

Procurement Division
**Tender Notice for Consultancy Services for the Review and Enhancement of Policy, Procedures, and Guidelines etc. (PPG's) of Prime Bank PLC.**

**Paper Reference:** Tender Notice published in 02 (two) national dailies (The Daily Samakal & The Daily New Age) dated 27.04.2026.

Sealed tenders are hereby invited by Prime Bank PLC. from reputed companies in the relevant field for providing the following service:

| SL | Name of Service   | Period of Sale         |            | Last Date of Submission   |
|----|---|------------------------|------------|---------------------------|
|    |   | From                   | To         |                           |
| 1  | Consultancy Services for the Review and Enhancement of Policy, Procedures, and Guidelines etc. (PPG's) of Prime Bank PLC. | 27.04.2026             | 12.05.2026 | 12.05.2026<br>at 03:00 PM |
| 2  | Pre-bid meeting Time & Date   | 11:00 AM on 06.05.2026 |            |                           |
| 3  | Tender Document Price   | BDT 3,000              |            |                           |

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:

- Eligibility** : Details in tender document
- Technical & BOQ** : Details in tender document
- Tender Price** : Tender document will be available at **Prime Tower (10<sup>th</sup> Floor), Plot # 8 & 35, Nikunjo-2, Khilket, Airport Road, Dhaka-1219.** Interested bidder must bring forwarding letter for the tender 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.
- Tender Sale Time** : No Tender document will be sold after the last date of sale as mentioned above.
- Pre-Bid Meeting** : Interested Bidder must attend the **Pre-bid** meeting which will be held virtually as per above mentioned schedule. Meeting platform and user credential will be shared to the participated bidders later on (**meeting time & date mentioned as above**).
- Earnest money** : Earnest money (refundable to the unsuccessful bidder) equivalent to Earnest money 2.5% of the total quoted amount of works 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.**
- Envelope system** : 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 on **12 May 2026** within **3:00 PM**. Submission of tender after the specified time shall not be acceptable.  
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"**.




8. **Soft Copy Provision:** The bank may require various document (soft copies) be submitted, and the bidder must comply without any delay.
9. **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. Bidders may be selected based on the technical and financial evaluation. The Bank reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations. Any attempt of persuasion will result in immediate disqualification of the bidder from this tender process.
10. **Tender drop** : By 3:00 PM on 12 May 2026 at Prime Tower (Ground Floor, Central Dispatch), Plot 8 & 35 Airport Road, Nikunja-2.
11. **Point of Contact** :
- Technical Point** : Md. Shahidul Islam, email: mshahidul@primebank.com.bd, Cell: 01730 373 946  
**RFP Process** : Partha Sarathi Bairagi, email: pb061605@primebank.com.bd, Cell: 01730781194



**Head of Procurement Division**  
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