

Facility Management Division

Prime/HO/FMD/RFQ/2023/546

August 7, 2023

Subject : Sealed quotation are invited for printing Monthly Income Scheme Receipt for Prime Bank.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing Monthly Income Scheme Receipt on the basis of following specifications and terms & conditions:

Specification :

Items Name and Specifications	Quantity	Unit Rate (including VAT & AIT)	Amount (Tk.) (including VAT & AIT)
Size of the leaf : (2.5"+7.5") x 3.5" with one vertical perforation	175 Books		
Colour : 4-6 colour (As per Bank's approved colour)			
Design : As per Bank's approved design			
Front cover : 200 gsm mat card with four colour printing			
Back cover : 200 gsm mat card			
Serial Number : Pre printed serial number is required as per instruction of the Bank.			
Paper Quality : CBS - 1 paper			
Physical Security : Chemical sensitivity, Watermark, UV Text, Erasable ink, etc.			
Binding : 50 Leaves per block (1+50+1) -only text personalization.			

Sample of the item may be seen from Prime Bank Limited, Administration Division, Head Office, Prime Tower (6th Floor), Plot No.35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 on or before August 13, 2023 by 11.00 a.m.

Delivery place : Prime Aspire, CES(A) 48(Old 98/A), Gulshan avenue, Gulshan, Dhaka – 1212 at your own cost and responsibility.

Following papers/documents must be enclosed with the quotation:

- Valid Trade License
- Must have updated/valid VAT and TIN/BIN Certificate.
- Bank solvency certificate
- Press Declaration Document
- Experience certificate of similar job (If available).



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It may be mentioned here that sealed quotation along with paper sample shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank Limited, Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja - 2, Khilkheth C/A, Dhaka-1229 on or before **August 13, 2023** by 02.30 p.m. and clearly marked "**Prime Monthly Income Scheme Receipt**" 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.

For any clarification, Mr. Md. Noman Sarker, Junior Officer, General Service, Administration division may be contacted over phone (Cell No. +880 1313476850)

Regards,



Kazi Sohel Masud
AVP & Unit Head
Procurement
Cell : 01730028367