

Facility Management Division
Prime/HO/FMD/RFQ/2023/419
June 14, 2023

Subject : Sealed quotations are invited for printing 03 types printing stationery items for Prime Bank.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 03 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-07)</u> Size : 8.75" X 3.75" Paper : Bashundhara auto carbon (Pink +White) Color : Single color both side Page : 50 Sets X 2 Ply = 100 sheets Pad Packing : 50 pads per packet	30,000 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	20,000 pcs		
3	<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	1,500 pads		

Sample of the item may be seen from Prime Bank Limited, Administration Division, Head Office, Prime Tower (6th Floor), Plot No.35 & 08, Airport Road, Nikunja C/A, Khilkhet, Dhaka-1229 on or before June 21, 2023 by 11.00 a.m.

Delivery place : Delivery must be made of the said item to Bashabo Store (4th Floor), Dhaka at your own cost and responsibility.

Facility Management Division

Following papers/documents must be enclosed with the quotation:

- i. Valid Trade License
- ii. Must have updated/valid VAT and TIN/BIN Certificate.
- iii. Bank solvency certificate
- iv. Press Declaration Document
- v. 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 Limited, Prime Tower (Ground Floor, Central Dispatch) Plot No.35 & 08, Airport Road, Nikunja C/A, Khilkhet, Dhaka-1229 on or before June 21, 2023 by 12.00 p.m. and clearly marked **“03 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.

For any clarification, Mr. Sahadev Mondal, Executive Officer, General Service, Administration division may be contacted over phone (Cell No. +880 1713-277697)

Regards,



Kazi Sohel Masud
AVP & Unit Head
Procurement
Cell : 01730028367