

Facility Management Division
Prime/HO/FMD/RFQ/2023/734
November 30, 2023

Subject : Sealed quotations are invited for printing Deposit Slip Auto Carbon and File Cover with Clip 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 Carbon and File Cover with Clip 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 Page : 50 Sets X 2 Ply = 100 sheets Pad Packing : 50 pads per packet	30,000 pads		
2	<u>File Cover with Clip</u> Size : 22.00"X14.00" Paper : 300 gsm Art Card (hansol brand) Print : four color one side Binding : 100 pcs. Per packet with craft paper	20,000 pcs		

Sample of the item may be seen from Prime Bank Limited, Administration Division, Head Office, Prime Tower (10th Floor), Plot No.35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 on or before December 06, 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.

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, Khilkhet C/A, Dhaka-1229 on or before December 06, 2023 by 02.00 p.m. and clearly marked "**02 items for Central Store**" on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date.


 Page 1 of 2

Facility Management Division

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-FMD