

**Facility Management Division**

Prime/HO/FMD/2015/ 28557

December 10, 2015

**Sub: Submission of rate for installation, repairing of Bank's Signboard and Graphic Branding.**

Dear Sir,

Please refer to the captioned subject, we would to inform you that, Prime Bank Limited intends to select a panel of vendors for Supply, Fitting & Fixing of new Signboard (s), Repairing of old Signboard and Graphics Branding of Branches and ATM Booth(s) throughout the Country. For this purpose you are requested to submit financial offer in your letterhead pad as per following format/ specifications:

SL No	Description of Work	Unit	Rate	
			Inside Greater Dhaka	Outside Greater Dhaka
<b>Installation of New Sign Board</b>				
01	New Backlit Sign Board, one side display (Reverse print pena flex, Light- Philips, Ballast- Racer, Starter- Cona, Cable- BRB)	Sft		
02	New Backlit Sign Board, both side display (Reverse print pena flex, Light- Philips, Ballast- Racer, Starter- Cona, Cable- BRB).	Sft		
03	Pylon Sign Board	Sft		
04	Round Bell Signboard	Sft		
<b>Repairing of Old Sign Board</b>				
05	Changing of Pena flex only	Sft		
06	Changing of Galvanized sheet only	Sft		
07	Changing of Aluminum Profile Box only	Sft		
08	Surface Cleaning of Signboard	Sft		
09	Base for Sign Board	no		
10	Changing of Tube light, Ballast, Starter, Cable	no		
<b>Graphics Branding</b>				
11	Inkjet Graphics with Pasting	Sft		
12	Graphics Branding with PVC Board	Sft		
13	Graphics Branding with Cristal Clear glass	Sft		
14	Graphics Branding without glass	Sft		
15	One way Vision Print & Pasting	Sft		
16	Clear Media print with pasting	Sft		



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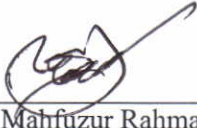
**Terms & Conditions:**

**Delivery and Installation:**

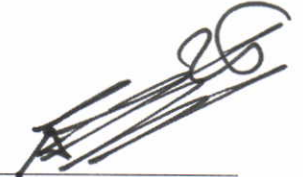
1. **a.** Prime Bank will maintain a panel of suppliers in order to supply, fitting & fixing of new signboard(s), repairing of old signboard(s) and graphics branding as and when required up to a specified time period not less than 06 months.
  - b.** The supplier shall deliver the Signboard and Graphics Branding to the Bank's selected location (anywhere in the country). No additional cost will be paid by the bank for transportation.
  - c.** In case of supply of inferior quality/defective goods; any change required by Prime Bank must be entertained.
- 2. 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.** Payment will be made within 30(Thirty) days from receiving date of bill of the Supplier. Bank will deduct VAT & AIT as per Govt. rules.
- 3. Warranty:** Standard Warranty of 06 (Six) months will be applicable. During this period, the vendor shall repair any kind of defects including replacement of any parts at their own cost.
- 4. Support Level:** The Supplier shall provide immediate response either by phone, e-mail, and fax or by person to any of the Purchaser's queries related to support and service.
- 5.** After going through the terms & conditions, if you are interested to participate in the bidding process:
- 1.1. Please submit your proposal in your company's letterhead pad as per format given in this page duly signed by your company's authorized representative and must be submitted at the tender box of our office on 21.12.2015 from 10:30 am to 3.00 pm. No quotations shall be dropped before or after this time period.
  - 1.2. Please return the duplicate copy of this letter with seal and signature of the authorized official of the company as proof of acceptance of the terms and conditions.

Thanking you.

Sincerely yours,



Md. Mahfuzur Rahman  
Assistant Vice President



Saif-Ul Alam Md Al-Amin  
Vice President

