

Facility Management Division
Prime/HO/FMD/2022/302
April 19, 2022
Sub: Request for submission of proposal for printing items of different printed stationery for Prime Bank.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing items of different printed stationery on the basis of following specifications and terms & conditions:

SL. No.	Items Name	Items Specifications	PB/PF No.	Quantity	Pad/PCS	Rate (including VAT & AIT)	Amount (Tk.) (including VAT & AIT)
1	Cheque Requisition Slip(PF-06)	Cheque Requisition Slip(PF-06) Size :8.75" X 5.50" Paper : 70gsm. Bashundhara offset. Color :Single color one side Packing :100sheet/ pad & 50 pads per packet	PF-06	450	Pad		
2	Cash Debit Voucher(PF-35)	Cash Debit Voucher(PF-35) Size :7.5" X 4.30" Paper : 55gsm.bashundhara Color :Bi-color print one side Packing : 100sheets/pad & 50 pad/packed	PF-35	1000	Pad		
3	Cash Denomination Slip (PF -36)	Cash Denomination Slip (PF -36) Size: 5.90"X2.50" Paper: 55 gsm Bashundhara Print: Single-color one side print Binding: 100 sheets/pad & 50 pads/packet	PF -36	9000	Pad		
4	Pay Order Application Form (PF-51)	Pay Order Application Form (PF -51) Size: 8.75"X5.55" Paper: 55 gsm Bashundhara (color Demy) Print: Single-color one side print Binding: 100 sheets/pad & 50 pads/packet	PF-51	700	Pad		
5	Party Debit Voucher(PF-76)	Party Debit Voucher(PF-76) Size :7.50" X 4.50" Paper :Color demy pink bashu. & 55gsm. Bashudhara Color :Single color one side Printing Packing : 2ply X100 sets=200 sheets /pad & 50 pads per packet	PF-76	200	Pad		
6	Party credit Voucher(PF-77)	Party credit Voucher(PF-77) Size :4.50" X 7.50" Paper : Color demay blue & 55 gsm bashun. Color :Single color one side Packing :2ply X100 sets=200 sheets /pad & 50 pads per packet	PF-77	200	Pad		





7	Simple Debit Voucher (PF-84)	Simple Debit Voucher (PF-84) Size: 7.50"X4.50" Paper: 55 gsm. bashundhara Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet	PF-84	350	Pad		
8	Simple Credit Voucher (PF-85)	Simple Credit Voucher (PF-85) Size:7.50"X4.50" Paper:Color demay Bashu. green Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet	PF-85	700	Pad		
9	Voucher Cover (PF-93)	Voucher Cover (PF-93) Qty : 50,000 pcs Paper : 150 gsm Craft Board (as per sample) Size :19.00"X 5.75" Print : Single color one side with single crease Packing : 100 pcs. per packet	PF-93	14000	pcs		
10	L/C Opening Application Form (PF-203)	L/C Opening Application Form (PF-203) Size : 8.80"X13.80" Paper : 80gsm Bashundhara offset Print : single-color both side print Packing: 100sheets/ pad& 20 pads per packet	PF-203	100	Pad		
11	LCA Form (for Industrial Customers) (PF-217)	LCA Form (for Industrial Customers) (PF-217) Size: 8.30"X13.75" Paper: 80 gsm. Bashundhara offset with grounding Print: Single-color one side with numbering Binding: 05 sheets/set & 50 set/pad	PF-217	200	Pad		
12	Deposit Slip Auto Carbon (PF-07)	Deposit Slip Auto Carbon (PF-07) 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 & 1st copy di-perforation Packing: 50 pads per packet	PF-07	16000	Pad		
13	File Cover with Clip	File Cover with Clip Size :22.00"X14.10" Paper :300 gsm Art Card (hansol brand)Print : four color one sideBinding : 100 pcs. Per packet with craft paper		15000	pcs		
14	File Cover with Pocket	File Cover with Pocket Size: 9.50"X14.50"(Total 19.00" X 14.50") Paper: 350 gsm Art Card (Hansol) Print: Four-Color one side print Pocket: 02 Pocket in each file Pocket Size: 4.75X9.50 & 7.50X9.50(as per sample) Packing: 100 pcs./packet		1200	pcs		
15	L/C File Cover	L/C File Cover Size: 14.10"X22.00" Paper: 300 gsm. Art Card (hansol) Clip : Hoazie brand steel Print: Single color (front side) & single color (back side)with crease Binding: 100 pcs. per packet with craft paper		21000	pcs		



16	Letter Head Pad (Head Office)	Letter Head Pad (Head Office) Size :11.69" X 8.27" Paper :100 gsm Paper One/April Premium Color :four color one side Printing Packing :100 sheets/ban(pad) & 500 sheets/5pads per packet	1050	Pad		
17	Letter Head Pad (Branch)	Letter Head Pad (Branch) Size :8.27" X 11.69" Paper :100 gsm. offset partex premium Color :Four color front side Packing: 100 sheets pad/ban & 500 sheet per packet	1400	Pad		
18	Window Envelope	Window Envelope Size :9.50" X 4.50" Paper :100 gsm offset partex premium Color :four color one side printing with side pasting Packing : 500 pcs per box	154000	pcs		
19	Printed Envelope Non-Window Big	Printed Envelope Non-Window Big Size :9.50" X 4.50" Paper :100 gsm offset partex premium Color :four color one side printing with side pasting Packing : 500 pcs per box	42000	pcs		
20	Credit Card Payment Slip	Credit Card Payment Slip Size :5.50" X 8.70" Paper : Auto carbon bashundhara 2 ply Color :single color one side with numbering Binding : 2 ply X 50 sets=100 sheets/pad	1400	Pad		
21	Khaki Kham Big	Khaki Kham Big Size: 15.00" X 10.90" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print: single color one side printing Binding: 100 pcs ban & 500 pcs in a packet	20000	pcs		
22	Khaki Kham Medium	Khaki Kham Medium Size : 9.00" X 14.50" (13.00" +1.50) Paper :150 gsm Korean virgin paper (as per sample) Print : single color one side printing Binding : 100 pcs ban & 500 pcs in a packet	30000	pcs		
23	Khaki Kham Small	Khaki Kham Small Size : 10.00" X 7.00" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print : Single color one side printing Binding: 100 pcs ban & 500 pcs in a packet	12500	pcs		

- Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 119-120 Adamjee Court Annex Building-2, (2nd floor), Motijheel C/A, Dhaka on or before April 24, 2022 by 12.30 p.m.
- **Delivery place :** Delivery must be made of the said item to Bashabo Store (4th Floor), Dhaka at your own cost and responsibility.

- 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 FMD, Head Office, Prime Bank Limited, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before April 25, 2022 by 02.00 p.m. and clearly marked "**Printed Stationery Items**" on the top of the envelope.
- Machine Proof must be submitted to Facility Management 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.
- For any quarry feel free to contact with Mr. Sahadev Mondal Cell: 01713277697



Md. Mahfuzur Rahman
SAVP, Facility Management Division