



Facility Management Division

HO (FMD)/printing/Gen /2016

February 02, 2015

Sub: - Request for sealed quotation for printing 03 (three) types of printed stationery.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 03 (three) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

1. Deposit Book (PF -08) QTY: 50,000 books Inner: Size :7.50" X 2.95" Paper : Auto Carbon bashundhara (blue +white) Color: Single color with Numbering & 1 st 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	2. New Account Opening Form Personal Qty: 30,000 pcs. Size :11.10" X 8.40" Paper :100 gsm. offset partex Color :Four color both side Page :12 leaves/24pages Binding : Two Pin Packing : 50 pcs. in a packet
	3. L/C File Cover Qty: 30,000 Pcs. Size: 22.00"X14.00" Paper: 300 gsm. Art Card (hansol) Clip : Hoazie brand steel Print: four color (front side) & single color (back side) with crease Binding: 100 pcs. per packet with craft paper

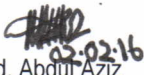
Sample of the item may be seen at Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 09 February 2016 by 02.00 pm.


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), Dhaka on or before 09 February 2016 by 03:00 p.m. and Clearly marked "Printing & supplying of 03 (three) types of item" on the top of the envelope. The quotation will have to be validated for next 3-months from the date of submission.

Machine Proof must be submitted to Facility Management Division.

VAT, Income Tax etc. shall be applicable as per Govt. Circular. 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.


 02-02-16
 Md. Abdul Aziz
 First Asstt. Vice President


 02/02/16
 Saif-Ul Alam Md Al-Amin
 Vice President & Head