

Ref: HO (FMD)/ 2538/2017

May 03, 2017

The Managing Director/Proprietor

Dhaka

**Subject: - Request for Quotation (RFQ) for supplying Summer Liveries to Drivers (Permanent & Casual) and Casual Staffs of the Bank.**

Dear Sir,

We are pleased to invite sealed quotations from reputed suppliers for the following items complying with the 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 & Casual Staff	Summer Liveries	Shirt (Cloth, Stitching & logo)	534				
			Pant (Cloth & Stitching)	356				
<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 **May 15, 2017**.

**Payment:**

- Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- 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.

**Required Documents:**

Bidders must submit photocopy of following documents along with the RFQ:

- Up-to-date Valid Trade License.
- Certificate of Incorporation in case of Ltd. Co.
- Valid TIN Certificate
- VAT Registration Certificate
- Bank Solvency Certificate
- Experience Certificate/Work Order.
- Client list.

**Delivery of Items:** Delivery will be made at Head Office, 29 Rajuk Avenue, Motijheel C/A, Dhaka at your own cost and responsibilities.



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**Quotation submitting and opening date:**

The Quotation must be submitted at the tender box kept at Prime Bank Limited, Facility Management Division, Head Office, Sarker Mansion, 29 Rajuk Avenue, 1<sup>st</sup> floor, Motijheel C/A, Dhaka-1000 **from 10:00 am to 03.00 pm by May 16, 2017** and will be opened on the same day and same place in presence of the bidders or their representatives (if any).

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

For details information, you may communicate with telephone # 9567265 (Ex:298 & 340).

Regards,



**Md. Mahfuzur Rahman**  
Assistant Vice President



**Md. Mir Murad Ali**  
Sr. Assistant Vice President & Deputy