



Facility Management Division

HO (FMD)/printing/Gen/2016

September 28, 2016

Sub: - Request for sealed quotation for printing 08 (eight) types of printed stationery.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 08 (eight) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

1. Khaki Kham Small Qty: 1,50,000 pcs Size: 10.00" X 7.00" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print: Single color one side printing Binding: 100 pcs ban & 500 pcs in a packet	2. Party credit Voucher(PF-77) Qty : 1500 pads Size :4.50" X 7.50" Paper : Color demay blue & 55 gsm bashun. Color :Single color one side Packing :2ply X100 sets=200 sheets /pad & 50 pads per packet
3. Account 150% Deposit Scheme Quantity: 150 Pads Size :13.8" X 8.80" Paper : 80gsm.bashundhara Offset Color :Single color both side Packing : 100sheets/ pad& 25 pads per packet	4. Letter of Continuity(Pf-162) Quantity: 300 Pads Size :8.30" X 6.50" Paper : 64gsm. Bashundhara ledger Color :Single color one side printing Packing : 100sheets/ pad & 50 pads per packet
5. Requisition Memo (PF-118) Qty: 200 pads Size: 8.75"X7.25" Paper: . Bashundhara color demy Print: single-color one side print Binding: 100 sheets pad/20 pads packet	6. Attendance Register(PB-69) Qty: 150 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : Single color both side with numbering Pages : 100 leaves or 100 folio/Register Binding : Cloth & Leather(as per sample)
7. Ordinary Letter Despatch Register (PB-71) Qty: 150 Books Size : 13.50" X 8.5 Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages :200 folio or 200 sheets/Register Binding : Cloth & Leather(as per sample)	8. Transfer scroll Register(PB-53) Qty: 30 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : Single color both side with number Pages : 200 folio or 400 Pages/Register Binding : Cloth & Leather(as per sample)

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 04 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 04 October, 2016 by 03:00 p.m. and Clearly marked "Printing 08 (eight) 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