



Prime Bank Limited

a bank with a difference

Facility Management Division

HO (FMD)/printing/Gen+others /2015

May 27, 2015

Sub: - Invitation of Sealed Quotation for printing 07 (seven) types of printing item of the Bank.

Dear Sir,

We are pleased to invite your Sealed Quotation under cover of your forwarding for printing 07 (seven) types of printing Item of the Bank on the basis of following specifications and terms & conditions:

Specifications:

<p>1. Deposit Book (PF -08) QTY: 100,000 books Inner: Size :7.50" X 2.95" Paper : Auto Carbon china (blue +white) Color: Single color with Numbering &1st copy di- perforated Pages : 2 ply X 10 sets= 20 leaves/books Cover: Paper (top) : 150 gsm. Art paper Color :Single color both side with ground Paper (back) : 230gsm. duplex bashundhar brand(14.50" X 2.95) Color :Single color one side with ground Binding : Pin binding Packing :200 books in a packet</p>	<p>2.Account Opening Form personal Qty:30,000 books Size :11.25" X 8.50" Paper :100 gsm. April premium/Paper one Color :Four color both side Page :6 leaves/12pages Binding : Two Pin Packing : 100pcs. in a packet</p>
<p>4. File Cover with Pocket Qty: 4,000 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>3.Voucher Cover(PF-93) Quantity:40,000 pcs Paper: Craft Board(as per sample) Size: 19.00"X5.75" Print: single color one side with single crease Packing : 100 pcs. per packet</p>
<p>6.Discount Brochure Quantity: 20,000 pcs. Size :3.75" X 8.00"(total 18.75" X 8.00") Paper : 150 gsm. Art paper Color :04(four) color both side printing Folding : 04 Delivery : Card Division.</p>	<p>5. HR Training Certificate Qty: 2000 pcs. Size: 11.75" X 8.30" Paper: 220 gsm. solid card Print: Four-Color one side print with number Packing: 100 pcs./packet Delivery: HR Training centre, SBC Tower(6th floor),Dilkusha.</p> <p>7.Security Jacket for CAD Quantity: 1,000 pcs. Size : (W=11.25" X L= 16.00" X Put 3.75) +mouth 5.00" Paper : As per Sample Color :Tri-color screen print Others : As per sample Delivery : CAD, Head Office, Gulshan, Dhaka-1212.</p>

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **09.06.2015 on or before 02:00 p.m.** and the items will be delivered to central store except serial no.5,6 & 7.

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 **09.06.2015 on or before 03.00 p.m.** and **Clearly marked "Printing & supplying of 07 (seven) 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.

Md. Baqui Billah
Asstt. Vice President

27/05/15
Saif-Ul-Alam Md. Al-Amin
Vice President