

Facility Management Division

Date: February 27, 2025

Request for Quotation (RFQ) for Renovation work of Naogaon Branch 2nd floor.

Sealed tenders are hereby invited by Prime Bank PLC. from reputed and eligible Interior Decoration Contractor(s)/Architectural and/or Engineering Firms for **renovation work of Naogaon Branch 2nd floor for providing sitting arrangement of 02 RM desks and regional store** as per following Schedule:

SN	Name of Project as per Tender Document	RFQ of Submission Date
1	Renovation Work of Naogaon Branch 2 nd floor for providing sitting arrangement of 02 RM desks and regional store, 320, Main Road, Naogaon Sadar, Naogaon.	March 6, 2025

Interested bidders may collect tender document for the said work on submission of a request letter addressing the undersigned as well as documentary evidence of the followings:

Eligibility:

1. Should have work experience of minimum 05 (Five) years in interior decoration and furniture work of Bank's Branch and/or Head Office, Commercial Space for Local/Multinational Group of Companies. Copy of oldest Trade License need to be provided as proof.
2. Should have work experience to execute relevant type of work for minimum amount of Taka **15 Lac** or above in a single work order in last 2 (two) years. Please submit proof of documents with work completion certificate.
3. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.
4. The Following Technical Personnel of the firm should meet below criteria:
 - I. **Civil Engineer** (Permanent/Contractual): Having working experience for a minimum period of 05 years in relevant field (Bachelor of Science/Diploma). Please submit proof of documents.
 - II. **Electrical Engineer** (Permanent/Contractual): Having working experience for a minimum period of 05 years in relevant field (with Bachelor of Science/Diploma). Please submit proof of documents.
5. Vendor with previous bad record with Prime Bank PLC. will be directly disqualified. Their financial offer will not be acceptable and will not be opened.
6. Any Fake, Tempering of Data, Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend to the bidding
7. **BOQ:** Interested bidder shall have collect BOQ from **March 2, 2025 to March 6, 2025**
8. **Pre-Bid Meeting :** The interested bidders shall have to attend a pre-bid meeting at the office of the undersigned at 10:15 am on **04.03.2025**. (Physical Meeting) Venue: Prime Tower (10th Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219
9. **Envelope system :** Each tender must be submitted in sealed envelope mentioning the name of work on top of the envelope to the office of the undersigned as per aforesaid date within **2:30 pm**. Submission of tender after the specified time shall not be acceptable. The Tender must be submitted in 2(two) envelope system i.e. one "Technical Proposal" and another "Financial Proposal" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the "**Technical Offer**" and the "**Financial Offer**".



10. **Soft Copy Provision:** The bank may require various document (soft copies) be submitted, and the bidder must comply without any delay.
11. **Bank's Right:** The Bank reserves the right to accept/cancel/reject any or all offers without assigning any reason. The Bank is not obliged to purchase the lowest offer or any offer at all. The Bank reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
12. **Tender drop:** By 2:00 pm on March 6, 2025 at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.
13. **Point of Contact**

Tender Information	Md. Tariqul Islam, email: tariqul20@primebank.com.bd>	Cell 01712221013
Project Engineer:	Engr. Md. Delwar Hoosain Saily , email: Delwar.saily@primebank.com.bd	Cell 01701204025.



27.02.25

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