation will have to be valid for next 1(one) year from the date of submission.
- Payment:
 - Payment will be made on submission of invoice/bill by the supplier subject to successful supply & maintenance and subsequent certification by the concerned official of respective location/premises.
 - Payment will be made through Supplier's Bank Account of any branch of Prime Bank Limited.
 - Payment will be made after deduction of VAT & AIT as per Government rules.

6. Required Documents:

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

- Up-to-date /Valid Trade License.
- Certificate of Incorporation (if applicable).
- Valid TIN Certificate.
- VAT Registration Certificate.
- Bank Solvency Certificate.
- Experience Certificate/Work Order.
- Client list.

Note: Enlisted Bidders of Prime Bank Limited may not submit the above required documents.

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The quotation should be sent to the following address by March 27, 2016.

“Prime Bank Limited, Facility Management Division, Head Office, Sarker Mansion, 29 Rajuk Avenue (1st floor), Motijheel, Dhaka-1000”.

For any query please feel free to contact with Mr. Kazi Sohel Masud, Mobile # 01730-028367 and Kamrul Hossain Bhuiyan, Mobile # 01730-781176.

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

Regards,



Saif-Ul-Atam Md Al-Amin
Vice President & Head

