

Subject : Invitation Quotation for supplying Summer Liveries (Shoes and Socks) 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	Shoes		Socks	
		Color	Quantity Per Person	Color	Quantity Per Person
Support Staff (Driver - Permanent & Casual)	87	Black	2 pairs per person	Black	3 pairs per person
Support Staff (Electrician, Plumber, Gen. Opt. etc. - Permanent & Casual)	23	Black	2 pairs per person	Black	3 pairs per person

Table # B (Financial Offer):

Description of Items	Qty.	Unit Rate (Including VAT & AIT)	Total Taka (Including VAT & AIT)
Shoes	220 pairs		
Socks	330 pairs		
Grand Total			

Figure in word:

Terms & Conditions:

1. The Shoes and socks must be provided as per approved sample. In case of any deviation, Bank will not receive the liveries.
2. Penalty @TK500 (Five Hundred) will be applicable per day, if the delivery is not completed within the stipulated time.
3. 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.
4. Any attempt of persuasion will result in immediate disqualification of the bidder from this tender process.

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 (6th Floor), Plot # 08 & 35, Nikunja-2, Khilkhet C/A, Airport Road, Dhaka-1229 during office hours on or before 16 March, 2026.

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 (Shoes and Socks)**".

Sample of Shoes & Socks : Sample must be submitted by the bidder with Technical Proposal.

→ 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.

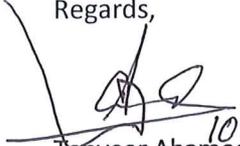
The RFQ shall be dropped in the tender box kept at the address mentioned above and open in the same day same place at 3:30 PM. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address,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

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
10.03.26

Head of Procurement

