



Facility Management Division

HO (FMD)/printing/Card/2016/22653

October 02, 2016

Sub: - Request for sealed quotation for printing 03 (three) types of printed stationery for Card Division.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 03 (three) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p><u>1. Credit Card Payment Slip</u>            Quantity : 3,000 pads            Size : 5.50" X 8.70"            Paper : Auto carbon china 3 ply (White +green + pink)            Color : single color one side with numbering            Binding : 3 ply X 50 sets=150 sheets/pad</p>	<p><u>2. MasterCard Statement</u>            Qty: 1,00,000 Sheets            Size : 8.50" X 11.80"            Paper : 100 gsm. offset paper one            Color : Four color front side &amp; back side one color            Packing: 100 sheets/ban &amp; 500 sheet per packet</p>
<p><u>2. JCB Card Statement</u>            Qty: 20,000 Sheets            Size : 8.50" X 11.80"            Paper : 100 gsm. offset paper one            Color : Four color front side &amp; back side one color            Packing: 100 sheets/ban &amp; 500 sheet per packet</p>	

Sample of the item may be seen at Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 10 October, 2016 by 2:00 pm.

It may be mentioned here that sealed quotation along with paper sample shall have to be submitted in the tender box kept at FMD, 29 rajuk avenue (1st floor), Dhaka on or before 10 October, 2016 by 03:00 p.m. and Clearly marked "Printing 03 (three) types of printed stationery" on the top of the envelope. The quotation will have to be validated for next 3-months from the date of submission.

Machine Proof must be submitted to Facility Management Division.

VAT, Income Tax etc. shall be applicable as per Govt. Circular. Unit rate shall be inclusive of VAT and Income Tax.

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. Further, Bank shall not be under any obligation to accept the lowest quotation.

Md. Abdul Aziz  
Asstt. Vice President

Saif-Ul-Alam Md Al-Amin  
Senior Vice President & Head