

Facility Management Division

Prime/HO/FMD/RFQ/2023/233

March 27, 2023

Subject : Sealed quotations are invited for printing Deposit Slip Auto Carbon and Cash Balance Book for Prime Bank.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of Deposit Slip Auto Carbo and Cash Balance Book on the basis of following specifications and terms & conditions:

Specification :

SL. No.	Items Name and Specifications	Quantity	Rate (including VAT & AIT)	Amount (Tk.) (including VAT & AIT)
1	<u>Deposit Slip Auto Carbon (PF-07)</u> Size : 8.75" X 3.75" Paper : Bashundhara auto carbon (Pink+White) Color : Single color both side Leave : 50 Sets X 2 Ply = 100 leaves pad Binding : Pad binding with pin & 1 st copy di-perforation Packing : 50 pads per packet	16,000 pads		
2	<u>Cash Balance Book (PB-15)</u> Size : 6.70" X 8.50" Paper : 68 gsm. Bashundhara ledger Color : Single color both side with numbering Pages : 400 pages/200 leaves Register Binding : Cloth & Leather(as per sample)	100 books		

Sample of the item may be seen from Administration Division, Head Office, Prime Bank Limited, Facilities Tower (6th Floor), Kha – 199/2, Maddhya Badda, Pragati Sarani, Dhaka- 1212 on or before April 02, 2023 by 11.00 a.m.

Delivery place : Delivery must be made of the said item to Bashabo Store (4th Floor), Dhaka at your own cost and responsibility.



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It may be mentioned here that sealed quotation along with paper sample and press declaration shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank Limited, Facilities Tower (6th Floor), Kha – 199/2, Maddhya Badda, Pragati Sarani, Dhaka- 1212 on or before April 02, 2023 by 02.00 p.m. and clearly marked **“Printing of two items”** on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date.

Machine Proof must be submitted to Administration Division.

VAT, Income Tax etc. shall be applicable as per Govt. rules.

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.

Regards,



Kazi Sohel Masud
AVP & Unit Head
Procurement