Prime Bank

Facility Management Division

Date: October 30, 2025

Tender Notice for Prime Bank PLC.

Paper Reference: The Daily Somokal & The Daily Business Standard, Dated: 30 October 2025.

Prime Bank PLC. invites commercial proposal for Renovation & Furniture Work at Facilities Tower 3rd Floor, Middle Badda from reputed companies having experience in Interior and Construction work.

SN	Name of Project as per Tender Document	Pre-bid Meeting Schedule		Tender Document price (BDT)	Tender Earnest Money	Period of sale		Date of Submission
		Date	Time			from	to	
1	Renovation & Furniture Work at 3rd Floor, Facilities Tower, Middle Badda, Dhaka.	12 Nov 2025	11:00 am-11:30 am	4,000	2.50%	02 Nov 2025	17 Nov 2025	17 Nov 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:

1. **Eligibility** :

a. Should have work experience of a 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 needs to be provided as proof.

b. Provide a Company profile along with a completed project (minimum 03) picture with company/Bank name and Company organogram.

c. Should have work experience in executing relevant types of work for a minimum amount of Taka 50 Lac or above in a single work order in last 2 (two) years with reference of existing client. Please submit proof of documents with work completion certificate.

d. Provide valid Trade License/Incorporation Certificate/Ownership Document, BIN, TIN Certificate & Bank Solvency Certificate.

e. 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.

f. 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. 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.

2. **BOQ** : Details in tender document

3. **Tender Price** : Tender document will be available at **Prime Tower (10th Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219.)**. Interested bidder must bring forwarding letter for each specific tender separately along with tender document price **(mentioned as above)** in the form of Payment Order (non-refundable) favoring Prime Bank PLC. issued by any Scheduled Bank during office hours (**10:00 am to 5.00 pm**) on any working day as per mentioned schedule.

4. **Tender Sale Time** : No Tender document will be sold after the last date of sale as mentioned above.

5. **Pre-Bid Meeting** : Interested bidders shall have to attend a **pre-bid** meeting (Physical Meeting) at **Prime Tower (10th Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219. (meeting time & date mentioned as above)**.

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6. **Earnest money** : Earnest money (refundable to the unsuccessful bidder) equivalent to **(Earnest money % mentioned in above table**) of the quoted amount in the form of Payment Order/Bank Guaranty in favor of Prime Bank PLC. issued by any Schedule Bank shall have to be submitted along with the tender document, failing which shall cause rejection of the tender document.

1. **Tender Submission:** 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 **3:00 pm.** Submission of tender after the specified time shall not be acceptable.

2. **Envelope system:** 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".**

3. **Soft Copy Provision:** The bank may require various document (soft copies) be submitted, and the bidder must comply without any delay.

4. **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.

5. **Tender drop** : **By 3:00 pm on 17 Nov 2025** at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.

6. **Point of Contact** : Mohammad Shahanur Islam, email: shahahanur.islam@primebank.com.bd, Cell: 01716777150

30.10.25

Head of Procurement - Facility Management Division
Tel: 09610990000-Ext. 11014