

Facility Management Division

Prime/HO/FMD/RFQ/2024/629

October 6, 2024

Subject: Sealed quotations are invited for printing 16 items for Card & ADC Business of Prime Bank PLC.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 16 items for Card & ADC Business 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	Debit Card Mailer (Regular+Neera+Hasanah)	60,000		
	Size : A4 (11.69 X 8.27)	sheets		
	Paper : 100 gsm partex premium/papertech			
	Color : Four color one side printing			
	Packing: 100 sheets ban and 500 sheets packet			
2	Debit Card Mailer (Priority)	3,500 sheets	3	
	Size : A4 (11.69 X 8.27)		y.	
	Paper : 100 gsm partex premium/papertech			
	Color : Four color one side printing			
	Packing: 100 sheets ban and 500 sheets packet		·	
3	Debit Card Mailer (RFCD Signature)	2,500 sheets		
	Size : A4 (11.69 X 8.27)		7	
	Paper : 100 gsm partex premium/papertech			
	Color : Four color one side printing			
	Packing: 100 sheets ban and 500 sheets packet			
4	Credit Card Mailer (Old logo)	14,000	ì	
	Size : A4 (11.69 X 8.27)	sheets	.,'	
	Paper : 100 gsm partex premium/papertech			
	Color : Four color one side printing			
	Packing: 100 sheets ban and 500 sheets packet			
5	Credit Card Mailer (New logo)	16,000 pcs		
	Size : A4 (11.69 X 8.27)			
-	Paper : 120 gsm. offset paper partex			
	premium/papertech			
	Color : 04 color one side printing			
	Packing: 100 pcs./ban & 500 pcs. per box			
6	Credit Card Mailer (Priority- World)	1,500 pcs		
	Size : A4 (11.69 X 8.27)			
	Paper : 100 gsm. offset paper partex			
-	premium/papertech			
	Color : 04 color one side printing			
	Packing: 100 pcs./ban & 500 pcs. per box		=	





Facility Management Division

Debit & Credit Card Pouch 75,000 pcs					
Paper : 300 gsm art card Color : 04 color printing with di-cutting Pasting : Solution pasting Packing : 100 pcs. per packet 8	7		75,000 pcs		
Color : 04 color printing with di-cutting Pasting : 300 uton pasting 100 pcs. per packet 8		Size : 3.50" X 2.40",			
Packing : 50lution pasting Packing : 100 pcs. per packet 8		Paper : 300 gsm art card			
Packing : 100 pcs. per packet		Color : 04 color printing with di-cutting			
8		Pasting : Solution pasting			
Size : 3.50" X 2.40", Paper : 300 gsm art card Color : 04 color printing with di-cutting & solutions pasting Packing : 100 pcs. per packet 9		Packing : 100 pcs. per packet	2		
Paper : 300 gsm art card Color : 04 color printing with di-cutting & solutions pasting Packing : 100 pcs. per packet 9	8	Credit Card Pouch (Old logo)	12,000 pcs		
Color : 04 color printing with di-cutting & solutions pasting Packing :100 pcs. per packet		Size : 3.50" X 2.40",			
Color : 04 color printing with di-cutting & solutions pasting Packing :100 pcs. per packet		Paper : 300 gsm art card			
Packing : 100 pcs. per packet 9	*.				
Packing: 100 pcs. per packet 9					
Debit & Credit Card Pouch (Priority) Size : 3.50" X 2.40", Paper : 300 gsm art card Color : 04 color printing with di-cutting Pasting : Solution pasting Packing : 100 pcs. per packet Size : A4 (11.69 X 8.27) Paper : 100 gsm. offset papertech/partex premium Color : 04 color one side & back side single color printing Packing : 100 sheet ban/500 sheets in a packet Debit Card Regular Envelope Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 150 gsm, art paper with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample Debit Card Neera Envelop Prepaid Envelope Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 150 gsm, art paper with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample Debit Card Hasanah Envelope Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 150 gsm, art paper with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample 4,000 pcs Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 150 gsm, art paper with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample 4,500 pcs Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 300 gsm, art paper with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample 4,500 pcs Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 300 gsm, art card with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) Others as per sample 4,500 pcs Size : 8.5 X 4.5 with mouth 8.5 X 1.25 Paper : 300 gsm, art card with mat lamination Color : 04 color front side and back side grounding Adhesive : Required (both side gum tape) A,500 pcs A,500 pcs A,500 pcs A,500 pcs A,500 pcs A,5					
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Packing: 100 pcs. per packet 10					
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side adhesive/gum tape)					
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15	Credit Card Envelope (New logo)	5,000 pcs		
	Size : 8.5 X 4.5 with mouth 8.5 X 1.25			
	Paper: 300 gsm, art card with mat lamination			
	Color : 04 color front side and back side grounding			
	Opening flap & Adhesive: As per attachment (also both			
	side adhesive/gum tape)			
16	Credit Card Envelop (Old logo)	8,000 pcs		
	Size : 8.5 X 4.5 with mouth 8.5 X 1.25			
	Paper: 300 gsm, art card with mat lamination			
	Color : 04 color front side and back side grounding			
	Opening flap & Adhesive: As per attachment (also both			
	side adhesive/gum tape)			
		di .	Grand Total	

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 October 10, 2024 by 11.00 a.m.

Delivery place: Delivery must be made of the said item to Prime Bank PLC., Card & ADC Operations, Head Office, Prime Tower (7th Floor), Plot No.35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 at your own cost and responsibility.

Following papers/documents must be enclosed with the quotation:

- i. Valid Trade License
- ii. Must Have Updated/Valid VAT and TIN/BIN Certificate.
- iii. VAT Registration Certificate
- iv. Bank Solvency Certificate
- v. Press Declaration Document
- vi. Experience Certificate Of Similar Job (If Available).

It may be mentioned here that <u>sealed quotation along with paper sample</u> 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 October 10, 2024 by 03.00 p.m. and clearly marked **"16 Items for Card & ADC Business"** 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,

Kazi Sohel Masud AVP & Unit Head Procurement-FMD

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