

Facility Management Division

Prime(H0)/FMD/RFQ/AR/2021/190

March 28, 2021

Subject: RFQ for Printing of Annual Report – 2020.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 500 pcs Annual Report with Envelope of our Bank on the basis of following specifications and terms & conditions:

Specifications:

Specifications of Annual Report		
Particulars		
Item	:	Annual Report
Size	:	11.69" x 8.25"
No. of pages	:	400 pages/200 leaves (50 forma)
Paper Inner	:	100 gsm Matt paper
Printing	:	4-color both side print.
Cover pages	:	350 gsm Art Card, 04 color one side print with Juice binding (with gum) and Cover-Matt with spot lamination & embossed.
Quantity	:	500 pcs

Specifications of Envelope		
Particulars		
Item	:	Envelope
Size	:	12.50" x 9.75"
Paper	:	100 gsm Offset Paper
Printing	:	4-color print in offset process
Quantity	:	500 pcs.

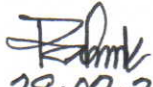
Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 119-120 Adamjee Court Annex Building-2, (2nd floor), Motijheel C/A, Dhaka on or before April 05, 2021 by 01.30 p.m.

It may be mentioned here that sealed quotation along with paper sample and press declaration shall have to be submitted to Facility Management Division, Prime Bank Limited, Facilities Tower (6th Floor), Kha-199/2, Maddhya Badda, Pragati Sarani, Dhaka-1212 on or before April 06, 2021 by 02.30 p.m. and clearly marked "**Annual Report - 2020**" on the top of the envelope. Please quoted the price offer with Envelop and the quotation will have to be validated for next 3-months from sample approval date.

Machine Proof must be submitted to Concern Division within 02 days after getting final design/ soft copy.
Delivery must be done within 03 workings days after getting final approval of machine proof.

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.



28.03.21

Md. Razu Ahmed
JO, Procurement

Thanking You.



Md. Mahfuzur Rahman
AVP, General Service