Prime Bank

Procurement Division

Ref: Prime/HO/Procurement/RFP/2026/674 **Date: November 03, 2026**

Tender Notice for Prime Bank PLC.

Paper Reference: The Daily Prothom Alo and The Daily Star on 03 November 2026.

Prime Bank PLC. (the "Bank") intends to establish a transparent, competitive, auditable and service-level-based arrangement for approved manpower outsourcing requirements. Services may include sourcing, screening, onboarding, deployment, replacement, employment administration, payroll, statutory compliance, insurance/benefits, recordkeeping, reporting and billing, strictly to the extent permitted by applicable laws and Bangladesh Bank instructions.

SN	Name of Project as per Tender Document	Pre-bid Meeting Schedule		Tender Document Price (BDT)	Tender Earnest Money	Period of Sale		Date of Submission
		Date	Time			from	to	
1	REQUEST FOR PROPOSAL (RFP) – ENGAGEMENT OF OUTSOURCING SERVICE PROVIDER.	24 Nov 2026	11:00 am -11:30 am	5,000	BDT 50,000	05 Nov 2026	06 Dec 2026	06 Dec 2026

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:

1. **Eligibility** : Details in tender document
2. **BOQ** : Details in tender document
3. **Tender Price** : Tender document will be available at **Prime View, Plot-SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan, Dhaka-1212.** Interested bidder must bring forwarding letter for each specific tender separately along with tender document price TK. 5000/- 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.
4. **Tender Sale Time:** No Tender document will be sold after the last date of sale as mentioned above.
5. **Pre-Bid Meeting :** Interested bidders shall have to attend a **pre-bid** meeting (Physical) at Prime View (6th floor), Plot# SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212. (meeting time & date mentioned as above).
6. **Earnest money** : Earnest money **BDT 50,000** (refundable to the unsuccessful bidder) of the quoted amount 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.
7. **Tender Submission:** Each 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 within **3:00 pm.** Submission of tender after the specified time shall not be acceptable.

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8. **Envelope system:** 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, email address and telephone number of the contact person should be mentioned in the forwarding letter both of the **"Technical Offer" and the "Financial Offer".**

9. **Soft Copy Provision:** The bank may require various document (soft copies) be submitted, and the bidder must comply without any delay. PDF copy **(within 8 MB)** of the entire signed technical proposal must be provided after the date of opening of the technical proposal through e-mail.

10. **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. The Bank reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

11. **Tender drop: By 3:00 pm on said schedule (06 December 2026)** Tender Box, Prime Bank PLC, Head Office, Dispatch, Prime View (First Basement), Plot# SE(F)7, Bir Uttam Mir Shawkat Sharak, Gulshan Avenue, Gulshan, Dhaka-1212.

12. **Point of Contact :**

BOQ Related	: Mr. Patwary Tanvir Rahman Siddique,	Cell: +880 1730791536
Tender Related	: Mr. Md Tariqul Islam,	Cell: 01712221013

03.11.26

Head of Procurement Division
Prime Bank PLC.