

Facility Management Division

HO (FMD)/Printing/General+Card/2015

April 02, 2015

Sub: - Invitation of Sealed Quotation for printing of 09 (Nine) types of item of the Bank.

Dear Sir,

You are requested to submit sealed quotation in closed envelope with your company letter head pad for printing of 09 (Nine) items on the basis of following specifications and terms & conditions:

Specifications:

<p>1.Statement (Master Card) Qty: 1,00,000 Sheets Size :8.50" X 11.80" Paper :100 gsm. April Premium/Paper one Color :Four color front side & back side one color Packing: 100 sheets/ban & 500 sheet per packet</p>	<p>2.Statement (Visa Card) Qty: 1,50,000 Sheets Size :8.50" X 11.80" Paper :100 gsm. April Premium/Paper one Color :Four color front side & back side one color Packing: 100 sheets/ban & 500 sheet per packet</p>
<p>3.Envelope-Left Window Quantity: 2,00,000 pcs. Size :9.60" X 4.25" Paper : 100 gsm. Bashundhara offset Color :four color one side printing Packing : 100pcs./ ban & 500pcs. per box</p>	<p>4.Cash Denomination Slip(PF -36) Qty.- 10,000 pads Size: 5.90"X2.50" Paper: 55 gsm Bashundhara Print: Single-color one side print Binding: 100 sheets/pad & 50 pads/packet</p>
<p>5.Scheme Deposit Book (PF -10) Qty: 60,000 books Inner: Size :7.50" X 2.95" Paper : Auto Carbon china(pink +white) Color :Single color one side with Numbering & 1st copy di-perfor. Page : 2 ply per set & 12 sets/24 leaves per book Cover: Paper (top) : 150 gsm. Art paper Color :Single color both side Paper (back) : 230gsm. duplex bashundhara brand(14.50" X2.95) Color :Single color one side Binding : Pin binding Packing :200 books in a packet</p>	<p>6.Simple Credit Voucher (PF-85) Qty :5,000 Pads Size: 7.50"X4.50" Paper: Color demay Bashu. green Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet</p>
<p>8.PIN Mailer for Card Division Quantity: 20,000 pcs. Size : 6.50" X 3.67" Paper : 1st ply 55 gsm, 2nd +3rd ply 80 gsm. Color :04(four) color front side on 2nd ply Page : 3 ply wood free paper with carbonized CNF Ink area and sprocket margin with continuous sheets Others : as per previous sample</p>	<p>7.File Cover with Pocket Qty: 5,000 pcs Size: 9.50"X14.50"(Total 19.00" X 4.50") Paper: 350 gsm Art Card (Hansol) Print: Four-Color one side print Pocket: 02 Pocket in each file Pocket Size: 4.75X9.50 & 7.50X9.50(as per sample) Packing: 100 pcs./packet</p>
	<p>9. Specimen Signature Card(PF-16) Qty : 70,000Pcs. Size :5.50" X 4.30" Paper : 300gsm. solid card Color :Single color one side with both side yellow grounding Packing : 100 pcs. /ban & 500 pcs, packet</p>

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on 15.04.2015 on or before 02:00 p.m. and the items will be delivered to central store.

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) on 15.04.2015 on or before 03.00 p.m. and Clearly marked "Printing & supplying of 09 (Nine) types of item" on the top of the envelope. The quotation will have to be valid for next 3-months from the date of submission.

VAT, Income Tax etc. shall be applicable as per Govt. Circular against the Bill of the Printing firm concerned, if awarded which may please be noted. **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.

Yours faithfully,



Md. Baqui Billah
Asstt. Vice President



Saif-UI-Alam Md. Al-Amin
Vice President