

Facility Management Division

PBL/HO/FMD/Calendar/2023/740

December 3, 2023

Subject : Sealed quotation are invited for Printing Wall & Desk Calendar-2024 for Prime Bank PLC.

Dear Concerned,

Sealed quotations are hereby invited by Prime Bank PLC. from reputed and eligible Printing Firms for Printing Wall & Desk Calendar -2024 as per following specifications and terms & conditions:

SL. No.	Specifications of Wall & Desk Calendar – 2024		Quantity	Rate (including VAT & AIT)	Amount (Tk.) (including VAT & AIT)
1	Item's Name	: Conventional Wall Calendar	30,000 pcs		
	Size	: 17.00" x 22.00" (WxH)			
	Sheets	: 06 Date Sheets, 01 Top Sheet,			
	Paper	: Inner-150 gsm. Matt paper (Indonesia), Top sheet 80gsm partex premium/papertech off-set color paper			
	Color	: Four color one side, image will be used			
	Type of Binding	: 17.00" Wire-O-Binding -foreign (with stand 16.00")			
	Back Board	: 600gsm White Duplex Board (17.00"X 4.00")			
	Envelope	: 80gsm partex premium/papertech off-set paper with 04 color printing (Size: as per calendar dimension).	16,000 pcs		
2	Item's Name	: Desk Calendar	25,000 pcs		
	Size	: 8.50" X 5.00" (W x H)			
	No. of Leaves	: 6 leaves and 1 top sheet			
	Paper	: 300 gsm. Art Card (hansol brand) & top sheet off-set paper color			
	Color	: Four Color			
	Print	: Back to Back			
	Binding	: Wire-O-Binding (foreign) Stand Size- 8.50" X 5.50 X 3.30" by 900 gsm. Swedish board with one side matt laminations.			
	Envelope	: 80 gsm partex premium/papertech off-set paper with 04 color printing (Size: as per calendar dimension).	6,000 pcs		

Eligibility and other conditions:

The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:

- At least 05 (five) years relevant experience in this line of business and should be a company having national presence engaged in printing/supplying with efficient technical team for execution of work within the stipulated time.
- Have executed work order of minimum BDT 20 (twenty) Lac in a single transaction with any financial institution/reputed institution of the country.
- Must have updated/valid VAT and TIN Certificate.

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d. Following papers/documents must be enclosed with the quotation:

- i. Valid Trade License
- ii. Bank solvency certificate
- iii. Press Declaration Document
- iv. Client list and contact person with performance (maximum 03) certificate (If available)
- v. Experience certificate of similar job-at least three company (If available)

Sample of the item may be seen from Prime Bank PLC., 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 07, 2023 by 11.00 a.m.

The quotations shall have to be submitted with documents and dummy sample in the tender box kept at Facility Management Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on or before December 07, 2023 by 02.00 p.m. and clearly marked "**Printing of Wall & Desk Calendar - 2024**" on the top of the envelope.

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

The quotation will have to be validated for next 3-months from sample approval date.

Storage of goods : The bidders must have adequate storage facility. Goods must be stored at the vendor's location after production.

Place of delivery : The vendor shall deliver the goods to 70-80 different Divisions of Head Office (Motijheel, Gulshan & Progati Sarani), 41 Branches within Dhaka City and 107 Branches throughout the country. All delivery should be as per the instruction of concerned executive of Administration Division.

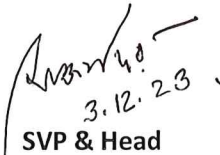
Cost of delivery : Price to be quoted by the bidders shall include the cost of delivery and vendor has to send the items to respective places at their responsibility.

Machine Proof must be submitted to Administration Division.

The Authority reserves the right to accept, modify or reject any or all of the proposals or may divide the works amongst the participants without assigning any reason whatsoever.

The Bank shall not be bound or under any obligation to accept the lowest quotation.

For any query please feel free to contact with **Mr. Sahadev Mondal, Cell No. 01713 277697**


3.12.23
SVP & Head

Facility Management Division,
Prime Tower (10th Floor)
Plot No.35 & 08, Airport Road, Nikunja-2,
Khilkhet C/A, Dhaka-1229