



Prime Bank Limited
a bank with a difference

Facility Management Division

PBL/HO/FMD/2015/ 20182 _____
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August 26, 2015

Sub: Request for submission of price proposal for supplying of Table stationery items and Computer consumables items (Toner) for Prime Bank Limited.

Dear Concern(s),

Please know that Prime Bank Limited intends to selection of supplier for supplying of Table stationery items and Computer consumables items (Toner) for upcoming 06 (Six) months. For this purpose, we are inviting you to submit financial offer in your letterhead pad as per attached format. The financial proposal must be submitted at the tender box of our office (Facility Management Division, Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka) on 30th August 2015 from 10.30 am to 3.00 pm. No proposals will be allowed to drop beyond this stipulated time. Annexure-A (RFQ for Table stationery items) and Annexure-B (RFQ for Computer consumables/Toner).

Terms & Conditions:

1. Product price shall remain valid for six (06) months from the date of issuing of first work order.
2. The bidders must maintain sufficient stock of each item to meet the Bank's need at any time.
3. The bidder shall submit price quotation in prescribed format as per Annexure (attached).
4. The vendor shall be responsible to supply the items instantly of our different divisions/department as mention in the purchase order.
5. The vendor will supply the stationery items/toner to the divisions/departments by their own cost.
6. The price shall include all Taxes & Vat. Bank will deduct VAT & AIT as per govt. rules.
7. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.

Thanking you.

Md. Shahidul Hoque
Senior Vice President

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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	Al-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	Bag File Five Chamber	PCS	
13	Ball Pen - Uniball Eye new brand	PCS	
14	Ball Pen Econo/Matador	PCS	
15	Ball pen pilot v10 New style	PCS	
16	Ball Pen Pilot V5 New Style	PCS	
17	Ball Pen Pilot V7 New Style	PCS	
18	Basket Plastic RFL - Local	PCS	
19	Battery Sanyo brand 9v.	PCS	
20	Belcha (Plastic)	PCS	
21	Blank CD - Verbatim	PCS	
22	Blank CD 4 GB - Verbatim	PCS	
23	Board Pin (Plastic Coated-Color) - ABEL Brand - China	Box	
24	Broom Flower/Fuler Jharu	PCS	
25	Broom Stick/Solar Jharu	PCS	
26	Cabinet File (paper made) - Local	PCS	
27	Calculator - Casio MJ-120 (12 digit) - 2 Way Power - China	PCS	
28	Calculator Casio ES 70	PCS	
29	Calculator Casio MS 991	PCS	
30	Calculator Tokyo 12 digit	PCS	
31	Capish Board	PCS	
32	Car Scent - Draco	PCS	
33	Car Scent - Popy	PCS	
34	Car Wash Shampoo Alex brand - Local	PCS	
35	Carbon Paper Silver - India	PCS	
36	Color Paper - A5 size - Sinar Laser Brand - 80gsm (half of A4 size)	Ream	
37	Computer Continuous Sheet Big (9.5x15)	Box	
38	Computer Continuous Sheet Medium (9.5x11)	Box	
39	Computer Continuous Sheet Small (11x5)	Box	
40	Daily Fresh Air Freshner ACI	PCS	
41	Desk Calender (Progati)	PCS	



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