



# Prime Bank Limited

*a bank with a difference*

Facility Management Division

Prime/HO/FMD/RFQ/2018/ 544

February 25, 2018

Subject: Request for Submission Price Proposal of Office Stationery Items (writing, cleaning, editing, miscellaneous etc.) for Prime Bank.

Dear Concern,

Prime Bank intends to select supplier for Office Stationery Items for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letter head pad with sealed envelope. The envelope must be marked as "quotation for Office Stationery Items (writing, cleaning, editing, miscellaneous etc.) Product particulars, unit type and specification of Office Stationery Items are attached herewith as Annexure-A.

Terms & Conditions:

1	Product price will remain valid for six (06) months from the date of issuing first work order.
2	The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3	The vendor will be responsible for supplying the items to different divisions at their own cost & responsibilities as per brand, country of origin etc.
4	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
5	The quoted price shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules time to time.
6	Bidder must submit photocopy of following documents along with the RFQ: 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.
7	In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
10	The intending Bidder must quote the rate by typing with computer. No handwriting allowed.
11	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

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**Prime Bank Limited**  
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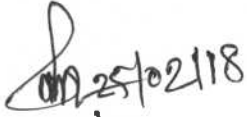
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The Proposal must be submitted in the tender box (Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on March 06, 2018 from 10.30 am to 3.00 pm and the tender will be opened on the same day at 3.30 hours.

For details information, you may communicate with telephone # 9567265 (Ex: 312).

Regards,



Abdul Based  
Officer



Md Mir Murad Ali  
SAVP & Deputy

## Annexure-A (Office Stationery Items)

SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
1	ACI Aerosol 475 ml	PCS	
2	Air Freshner Fay Anti Tobacco -300 ml	PCS	
3	Air Freshner (Brand- Botnee, Flavor-Red Rose) - 300ml	PCS	
4	Al-Pin - Deli Brand - China	Box	
5	Anti Cutter Big size_SDI _0461, Brand_China	PCS	
6	Anti-Cutter-SDI Brand (Medium size with 2 Extra Blade,0404)-China	PCS	
7	Anti-Cutter Blade - SDI Brand - No.1403 (small - 9mm) - Taiwan	PCS	
8	Auto Air Freshner - Draco (300 ml) Korea	PCS	
9	Auto Air Freshner - Gucci (300 ml) Korea	PCS	
10	Auto Air Freshner Fresh Club (230 ml) Korea	PCS	
