

Facility Management Division

Prime/HO/FMD/RFQ/2025/38

January 12, 2025

Subject : Request for Quotation (RFQ) for processing of Mutilated/Soiled/Unsorted Notes for Prime Bank.

Dear Concern,

Prime Bank intends to select vendors for Processing of Mutilated/Soiled/Unsorted Notes and Exchange of Re-issue notes at Branches for upcoming six months. In this regard interested bidders are requested to submit financial offer in their letterhead pad duly signed with sealed envelope. The envelope must be marked as "Quotation for Mutilated/Soiled/Unsorted Notes".

Terms & Conditions:

1	Offer will remain valid for six (06) months from the date of issuing work order.
2	The vendor have to special trained workforces and secured infrastructure.
3	The vendor will need to maintain a bank account with PBL and all entries relating to this agreement (receiving notes from PBL branches and then delivering back to branches after processing) need to be done through this account. This particular account cannot be used for any other purpose by the vendor.
4	The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules.
5	Bidder must submit photocopy of following documents along with the RFQ: <ul style="list-style-type: none"> <li>a. Up-to-date Valid Trade License.</li> <li>b. Valid TIN Certificate.</li> <li>c. VAT Registration Certificate.</li> <li>d. Bank Solvency Certificate.</li> <li>e. Experience Certificate/Work Order.</li> <li>f. Client list.</li> </ul>
6	Quotations have to be submitted as per Rate of Charges mentioned in table – A along with company seal and authorized signature in each page. Alternative product offer will not be accepted.
7	The intending Bidder must quote the rate with computer typing. No handwriting is allowed.
8	The Bank shall not be bound or under any obligation to accept the lowest quotation.
9	Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

**Rate of Charges:**

Mutilated/soiled notes sorting and repairing/pasting (commission on %) as per BB guidelines	Re-issue (commission on %) Note exchange Deno (2,5,10,20 & 50)	Remarks
Note Deno (2,5,10,20,50, 100)		

The Proposal must be submitted in the tender box kept at Prime Tower, Central Dispatch (Ground Floor), Plot # 08 & 35, Nikunja-2, Airport Road, Khilkhet C/A, Dhaka-1229 on January 16, 2025 before 03:00 PM. The tender will be opened on the same day at 3:30 PM.

Regards,



12.01.25

**Tanveer Ahamed**  
Asstt. Vice President,  
Procurement-FMD

