

Subject : Sealed quotations are invited for printing 05 (five) types of Card Collateral Items for Card & ADC Biz. of Prime Bank PLC:

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 05 (Five) types Card Collateral Items for Card & ADC Business on the basis of following specifications and terms & conditions:

Specification :

SL. No.	Items Name and Specifications	Quantity	Unit Rate (Excluding VAT & Including AIT)	Total (Excluding VAT & Including AIT)
1	<u>Debit Card Window Envelope:</u> Size : 9" x 5" Paper : 300 GSM Swedish Board Color : 04 color one side printing Lamination : One side Matt & Spot Others : Both side gum tape & perforation on flap (mouth of envelope) and as per sample	80,000 pcs		
2	<u>Credit Card Window Envelope 01:</u> Size : 9" x 5" Paper : 300 GSM Swedish Board Color : 04 color one side printing Lamination : One side Matte & Spot Others : Both side gum tape & perforation on flap (mouth of envelope) and as per sample	5,000 pcs		
3	<u>Credit Card Window Envelope 02:</u> Size : 9" x 5" Paper : 300 GSM Swedish Board Color : 04 color one side printing Lamination : One side Matt & Spot Others : Both side gum tape & perforation on flap (mouth of envelope) and as per sample	15,000 pcs		
4	<u>Credit Card Window Envelope 03:</u> Size : 9" x 5" Paper : 300 GSM Swedish Board Color : 04 color one side printing Lamination : One side Matte & Spot Others : Both side gum tape & perforation on flap (mouth of envelope) and as per sample	5,000 pcs		
5	<u>PIN Generation Folded Flyer:</u> Size : 11.4" X 4.4" (HxW) Fold : 06 Fold Paper : 150 GSM Art Paper Finishing : Matte finish	100,000 pcs		
Grand Total				




Facility Management Division

1. 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 **September 15, 2025** by 11.00 a.m.
2. **Contact Person: Mr. Md. Noman Sarker, Cell: +880 1313476850**
3. **Delivery Place :** Delivery must be made of the said item to Simple Tree Anarkali (7th Floor), Gulshan Avenue, Dhaka- 1212 at your own cost and responsibility.
4. **Following papers/documents must be enclosed with the quotation (Technical Proposal):**
 - i. Valid Trade License
 - ii. Must Have Updated/Valid TIN and BIN Certificate.
 - iii. VAT Registration Certificate
 - iv. Bank Solvency Certificate
 - v. Press Declaration Document
 - vi. Experience Certificate of Similar Job (any Bank).
 - vii. Declaration of number of Machines.
 - viii. Declaration of own Binding Section.
5. **RFQ Submission:** 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 **September 15, 2025 by 03.00 p.m.** The quotation will have to be validated for next 3 (three) months from sample approval date. **Any quotation send vide mail will not be acceptable.**

The Proposal 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 proposal shall be marked with "Printing 05 (five) types of Card Collateral Items". Any deviation of this process your proposal will not be accepted.
6. Machine Proof must be submitted to Concern Division.
7. VAT, Income Tax etc. shall be applicable as per Govt. rules.
8. **Bank's (PBPLC) Right:** Bank (PBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Bank (PBPLC) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Bank (PBPLC) reserves the right to conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

Regards,



Md. Muktadir Khan Chowdhury
Head of FMD

