

Subject: Request for Quotation (RFQ) for Rate Fixation of Vehicle Repair & Maintenance Service.

With reference to the above subject, Prime Bank intends to engage experienced and reliable vendors for the Vehicle Repair & Maintenance Work all over the Bangladesh as and when.

This Request for Quotation (RFQ) is being issued to invite financial proposals from qualified vendors who have proven experience in relevant work.

Interested vendors are requested to submit their financial quotations along with technical specifications in their official letterhead pad, duly signed and sealed, in accordance with the terms and conditions stated in this RFQ.

Eligibility and other conditions:

- | | |
|---|---|
| 1 | Prime Bank will maintain a panel of suppliers in order to Vehicle Repair & Maintenance services , including the supply and fitting of tires, batteries, and lubricants, on an "as-and-when-required" basis. The initial engagement period is six (06) months, which may be extended at the Bank's discretion. The panel of suppliers may be considered based on common rate of the items be fixed by the Bank. |
| 2 | Workshop Facilities and Vendor Criteria: <ol style="list-style-type: none"> 1. Hybrid & Non Hybrid all types of Vehicles repair & Maintenance, Electric & AC work minimum (03) three years working Experience. 2. Must have experience with Bank/Multinational company/Corporate office minimum (03) Three years. 3. Must share experience certificates or work order copies. 4. Must have minimum 05 numbers of corporate clients served. 5. The vendor must have share the Clint list (preferably banks or corporates) 6. Business Document -Trade License, TIN, BIN, Bank Solvency/Certificate etc. 7. Bill payment- Bills will be paid within 30 working days. 8. Must have Modern technology related tools and equipment with available four post hydraulic & mechanical jacks. 9. Must have Computerized Wheel Alignment and Diagnostic Equipment system 10. There must be sufficient number experts and skilled technicians in each section of the workshop, the vendor must have share the manpower list. 11. Must have Insurance coverage for vehicles under repair (damage/theft/fire). 12. The vendor must be submitting their Company profile with Photos of workshop, equipment list 13. Each work shop should have a separate repair section 14. Must have separate painting section with booth. 15. Must have separate car wash & polish section. 16. Must have physical workshop space (own or long-term rented). 17. Must have all spare parts quality with warranty. 18. Must have Return/replacement for faulty parts. 19. Service warranty for labor work (30 days). 20. Quality control and work will be checked by bank's authorized officer. 21. 24/7 on call quality repair service. 22. Standard turnaround time (1, 2, 3 working days per service type). 23. Warranty period for replaced parts (01 year or 06 month) 24. Penalty for delay service, will be charged BDT 1000 per day. |



3	Preferable area of Vendors Location / works Area in Dhaka: Nikunja/Khelkheet, Uttara, Baridara, Notun Bazar, Gulshan -1 & Gulshan -2, Badda, Hatir Jheel, Mohakali / Tejgaon, Banani, Kuril Bishaw Road, Preferable area of Vendors Location / works Area out of Dhaka: Chittagong ,Cox-Bazar,Cumilla ,Sylhet ,Moulvi Bazar ,Rangpur ,Khulna ,Faridpur,Jashore, Rajshahi
4	The quoted rates shall be including AIT, & VAT.
5	Bidder must submit photocopy of following documents along with the RFQ: - Up-to-date Valid Trade License - Certificate of incorporation in case of Limited Company (if) - Valid TIN & BIN Certificate - VAT Registration Certificate - Bank Solvency Certificate - Experience Certificate/ Work Order - Client List
6	The Bank shall not be bound or under any obligation to accept the lowest quotation.
7	The Supplier shall provide immediate response either by phone, e-mail, and/or by person to any of the Purchaser's queries related to support and service.

8. **Pre-Bid Meeting** : Interested bidders shall have to attend a pre-bid on meeting **04 March 2026 at 11.00 AM** (Physical Meeting) at Prime Tower (10th Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219.

9. **BOQ & Specification: Annexure - A.**

10. **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**".

11. **Tender drop:** By 3:00 pm on **09 March 2026** at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.

12. **Point of Contact:**

For BOQ Related: Mr. Shaikh Asaduzzaman, Administration Division, Cell # 01701-204006

For RFQ submission Related: Mr. Md. Tariqul Islam, FMD, Cell # 01712221013

13. **Banks (PBPLC) Right:** Banks (PBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBPLC) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBPLC) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.



