

Prime/HO/FMD/RFQ/2024/110

February 19, 2024

Subject : Sealed quotations are invited for printing Deposit Slip Auto Carbon for Prime Bank PLC.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of Deposit Slip Auto Carbon 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	<p>Inner:</p> <p>Size : 8.25" X 4.50" Paper : Auto Carbon bashundhara (white+pink) Color : Single color with 1st copy di- perforated Pages : 2 ply X 20 sets = 40 leaves/pads</p> <p>Cover:</p> <p>Paper (top) : 80 gsm offset paper Color : Single color both side printing with book number. Paper (back) : 200gsm. duplex bashundhara brand (16.00" X 4.5) as per sample Color : Single color one side printing Binding : Pin binding Packing : 50 pads in a packet</p>	50,000 pads		

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 February 29, 2024 by 11.00 a.m.

Delivery place : Delivery must be made of the said item to Bashabo Store, Hossain Tower (4th Floor), Plot No. 220, Holding No. 60 & 61, Ward No. 04, South Bashabo, Dhaka 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.
- VAT Registration Certificate
- Bank Solvency Certificate
- Press Declaration Document
- Experience Certificate Of Similar Job (If Available).

Facility Management Division

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 PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on February 29, 2024 by 03.00 p.m. and clearly marked "**Deposit Slip Auto Carbon**" 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,



Md. Muktedir Khan Chowdhury
Head of FMD

