

HO (FMD)/ 141 /2017

January 01, 2017

The Managing Director/Proprietor

Dhaka.

Subject:- Request for Quotation (RFQ) of Winter Liveries for Driver (Permanent & Casual) and Casual Staff of the Bank.

Dear Sir,

We are pleased to invite sealed quotations from reputed suppliers for the following items complying 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 (e + f)	h (d X g)
1.	Driver & Casual staff	Winter Liveries	Suit (Cloth, Stitching & logo)	179				
Grand Total for Suit (Cloth, Stitching & logo)								

Figure in word : Total Taka _____ only.

Sample of the item may be seen at Facility Management Division, Head office, Sarker Mansion (1st floor), 29 Rajuk Avenue during office hours on or before **12 January 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 should be submitted photocopy of following documents along with the RFQ:

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



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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, 1st floor, Motijheel, Dhaka-1000 from 10:00 am to 03:00 pm by 17 January 2017 and will be opened on the same day 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,



Kazi Sohel Masud
FAVP



Md Mir Murad Ali
SAVP & Deputy