



Prime Bank Limited

a bank with a difference

Facility Management Division

February 06, 2019

HO (FMD)/Gen/2018/ 307

Sub:- Sealed Quotations are invited for printing 06 (six) types item for Card Division.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 06 (six) types Item on the basis of following specifications and terms & conditions:

Specifications:

1. File Cover with Clip Qty: 40,000 Pcs. Size : 22.00"X14.10" Paper : 300 gsm Art Card (hansol brand) Print : four color one side Binding : 100 pcs. Per packet with craft paper	2. Cash Debit Voucher(PF-35) Qty: 5000 pads Size :7.5" X 4.30" Paper : 55gsm.bashundhara Color :Bi-color print one side Packing : 100sheet s/pad &100 pad per packed
3.Letter of Revival (PF-171) Qty : 400 Pads Size : 8.25"X13.25" Paper : 68 gsm Ledger (Bashundhara) Print : Single-color one side print Binding : 100 sheets/pads & 25 pads/packet	4.Attendence 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)
5.Inward Mail Register (PB-70) Qty: 150 Books Size : 13.50" X 8.5 Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages :400 pages or 200 sheets/Register Binding : Cloth & Leather(as per sample)	6. Log Book (PB-74) Qty: 100 Books Size : 13.00" X 8.25" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200pages or 100 sheets/book Binding : Cloth & Leather(as per sample)

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 February 19, 2019 by 02:00 pm.

It may be mentioned here that sealed quotation along with paper sample and press declaration shall have to be submitted in the tender box kept at FMD, 29 Rajuk Avenue (1st floor), Dhaka on or before February 19, 2019 by 03:00 p.m. and clearly marked "Printing for 06 (six) 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.

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.

Thanking You.

Sahadev Mondal
Senior Officer

Md Mir Murad Ali
SAVP & Deputy