

Subject : Sealed quotations are invited for printing 08 (eight) 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 08 (eight) 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>Deposit Slip Auto Carbon (PF -07a.)</u> <u>Inner:</u> Size : 8.25" X 4.50" Paper : Auto Carbon bashundhara (white+pink) Color : Single color with 1 st copy di-perforated Pages : 2 ply X 20 sets= 40 leaves/pads <u>Cover:</u> Paper (top) : 80 gsm offset paper paper Color : Single color both side printing with book number. Paper (back) : 200gsm. duplex bashundhar brand(16.00" X 4.50) As per sample Color : Single color one side printing Binding : Pin binding Packing : 100 books in a packet	50,000 books		
2.	<u>Khaki Kham Medium</u> Size : 9.00" X 14.50" (13.00" +1.50) Paper : 150 gsm Korean craf paper Print : Single color one side printing Binding : 100 pcs ban & 500 pcs in a packet	50,000 pcs		
3.	<u>Letterhead Pad (Branch)</u> Size : 11.69" X 8.27" Paper : 100 gsm Papertech/Partex Premium Color : Four color one side Printing Packing : 100 sheets/ban(pad) & 500 sheets/ 5pads per packet	1,000 pads		

Facility Management Division

4.	<u>Cheque Requisition Slip (PF-06)</u> Size : 8.75" X 5.50" Paper : 70gsm. Bashundhara offset. Color : Single color one side Packing : 100sheet/ pad & 50 pads per packet	600 pads		
5.	<u>Cost Memo (PF- 48)</u> Size : 5.00"X4.75" Paper : 55 gsm Bashundhara Brand Print : Single-color one side print Binding : 100 sheets/pad & 50 pads/packet	300 pads		
6.	<u>Simple Credit Voucher (PF-85)</u> Size : 7.50"X4.50" Paper : Color demay Bashu. green Print : Single-color one side print Binding : 100 sheets/pad & 50 pads/packet	500 pads		
7.	<u>Outward Clearing Register (PB-63)</u> Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages/Register Binding : Cloth & Leather(as per sample)	30 books		
8.	<u>Key Register (PB-83)</u> Size : 13.50" X 8.5 Paper : 68gsm. Bashundhara ledger Color : Bi color both side with number Pages : 100 folio or 100 sheets/Register Binding : Cloth & Leather(as per sample)	50 books		

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 November 04, 2024 by 11.00 a.m.

Contact Person: Md. Noman Sarker, Cell : 01313476850

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).



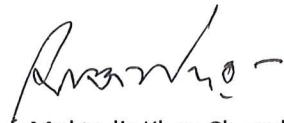
It may be mentioned here that sealed quotation along with paper sample shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on **November 04, 2024 by 03.00 p.m.** and clearly marked **"08 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.

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. Muktaadir Khan Chowdhury
Head of FMD