

Ref: PRIME/HO/Proc./Tender Notice/2026/247

Date : April 08, 2026

**TENDER NOTICE**  
**Supply of Chip Based Non - Embossed Blank Plastic Cards**

Paper Ref: The Daily Samakal and The Daily Sun, Dated April 08, 2026.

Prime Bank PLC. is inviting sealed tender from reputed and eligible firms to Procure of 150,000 Chip Based Non – Embossed Blank Plastic Cards as per following Schedule:

Sl	Name of project as per tender document	Period of sale		Last time and date of submission
		From	To	
1	Supply of Chip Based Non – Embossed Blank Plastic Cards	April 08, 2026	May 03, 2026	May 04, 2026 before 3:00 pm

**Eligibility and other conditions:**
**A. Basic Requirement**

The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:

- a. At least 03 (three) years relevant experience in this line of business.
- b. Have executed work order of minimum Tk50 (Fifty) Lac in a single transaction with any financial institution/reputed institution of the country.
- c. Must have updated/valid VAT, BIN and TIN Certificate.
- d. Following papers/documents must be enclosed with the tender:
  - i. Valid Trade License
  - ii. VAT registration certificate
  - iii. Bank solvency certificate
  - iv. Client list and contact person with performance (minimum 03) certificate (If available)
  - v. Experience certificate of similar job-at least three company (If available)
  - vi. Photocopy of Original Money Receipt provided by Prime Bank to the bidder for purchase of the tender document;

**B. TENDER PREPARATION:**

- Tender Document will be available from the Office of the undersigned on payment of TK4,000 (Taka Four Thousand) only for each schedule in the form of Payment Order (non-refundable) favoring Prime Bank PLC. issued by any renowned Scheduled Bank during office hours (10:00 am to 04.00 pm) on any working day as per mentioned schedule.
- Tenders must be submitted in two-envelope system i.e., one Technical Proposal & one Financial Proposal mentioning Technical/Financial Proposal on the top of each envelope. These two proposals will be submitted together in a third envelope. All the envelopes should be sealed & signed.
- Technical proposal will be opened on the dated specified in the Tender Notice. Date of opening of the financial proposal will be communicated later on.
- The bid forms must be filled in through computer printer or in typing without overwriting and without any erasing and modifications and when completed shall contain all the required information.
- The Offer should be submitted in a sealed cover. The Offer shall be marked as “Supply of Chip Based Non - Embossed Blank Plastic Cards”.
- Offers in the bid should be free of any condition and any conditional offer will disqualify the bidder. Unless otherwise provided herein bids shall be submitted on a firm and final price basis including all charges. Each page of the offer must be signed and sealed properly by authorized person of the bidder.
- The Evaluation to be done by the Bank shall be final.



## Procurement Division

**C. EARNEST MONEY:**

The Bidders shall have to submit Earnest Money equivalent to 2.00% of the quoted value in the form of 'Payment Order/Bank Guarantee' in favor of Prime Bank PLC. without which tender shall be rejected outright.

(i) Earnest Money of unsuccessful bidder will be returned without any interest within 15 (Fifteen) days of award of contract to the successful bidder.

(ii) Earnest Money of successful bidder will be returned after completion of the work to the full satisfaction of the Bank.

(iii) Earnest money may be forfeited:

(a) If the bidder withdraws from the Tender process after submission of Tender.

(b) If the successful bidder(s) refuses to undertake the work or fails to complete the work within the time specified in the work-order/Notification of Award.

**D. PRE-BID MEETING:** A pre-bid meeting (virtual) will be held on **April 26, 2026 at 11.00 am**. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.

**E. TENDER SUBMISSION:**

- The Tender shall be submitted to the following address:

**Head of Procurement Division**


Prime Bank PLC., Head Office,  
Prime Tower,  
Plot # 08 & 35, Airport Road, Nikunja-2,  
Khilkhet C/A, Dhaka-1229

- The Tender documents shall be dropped in the tender box by **May 04, 2026 before 3:00 pm**. No tender shall be entertained after the specified time and date. Tender papers must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc. The offer may be opened at 3.30 PM on same day, i.e. **May 04, 2026** and same place.
- No Tender document will be received by mail.

**Contact Person :**

1. For any product related clarification : Mrs. Shamema Afroj Sharna, FAVP, Operations, Cell: 0 1717452212
2. For Tender submission : Md. Razu Ahmed, Officer, Procurement Division, Cell : 01714744931

The Bank reserves the right to reject in whole or in part; any or all proposals; to waive any technical deficiencies in the proposals.



08.04.26  
Head of Procurement Division  
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