

**Subject: - Request for submission financial offer for supplying 3,000 ream A4 offset paper for Prime Bank.**

Dear Concern,

Prime Bank intends to select supplier for supplying A4 Offset Paper (80 gsm). In this regard interested bidders are requested to submit financial offer by **29 October 2024** in their letterhead pad with sealed envelope. The envelope must be marked as **"Quotation for Supplying A4 Offset Paper"** as per specifications, Terms & Conditions stated below:

**Financial Proposal & Specifications:**

Sl	Name of the items	Specifications	Brand	Qty. (Ream)	Rate-Per Ream (BDT)	Total (BDT)
1	A4 size paper	Offset paper A4(8.27" × 11.69"), 80 gsm	To be mention by bidder	3,000		
Note: Price shall include all taxes, VAT, unloading & other charges						


**Terms & Conditions:**

01	The supplier will deliver to the Bank's selected location (Banks Centre Store @ Bashabo L-4), Unloading charges will be borne by the supplier.
02	Payment will be made based on the delivery challan duly signed by receiving officer of the concerned division/ department.
03	The quoted price shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per govt. rules time to time.
04	In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
05	The Bank shall not be bound or under any obligation to accept the lowest quotation.
06	Bidder must submit photocopy of following documents along with the RFQ: a) Up-to-date Valid Trade License. b) Certificate of Incorporation in case of Limited Company. c) Valid TIN Certificate. d) VAT Registration Certificate. e) Bank Solvency Certificate. f) Experience Certificate/Work Order. g) Client list.
07	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. Prime Bank is not bound to accept the lowest tender.

The Proposal must be submitted in the tender box - 'Prime Tower (Ground Floor), Plot # 8 & 35, Nikunjo-2, Khilkhet, Airport Road, Dhaka-1219 on 29 October 2024 from 10.00 am to 03.00 pm

For details information, you may communicate with **Mr. Sahadev Mondal** [sm042201@primebank.com.bd](mailto:sm042201@primebank.com.bd) , Cell # **01713277697**

Regards,

  
**Md Muktadir Khan Chowdhury**  
Head of FMD