24.02.26
Head of Procurement

Tel: 09610990000-Ext. 11014

Annexure - A

RFQ for Vehicle Repair & Maintenance Service.

Engine System		(Price Including VAT & AIT)			
SL	DESCRIPTION OF WORK	Sedan Car	SUV	Microbus -Toyota	Pickup (Tata EX-2)
1	Complete Car Wash				
2	Complete car polish				
3	Computer Diagnosis				
4	Engine Assy Replacement & Necessary Work				
5	Engine Main Mounting Replacement				
6	Engine Main Oil Seal Replacement				
7	Engine Oil and general servicing				
8	Engine Head Gas Kit Replacement Necessary Work				
9	Engine/Alternator/Power Steering Belt Assy Replacement -Each				
10	Fuel Pump (AC) Assy Replacement				
11	Ignition Coil Replacement-Each				
12	Radiator Replacement/ Opening & Fitting				
13	Radiator Upper/Lower Hose Pipe Replacement				
14	Rear Mounting Replacement				
15	Spark Plug Replacement- Set				
16	Tappet Cover Seal Replacement				
17	Throttle Body Service & Necessary Work				
18	Water Pump Replacement				
Transmission system					
SL	DESCRIPTION OF WORK				
19	ATF Replacement by Machine				
20	Axle Bearing Replacement & Necessary Work				
BRAKE - SYSTEM					
SL	DESCRIPTION OF WORK				
21	Brake Disc/Drum Turning				
22	Brake Service/ Pad Replacement-Front				
23	Brake Service/ Shoe Replacement-Rear				
24	Only Brake System Servicing & Necessary Work				
Steering System					
	DESCRIPTION OF WORK				
25	Power Steering Box Assy Replacement				
26	Power Steering Oil Replacement				
27	Power Steering Pump Assy Replacement				
SUSPENSION SYSTEM					
SL	DESCRIPTION OF WORK				
28	Computerized Wheel Alignment 3D				
29	CV Joint Assy Replacement-Each				
30	Shock Absorber Replacement/Opening & Refitting-Front				
31	Shock Absorber Replacement/Opening & Refitting-Rear				



A/C - System					
SL	DESCRIPTION OF WORK				
32	A/C Compressor Assy Replacement				
33	A/C Condenser Assy Replacement				
34	A/C Cooling Camber Replacement-Each				
35	A/C Fan Motor Assy Replacement				
36	A/C Gas Charging By Machine				
37	A/C System Overhauling				
ELECTRICAL - SYSTEM					
SL	DESCRIPTION OF WORK				
38	Alternator Replacement/Opening & Fitting				
39	Door Master Switch Replacement-Each				
40	Engine Fan Motor Replacement				
41	Horn Replacement				
42	Service Charge (Tyre, Battery & Lubricant supply and fitting)				

TYRE Standard:

Brand/ Model
Yokohama-Tyre -Japan
Dunlop - Tyre -Japan
Bridgestone- Tyre - Japan
Maxxis- Tyre- Indonesia

Battery Standard:

Brand/ Model
Hamko- Battery- Dry Cell - BD
Lucas- Battery-Dry cell-BD
Volvo - Battery- Dry Cell-BD
Yuasa- Battery- Dry Cell Japan

Lubricant - oil

Brand
1. Mobil:
(a) Mobil-1 (Full synthetic)
(b) Mobil super (Full synthetic)
(c) Mobil super (Mineral)
(d) Mobil special (Mineral)
(e) Mobil Delvac 1 (Full synthetic)
(f) Mobil Delvac MX (Mineral)
2.Castrol:
(a) Castrol CRB (Mineral)
(b) Castrol magnatec start stop (Full synthetic)
(c) Castrol magnatec (Semi synthetic)
(d) Castrol transmax (Mineral)
3. Havoline
(a) Caltex havoline pro DS ECO (Full synthetic)
(b) Caltex DELO gold ultra (Mineral)
(c) Caltex havoline motor oil-gas (Mineral)
(d) Caltex havoline Formula (Mineral)
4. BP
(a) BP super v (Mineral)

Note: Tyres, batteries, and lubricants must be supplied in accordance with the aforementioned standards, accompanied by the original bill.