

Prime/HO/FMD/RFQ/2024/643

October 16, 2024

Subject : Sealed quotations are invited for printing 03 (three) types printing stationery items for Prime Bank PLC.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 03 (three) types printing stationery items 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>Khaki Kham Big</u> Size : 15.00" X 10.90" (without mouth) Paper : 150 gsm Foreign Liner Print : single color one side printing Binding : 100 pcs ban & 500 pcs in a packet	30,000 pcs		
2	<u>Cash Denomination Slip (PF -36)</u> Size : 5.90" X 2.50" Paper : 55 gsm Bashundhara Print : Single-color one side print Binding : 100 sheets/pad & 50 pads/packet	15,000 pads		
3	<u>L/C File Cover</u> Size : 14.10"X22.00" Paper : 300 gsm. Art Card (hansol) Clip : Hoazie brand steel Print : Single color (front side) & single color (back side) with crease Binding : 100 pcs. per packet with craft paper	18,000 pcs		

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 22, 2024 by 11.00 a.m.

Contact Person: Mr. Sahadev Mondal, Cell : 01713-277697

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.



Facility Management Division

- 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 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 22, 2024 by 03.00 p.m.** and clearly marked **"03 types printing stationery 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. **Any quotation send vide mail will not be acceptable.**

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