

Subject: Request for Quotation for Printing of Wall Calendar and Desk Calendar for the year 2025.

Dear Concern,

Sealed quotations are hereby invited by Prime Bank PLC. from reputed and eligible Printing Firms for Printing of Wall Calendar and Desk calendar for the year 2025 as per following specifications and terms & conditions:

SL. No.	Specifications of the items for the year 2025			Quantity	Rate (including VAT & AIT)	Amount (Tk.) (including VAT & AIT)
1	<u>Item's Name</u>	:	<u>Wall Calendar</u>	10,000		
	Size	:	17.00" x 22.00" (WxH)			
	No. of Sheets	:	06 Date Sheets, 01 Top Sheet and 01 back page			
	Paper	:	Inner-150 gsm. Matt paper (Indonesia), Top sheet and back page 80gsm partex premium/papertech offset paper			
	Color	:	Four color one side, image will be used			
	Type of Binding	:	17.00" Wire-O-Binding -foreign (with stand 16.00")			
	Back Board	:	600gsm White Duplex Board (17.00"X 4.00")	10,000		
	Envelope	:	80gsm partex premium/papertech off-set paper with 04 color printing (Size: as per calendar dimension).			
2	<u>Item's Name</u>	:	<u>Desk Calendar</u>	10,000		
	Size	:	8.50" X 5.00" (W x H)			
	No. of Leaves	:	6 leaves and 1 top sheet			
	Paper	:	300 gsm. Art Card (hansol brand), Total 07 sheets			
	Color	:	Four Color			
	Print	:	Back to Back			
	Binding	:	Wire-O-Binding (foreign), Stand Size- 8.50" X 5.50 X 3.50" by 24 Lbs Pasting Board with 120 gsm art paper(out side), 80 gsm offset(inner side) and one side matt laminations.	10,000		
	Envelope	:	80 gsm partex premium/papertech off-set paper with 04 color printing.			
Grand Total Cost						



Eligibility and other conditions:

The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:

- a. At least 05 (five) years relevant experience in this line of business and should be a company having national presence engaged in printing/supplying with efficient technical team for execution of work within the stipulated time.
- b. Have executed work order of minimum BDT 20 (twenty) Lac in a single transaction with any financial institution/reputed institution of the country.
- c. Must have updated/valid VAT and TIN Certificate.

List of papers/documents to be submitted :

Following papers/documents must be enclosed with the quotation:

- i. Valid Trade License
- ii. VAT Registration Certificate, Up-to-date TIN certificate and Up-to-date copy of TAX payment receipt
- iii. Bank solvency certificate
- iv. Press Declaration Document
- v. Client list and contact person with performance (maximum 03) certificate (If available)
- vi. Experience certificate of similar job-at least three company (If available)

Sample shown : Sample of the item may be seen from Administration Division, Head Office, Prime Bank PLC., Prime Tower (10th Floor), Plot No. 35 & 8, Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka on or before November 11, 2024 by 2:30 p.m.

RFQ submission:

All RFQ including supplementary data and information shall be in English. The RFQ is to be submitted in 2 (two) envelope system i.e. one "**Technical Proposal**" and another "**Financial Proposal**" mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the "Technical Offer" and the "Financial Offer. The RFQ shall be marked with "**Printing Wall Calendar and Desk Calendar for the year 2025**".

→ The RFQ shall be submitted in the tender box kept on 13 November 2024 by 3:00 PM at the following address:

**Prime Bank PLC, Head Office
Prime Tower (Ground Floor)
Plot No. 35 & 08,
Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229**

→ No quotation will be received by mail.

The RFQ shall be dropped in the tender box kept at the address mentioned above and open in the same day same place at 3:30 PM. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

VAT & Tax : VAT, Income Tax etc. shall be applicable as per Govt. rules.

Validity of the proposal : The quotation will have to be validated for next 3-months from sample approval date.

Storage of goods : The bidders must have adequate storage facility. Goods must be stored at the vendor's location after production.

Place of delivery : The vendor shall deliver the goods to 70-80 different Divisions of Head Office (Gulshan, Progati Sarani and Nikunja), 41 Branches within Dhaka City and 107 Branches throughout the country. All delivery should be as per the instruction of concerned executive of Administration Division.

Cost of delivery : Price to be quoted by the bidders shall include the cost of delivery and vendor has to send the items to respective places at their responsibility.

Machine Proof : Machine Proof must be submitted to Administration Division.

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.

The Bank shall not be bound or under any obligation to accept the lowest quotation.

Manipulation or any kind of unusual approach may lead to disqualification of the proposal.

For details information, you may communicate with **Mr. Shahadev Mondal**, Executive Officer, Administration Division, **Cell # 01713277697**

Regards.



Kazi Sohel Masud
AVP & Unit Head-Procurement