

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	<b><u>Debit Card Mailer (Regular+Neera+Hasanah)</u></b> Size : A4 (11.69 X 8.27) Paper : 100 gsm partex premium/papertech Color : Four color one side printing Packing : 100 sheets ban and 500 sheets packet	60,000 sheets		
2	<b><u>Debit Card Mailer (Priority)</u></b> Size : A4 (11.69 X 8.27) Paper : 100 gsm partex premium/papertech Color : Four color one side printing Packing : 100 sheets ban and 500 sheets packet	3,500 sheets		
3	<b><u>Debit Card Mailer (RFCD Signature)</u></b> Size : A4 (11.69 X 8.27) Paper : 100 gsm partex premium/papertech Color : Four color one side printing Packing : 100 sheets ban and 500 sheets packet	2,500 sheets		
4	<b><u>Credit Card Mailer (Old logo)</u></b> Size : A4 (11.69 X 8.27) Paper : 100 gsm partex premium/papertech Color : Four color one side printing Packing : 100 sheets ban and 500 sheets packet	14,000 sheets		
5	<b><u>Credit Card Mailer (New logo)</u></b> 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	16,000 pcs		
6	<b><u>Credit Card Mailer (Priority- World)</u></b> 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	1,500 pcs		



## Facility Management Division

7	<b><u>Debit &amp; Credit Card Pouch</u></b> 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	75,000 pcs		
8	<b><u>Credit Card Pouch (Old logo)</u></b> 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	12,000 pcs		
9	<b><u>Debit &amp; Credit Card Pouch (Priority)</u></b> 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	4,500 pcs		
10	<b><u>Credit Card Statement</u></b> 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	3,000 sheets		
11	<b><u>Debit Card Regular Envelope</u></b> 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	35,000 pcs		
12	<b><u>Debit Card Neera Envelop Prepaid Envelope</u></b> 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	16,000 pcs		
13	<b><u>Debit Card Hasanah Envelope</u></b> 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		
14	<b><u>Debit &amp; Credit Card Envelop Priority</u></b> 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)	4,500 pcs		



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15	<b>Credit Card Envelope (New logo)</b> 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)	5,000 pcs		
16	<b>Credit Card Envelop (Old logo)</b> 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)	8,000 pcs		
Grand Total				

Sample of the item may be seen from Prime Bank PLC., Administration Division, Head Office, Prime Tower (10<sup>th</sup> 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 (7<sup>th</sup> 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:**

- 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).

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 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