11	Auto Air Freshner Machine -China/Korea	PCS	
12	Auto Air Freshner Polo Brand-300ml	PCS	
13	Air Freshner - Angelic -ACI-300 ml	PCS	
14	Ball Pen - Uniball Eye new brand	PCS	
15	Ball Pen Econo	PCS	
16	Ball pen Matador High School	PCS	
17	Ball Pen I-Teen- Matador	PCS	
18	Ball Pen Matador Orbit	PCS	
19	Basket Plastic RFL - Local	PCS	
20	Battery Sanyo Brand 9V.	PCS	
21	Belcha (Plastic-RFL)	PCS	
22	Blank CD-RW - Verbatim	PCS	
23	Blank CD - Verbatim	PCS	
24	Blank CD 4 GB - Verbatim	PCS	
25	Board Pin (Plastic Coated-Color) - ABEL Brand - China	PCS	
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 Tokyo (Model-939, 12 digit-China)	PCS	
31	Calculator MEGA (Model-CD-120, 12 digit-China)	PCS	
32	Chopping Board	PCS	
33	Car Scent - Grandy	PCS	
34	Car Scent - Popy	PCS	
35	Car Wash Shampoo Alex brand 500 ml - Local	PCS	
36	Carbon Paper Silver - India	Box	
37	Cello Fine Grip Ball Pen-India	PCS	
38	Dettol Big Size(Liquid - 750 ml)	PCS	
39	Dettol Soap (Big)-125 g	PCS	
40	Dump Pad (Money Sponge) - Deli Brand (Ball type)	PCS	
41	Dust Box/Basket Plastic - Local- RFL	PCS	
42	Duster Cloth Local (12.5 x 22.5)	PCS	
43	Duster Cloth Special Size Local (12.5 x 22.5)	PCS	
44	Duster for White Board Deli Brand	PCS	
45	DVD 8.5 GB Verbatim	PCS	
46	Eraser - Silvi Brand - China	PCS	
47	Eraser Staedtler-Germany	PCS	
48	Feather Duster (Good Quality)	PCS	
49	File - Box Type (Paper) - Local - Dinar Brand	PCS	
50	File - Clip Board (Folding Type) - Hua-Jie Brand - China	PCS	
51	File - File Divider/Pocket File - Plastic - 8 divisions - Hua-Jie-China	PCS	
52	File - Index File - 3inc - Hua-Jie Brand - China - (A4/)	PCS	
53	File - Index File - 3inc - Hua-Jie Brand - China - FC (Legal)	PCS	
54	File - Magazine File - Paper - Insaf Brand - Local	PCS	
55	File - Magazine File - Paper - Lucky /Luck Brand - Local	PCS	
56	File - Magazine File - Plastic - Insaf Brand - Local	PCS	
57	File - Magazine File - Plastic - Lucky/Luck Brand - Local	PCS	
58	File - My Clear Bag File with Button - F/C size - Hua-Jie/Deli Brand	PCS	
59	File - Report Cover - Flier - A4 size - Hua-Jie/Brand - China	PCS	
60	File - Report Cover - Flier - Legal size - Hua-Jie/ Brand- China	PCS	
61	File (Index File) - 2inc FC size - Hua-Jie Brand	PCS	
62	File (Ring File) - 1inc F/C size - Data Bank - China	PCS	
63	File Index 2inc Hua-Jie/A4/Legal	PCS	
64	File Tray/In-Out Tray - Hua-Jie Brand - China	PCS	
65	File Tray/In-Out Tray - RFL	PCS	
66	Floor Cleaner Lizol-975 ml	PCS	
67	Floor Cleaner Rock-900 ml	PCS	
68	Floor Hand Brush	PCS	
69	Fluid (Correction) Pen Uni Brand	PCS	
70	Folder File A4	PCS	
71	Folder File legal	PCS	
72	Gamcha- 45" (only for bank's vehicle use)	PCS	



