

Procurement Division
Prime/HO/Procurement/ Gen /2026/504
August 03, 2026

Subject: Request for quotation (RFQ) for supply, delivery, and installation of 160 units of Paper Shredder Machines across 160 branches.

Prime Bank PLC invites sealed financial and technical quotations from eligible, authorized, and experienced suppliers/vendors for the supply, delivery, and installation of 160 units of Paper Shredder Machines across 160 branches nation-wide on a phased delivery basis.

1. Technical Specifications (Preferred Model or Equivalent):

Preferred Brand / Model Offered	Deli ET081 (or equivalent)
Capacity	8 sheets (Manual), 100 sheets (Auto)
Country of origin	Bidder will mention
Country of Assembly	Bidder will mention
Continuous Shredding Time	30min (manual), 60min (Auto)
Shredding Speed	2 × 12mm (Micro-Cut)
Shreddable	Credit Card, Paper Clip and Staple
Waste Bin	26 Litre
Special Features	Touch Panel
Continuous Shredding Time:	30min (manual), 60min (Auto)
Shredding Speed:	2 × 12mm (Micro-Cut)
Noise Level:	60 dBa
Warranty	1 Year

2. Terms and Conditions
A. Bidder Eligibility Criteria

- Business Standing:** The bidder must be a registered business entity in Bangladesh (Sole Proprietorship, Partnership, or Limited Company) operating for a minimum of **2 (two) years**.
- Mandatory Documentation:**
 - Valid Trade License (Updated for current fiscal year)
 - TIN & BIN
 - Proof of similar past delivery experience (At least 2 purchase orders/completion certificates from banks, financial institutions, or corporate bodies).

B. Delivery & Delivery Phases

- Phased Supply:** Delivery will be carried out in **phases** as specified by the bank in official purchase releases/schedules.
- Destination:** All 160 units must be delivered and handed over directly to **160 designated branches** across Bangladesh as per the distribution list provided upon purchase order placement.
- Delivery Lead Time:** Each phase must be delivered within **15–20 days** from the date of issue of the respective phase order.




C. Price & Commercial Terms

1. **All-Inclusive Pricing:** Quotations must be submitted using the provided Financial Format. Prices must be quoted in BDT and **MUST BE INCLUSIVE OF ALL APPLICABLE VAT, AIT, PACKAGING, TRANSPORTATION, AND DELIVERY COSTS** to all 160 branch premises.
2. **Tax Deduction:** Bank will deduct AIT as per Bangladesh Government Rules at the time of invoice payment.
3. **Price Validity:** Quoted rates must remain firm and valid for at least **90 (ninety) days** from the tender opening date. No price escalation will be allowed during the project execution period.

D. Warranty & Maintenance Support

1. **Warranty Period:** Minimum **1 (One) Year Comprehensive On-site Warranty** starting from the date of successfully verified branch delivery.
2. **Support Resolution Time:** In case of non-functioning or manufacturing defects during the warranty period, the vendor must repair or replace the unit within **7 business days** of receiving notice from any branch.

F. Submission Guidelines

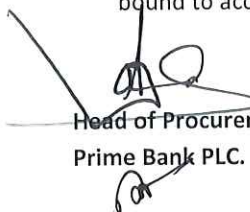
1. Bidders must submit their proposals in two separate sealed envelopes marked:
 - **Envelope A:** Technical Proposal & Mandatory Business Documents
 - **Envelope B:** Financial Quotation (Per Unit Rate & Total Cost)
2. Submissions received after the designated deadline will be rejected automatically.
3. **Financial Proposal Format (To be submitted on Vendor Letterhead)**

To,
Head of Procurement,
Prime Bank PLC, Head Office, Dhaka.

Subject: Financial Proposal for Supply of 160 Units Paper Shredder Machines.

SN	Description of Goods	Qty. (Units)	Unit Price (BDT)	Total Price (Including AIT & VAT)
1	Paper Shredder Machine (26L Bin, Auto/Manual Feed) Deli ET081 (or equivalent)	160		

4. **Payment:** Payment will be made within 15 (Fifteen) days from receipt of bill from the supplier. Payment will be made as per the following terms and conditions:
 - A. 90% of the unit price will be paid after satisfactory installation of the equipment & subsequent certification of concerned division/concerned users.
 - B. Remaining 10% of total price will be paid to the supplier after 06 (Six) months of satisfactory operation of the equipment.
5. **Submission Details:**
 - **Deadline:** August 12, 2026, by 3:00 PM
 - **Submission Venue:**
Prime View Dispatch (Semi-Basement)
Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak
Gulshan -1, Dhaka-1212
 - **Point of Contact:** Mr. Md. Fahad Karim Khan fahad.karim@primebank.com.bd Cell: 01716104041
6. **Reservation of Rights:** The Authority reserves the right to accept, modify or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever. Prime Bank is not bound to accept the lowest tender.


Head of Procurement
Prime Bank PLC.

03.08.26

Annexure - A

[TO BE PRINTED IN BIDDER'S LETTERHEAD PAD] SUPPLIER'S RELATIONSHIP DECLARATION FORM

Date:

Prime Bank PLC.

Prime View

Plot No. SE (F) 7, Bir Uttom Mir Showkat Sharak,

Gulshan Avenue, Gulshan - 1

Dhaka-1212, Bangladesh

Attention:

RFQ Title :

RFQ Ref. No. :

1. Please state if (Vendor Company name) has any relationship with Prime Bank PLC. employees. The list must, as a minimum, include the following persons in your company:

- Major shareholder(s) or owner(s) of the company.
- Member(s) of the management team.
- Other person(s) involved in answering this RFQ.
- Other key person(s).

☐ YES

☐ NO (In such case skip section 2)

2. Relationships that must be described should, as a Minimum, cover the following:

- Family and relatives.
- Friends.
- Business partners outside the company.
- PBP employees who have ownership in your company.

Name of Supplier's Employee(s)	Position in Supplier's Company	Name of PBP Employee	Position in PBP	Type of Relationship

The undersigned is authorized to certify on behalf of the entity that all stated information in the above form are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

Signature : _____

Name of the Signatory :

Title of the Signatory :

Name of the Company :

Date :

E-mail Address :

Phone No. :

Note: Any company that fails to comply with this requirement, or on purpose withhold any information, may at any time and without further notice be excluded from the ongoing PO/ Contract process and will also risk not having future business with Prime Bank PLC.