

Subject: Sealed Quotations are invited for printing 02 (two) types item .

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 02 (two) types item on the basis of following specifications and terms & conditions:

Specifications:

1. Deposit Slip Auto Carbon (PF-07) Qty: 40,000 pads. Size :8.75" X 3.75" Paper : Bashundhara auto carbon(Pink +White) Color :Single color both side Leave : 50 Sets X 2 Ply = 100 leaves pad Binding : Pad binding with pin & 1 st copy di-perforation Packing : 50 pads per packet	2.Credit Card Payment Slip Qty : 1000 pads Size :5.60" X 8.75" Paper : Auto carbon Bashundhara 2 ply (White +green) Color :Single color one side with numbering Binding : 2 ply X 50 sets=100 sheets/pad Packing : 50 pads per packet
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Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before September 29, 2020 by 02.30 p.m.

The quoted prices shall include all taxes, VAT & other charges. Bank will deduct VAT & AIT as per government rules.

Bidder must submit photocopy of following documents along with the RFQ:

- Up-to-date Valid Trade License.
- Certificate of Incorporation in case of Limited Company.
- Valid TIN Certificate.
- VAT Registration Certificate.
- Bank Solvency Certificate.
- Experience Certificate/Work Order.
- Press Declaration.
- Client list.

It may be mentioned here that sealed quotation along with paper sample and above mentioned documents shall have **to be submitted in the tender box kept at FMD, 29 Rajuk Avenue (1st floor), Dhaka on or before September 29, 2020 by 03:00 p.m. and clearly marked "02 types item" 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 Facility Management Division.

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.

Thanking You



Kazi Sohel Masud
FAVP, Procurement