SL	PRODUCT_NAME	Unit Type	Unit Price (BDT)
73	Glue (Liquid Glue) - Kippy Brand - 50 cc	PCS	
74	Glue (Liquid Glue) - Rex Brand - 50 cc	PCS	
75	Glue Stick - Fevistik - 22 g	PCS	
76	Hard Clip/Binder Clip 25 mm_Hua-Jie Brand - China	Dozen	
77	Hard Clip/Binder Clip 25 mm_Shihmark Brand - China	Dozen	
78	Hard Clip/Binder Clip 32 mm_Hua-Jie Brand - China	Dozen	
79	Hard Clip/Binder Clip 32 mm_Shihmark Brand - China	Dozen	
80	Hard Clips/Binder Clip 12mm_Hua-Jie Brand - China	Dozen	
81	Hard Clips/Binder Clip 12mm_Shihmark Brand - China	Dozen	
82	Hard Clips/Binder Clip 15mm_Hua-Jie Brand - China	Dozen	
83	Hard Clips/Binder Clip 15mm_Shihmark Brand - China	Dozen	
84	Hard Clips/Binder Clip 19 mm_Hua-Jie Brand - China	Dozen	
85	Hard Clips/Binder Clip 19 mm_Shihmark Brand - China	Dozen	
86	Hard Clips/Binder Clip 41 mm_Hua-Jie Brand - China	Dozen	
87	Hard Clips/Binder Clip 41 mm_Shihmark Brand - China	Dozen	
88	Hard Clips/Binder Clip 51 mm_Hua-Jie Brand - China	Dozen	
89	Hard Clips/Binder Clip 51 mm_Shihmark Brand - China	Dozen	
90	Harpic 750 ml	PCS	
91	Highlighter Pen - All Color - Faber castle-India	PCS	
92	Highlighter Pen - All Color - Red Leaf	PCS	
93	Highlighter Pen - STD Brand-Germany	PCS	
94	Hit -400ml, New Lime Fragrance-Mumbai	PCS	
95	Hand Towel Tissue - Basundhara	Box	
96	James Clip (Metal)_Square_Hua-jie - China	Box	
97	James Clip (Plastic Coated) - Colored - ABEL/Deli Brand	Box	
98	James Clip Holder	PCS	
99	Jute (loose)	PCS	
100	Jute with Stand	PCS	
101	Knife- 8" CHEF (Stainless Steel Blade-RFL)	PCS	
102	Knife-6" Boning (Stainless Steel Blade-RFL)	PCS	
103	Lead Pencil - 0.5mm - Staedtler Brand - Germany	PCS	
104	Lead Pencil Refill - 0.5mm - Staedtler Brand - Germany	PCS	
105	Liquid Hand Wash (Pot) Lifebuoy-200 ml	PCS	
106	Liquid Hand Wash (refill) LifeBuoy-180 ml	PCS	
107	Lux Soap - Big size- 150 g	PCS	
108	Mortin - 450ml, Reckitt, Benckiser	PCS	
109	Magic chalk / Insect Killer- 100 gm	PCS	
110	Majuni (Brush-Steel)	PCS	
111	Markar Pen 90 Unifine Brand	PCS	
112	Marker Pen White Board-737	PCS	
113	Marker Pen Permanent-Redleaf-707	PCS	
114	Montex Hi-Speed Gel pen	PCS	
115	Matador AQUA Gel Pen	PCS	
116	Moff with still stand	PCS	
117	Mr Brasso Glass Cleaner Refill (Polly pack only)	PCS	
118	Mr Brasso Glass Cleaner with Machine-350 ml	PCS	
119	Mug (Water) Plastic, Local-RFL-2L	PCS	
120	Napkin Tissue (13" x 13" 1 ply-Bashundhara) -100 Pcs	PCS	
121	Nepthalin ( medium-65 pcs PKT)	PKT	
122	Note Book (Spiral Bound) - 7.25inc x9.75inc size -Suva Brand	PCS	
123	Odonil/Wizard-50 g	PCS	
124	Pilot Hi-tecpoint V5 Grip- Japan	PCS	
125	Pilot Hi-tecpoint V7 Grip- Japan	PCS	
126	Pilot Hi-tecpoint V10 Grip- Japan	PCS	
127	Pen Holder - Office-2000 /Pen Holder - Daily Brand - India	PCS	
128	Pencil - HB/2B - Faber Castel- Malaysia	PCS	
129	Pencil Battery - AA size Sony Brand - 1.5V - China	PCS	
130	Pencill Battry Mexcell Brand AAA	PCS	
131	Phenile- 1 ltr (Active)	PCS	
132	Pin Remover - SR-45 - Kangaro Brand - India	PCS	
133	Post-it Note(Tag Note) Medium - Suremark Brand - Germany	PCS	
134	Post-it Note(Tag Note) Small - Suremark Brand - Germany	PCS	
135	Post-it Notes (Tag Note) - Big - Suremark Brand - Germany	PCS	
136	Post-It-Note Four Color-Medium - Pronuty Brand - India	PCS	
137	Punch Machine - 2 Hole - Kangaro DP - 280 (Regular Size) - China	PCS	
138	Punch Machine 2 Hole KB - DP-900 - India	PCS	
139	Punch Machine 2 Hole KB DP 600 - India	PCS	
140	Punch Machine 2 Hole KB DP 800 - India	PCS	
141	Punch Machine 2 Hole KW Trio 9330	PCS	
142	Pocket File Sheet (FC-Size,40 Pockets/80 Sheets)-Huajie-Chaina	PCS	
143	Register Book (Blue Ledger Paper) - No.16- Local (200 Pages)	PCS	
144	Register Book Roll Paper No 16-20 Local	PCS	
145	Rubber Band (Best Quality) - 1kg. Pack - Malaysia/Thailand	PCS	

