



Facility Management Division

Prime/HO/FMD/RFQ/2025/373

June 15, 2025

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	Unit rate (Excluding VAT & Including Tax)	Total (Excluding VAT & Including Tax)
1	<u>Letter Head 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		
2	<u>File Cover with Clip</u> Size : 22.00"X14.00" Paper : 300 gsm Art Card (hansol brand) Print : Four color one side Binding : 100 pcs per packet with craft paper	30,000 pcs		
3	<u>Khaki Kham Medium</u> Size : 9.00" X 14.50" (13.00" +1.50) Paper : 150 gsm Korean virgin paper Print : Single color one side printing Binding : 100 pcs ban & 500 pcs in a packet	50,000 pcs		
4	<u>Window Envelope</u> Size : 9.50" X 4.50" Paper : 100 gsm partex Premium offset Color : Four color printing Packing : 100 pcs ban & 500pcs./Box Others : Silipon and side pesting as per sample	100,000 pcs		
5	<u>Khaki Kham Big</u> Size : 15.00" X 10.90" (without mouth) Paper : 150 gsm Korean virgin paper Print : Single color one side printing Binding : 100 pcs ban & 500 pcs in a packet	30,000 pcs		




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6	Simple Credit Voucher (PF-85) Size : 7.50"X4.50" Paper : Color demay Bashu. green Print : Single-color one side print Binding : 100 sheets/pad & 50 pads/packet	1,300 pads	
7	L/C File Cover 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	20,000 pcs	
8	Voucher Cover (PF-93) Paper : 150 gsm Craft Board (as per sample) Size : 19.00"X 5.75" Print : Single color one side with single crease Packing : 100 pcs per packet	30,000 pcs	
Grand Total			

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 **June 19, 2025** by 11.00 a.m.

Contact Person: Mr. Md. Noman Sarker, Cell: +880 1313476850

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 TIN and 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 **June 19, 2025 by 03.00 p.m.** and clearly marked **"08 types printing stationery item"** 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.**



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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,


Tanveer Ahamed
Head of Procurement

