

**Subject : Invitation Quotation for supplying Summer Liveries (Pants & Shirts) for Bank's Support Staff (Permanent & Casual).**

Dear Concern,

Bank management is pleased to invite sealed quotations from reputed suppliers for the following items complying specifications and terms & conditions as mentioned below:

Table # A (No. of Person):

User	Number of Persons	Shirt		Pant	
		Colour	Quantity Per Person	Colour	Quantity Per Person
Support Staff (Driver - Permanent & Casual)	87	Crème Decent	3 pcs. per person	Black	2 pcs. per person
Support Staff (Electrician, Plumber, Gen. Opt. etc. - Permanent & Casual)	23	Light Gray/Blue & White	3 pcs. per person	Black	2 pcs. per person

Table # B (Financial Offer):

Description of Items	Qty.	Rate		Unit Rate (Including VAT & AIT)	Total Taka (Including VAT & AIT)
		Cloth	Stitching & logo		
Pants (Cloth & Stitching)	220				
Full Sleeves Shirts (Cloth, Stitching & logo)	330				
<b>Grand Total</b>					

**Figure in word:**

**Note : Measurement must be collected physically by the awarded bidder.**

**Terms & Conditions:**

1. Measurement of Drivers and Technical & Non-technical (Electrician, Liftman & Plumber etc.) staffs must be collected by the awarded bidder within 20 working days after getting the work order from below mentioned places by his own cost and responsibility. No additional cost will be paid by the Bank.

SL	Name of Area	No. of Person	Remarks
1	Dhaka	83	
2	Chattogram	07	
3	Rajshahi	06	
4	Sylhet	08	
5	Khulna	06	

2. The Liveries must be provided as per approved sample. In case of any deviation, Bank will not receive the liveries.
3. Penalty @TK500 (Five Hundred) per day will be applicable, if the delivery is not completed within the stipulated time which will be deducted from your bill.
4. The Bank reserves the right to accept or reject any or all the offers in full or part with or without assigning any reason whatsoever and Bank shall not be under any obligation to accept the lowest quotation

**Payment:**

- i. Payment will be made on submission of invoice/bill by the supplier after satisfactory delivery & subsequent certification.
- ii. 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:

- a. Up-to-date Valid Trade License.
- b. Certificate of Incorporation (if any)
- c. Valid TIN Certificate
- d. VAT Registration Certificate
- e. Bank Solvency Certificate
- f. Experience Certificate/Work Order.
- g. Client list.

**Sample:**

Sample of the item may be seen at **Administration Division, Prime Tower (6<sup>th</sup> Floor), Plot # 08 & 35, Nikunja-2, Khilkhet C/A, Airport Road, Dhaka-1229** during office hours on or **before 16 March, 2026**.

VAT, Income Tax etc. shall be applicable for deduction from the source as per Govt. Circular against the bill of the supplier, if awarded which may please be noted.

**RFQ submission:**

All RFQ including supplementary data and information shall be in English. The RFQ is to 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. The RFQ shall be marked with "**Proposal for Summer Liveries (Pants and shirts)**".

→ The RFQ shall be submitted in the tender box on **16 March, 2026 by 3:00 PM** at the following address:

**Prime Bank PLC., Head Office  
Central Despatch, Prime Tower (Ground Floor)  
Plot No. 35 & 08,  
Nikunja-2, Airport Road, Khilkhet C/A, Dhaka-1229**

→ No quotation will be received by mail.



## Procurement Division

The RFQ shall be dropped in the tender box kept at the address mentioned above and may be opened in the same day at 3:30 PM. No RFQ shall be entertained after the specified time and date. RFQ documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

Successful bidder, to whom work order will be issued, must execute the work within the time stipulated in the work order. Failure to execute the work as per conditions of work order may be fall under penalty.

Manipulation or any kind of unusual approach may lead to disqualification of the proposal.

For any clarification, Mr. Muhammad Shahidullah Munshi, EO, Cell : +880 1730 785805 and Mr. Noman Sarker, Officer, Cell: 01313476850 of Administration Division may be contacted over phone.

*NB: Please make sure that the quotations are on your company Letterhead pad with seal.*

Regards,

  
Tanveer Ahamed  
Head of Procurement  
19/03/26  
