



Prime Bank Limited
a bank with a difference

Facility Management Division

Prime/HO/FMD/2016/ /RFQ 22738

October 4, 2016

Sub: Request for Submission of price proposal for supplying of Table Stationery Items & Computer Consumables (Toners) for Prime Bank.

Dear Concern

Prime Bank intends to select supplier for Table Stationery Items & Computer Consumables (Toners) for upcoming six months. In this regard, you are invited to submit financial offer in your letterhead pad as sealed quotation marked as "Quotation for Table Stationery/ Computer Consumables (Toners). Annexure-A contains (RFQ for Table stationery items), Annexure-B (RFQ for Computer consumables/Toner :clause A original, clause B compatible)are attached herewith as ready reference. We are going to select a panel of suppliers for purchasing mentioned items.

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 officer of the concerned department.
5. The quoted price shall include all taxes, VAT & charges. Bank will deduct VAT & AIT as per government rules time to time.
6. In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
7. The Bank shall not be bound or under any obligation to accept the lowest quotation.
8. Quotations have to be submitted as per our enclosed list of items maintaining serial along with company seal and authorized signature in each page.
9. Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box (Sarker Mansion,29 Rajuk Avenue,1st floor, Motijheel C/A, Dhaka) on 25th October, 2016, from 10.30am to 3.00 pm.

Md. Abdul Aziz
Assistant Vice President

Saif Ul-Alam Md Al-Amin
Senior Vice President

Annexure-A (RFQ FOR TABLE STATIONERY ITEMS)		Unit Type	Unit Price(BDT)
SL	PRODUCT_NAME		
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	Auto Air Freshner Machine	PCS	
13	Auto Air Freshner Polo Brand	PCS	
14	Bag File Five Chamber	PCS	
15	Ball Pen - Uniball Eye new brand	PCS	
16	Ball Pen Econo/Matador	PCS	
17	Ball pen pilot v10 New style	PCS	
18	Ball Pen Pilot V5 New Style	PCS	
19	Ball Pen Pilot V7 New Style	PCS	
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	PCS	
26	Broom Flower/Fuier Jharu	PCS	
27	Broom Stick/Solar Jharu	PCS	
28	Cabinet File (paper made) - Local	PCS	
29	Calcuator - 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	
36	Car Wash Shampoo Alex brand - Local	PCS	
37	Carbon Paper Silver - India	Ream	
38	Color Paper - A5 size - Sinar Laser Brand - 80gsm (half of A4 size)	Box	
39	Computer Continuous Sheet Big (9.5x15)	Box	
40	Computer Continuous Sheet Medium (9.5x11)	Box	
41	Computer Continuous Sheet Small (11x5)	PCS	
42	Daily Fresh Air Freshner ACI	PCS	

