

Facility Management Division

HO (FMD)/Printing/General/2015

March 03, 2014

Sub: - Invitation of Sealed Quotation for printing of 08 (eight) types of item of the Bank.

Dear Sir(s),

You are requested to submit quotation in closed envelope with your company letter head pad for printing of 08 (eight) items on the basis of following specifications and terms & conditions:

Specifications:

<p>1.Window Envelope Qty: 4,00,000 pcs. Size :9.75" X 4.25"(as per sample) Paper :80 gsm. bashundhara/papertect Color :four color one side Printing Packing :100 pcs/ban & 500 pcs. per box</p>	<p>2.EXP Form (PF-212) Qty: 1000 pads Size : 8.80"X13.80" Paper: 80gsm Bashundhara offset Print: single-color both side print Binding: 04 sheets/set & 50 set/ 200 sheets in a pad</p>
<p>3. Seminar Note Pad Qty: 1500 pads Size: 6.50"X8.75 Inner: Paper 70 gsm bashundhara offset, Single color both side printing, 20 sheets/pad Cover: Paper 200 gsm Art Card, four color(front side) & single color(back side)printing, binding spiral, packing 25 pads per packet</p>	<p>4. Demand promissory Note(PF-152) Qty: 500 Pads Size: 8.25"X6.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>5.Mudaraba Term Deposit App. Form (PIBF-03) Quantity:200 pads Size: 8.70"X11.30" Paper: 80 gsm Bashundhara Brand Print: Single-color both side print Binding: 100 sheets/pad & 10 pads per packet</p>	<p>6.IMP Form (PF-199) Qty: 400 pads Size: 9.40"X14.40" Paper: 55 gsm Bashundhara Print: single-color both side print with numbering Binding: 04 sheets/set & 50 sets/pad</p>
<p>7. L/C Opening Application Form (PF-203) Qty :600 Pads Size: 8.80"X13.80" Paper: 80gsm Bashundhara offset Print: single-color both side print Packing: 100sheets/ pad & 20 pads per packet</p>	<p>8. Letter of Guarantee(Pf-160) Quantity: 400 Pads Size :13.25" X 8.40" Paper : 68gsm. Bashundhara ledger Color :Single color both side printing Packing : 100sheets/ pad & 25 pads per packet</p>

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on 15.03.2015 on or before 02:00 p.m. and the items will be delivered to central store.

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 15.03.2015 on or before 03.00 p.m. and **Clearly marked "Printing & supplying of 08 (eight) 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.

Yours faithfully,



Md. Baqui Billah
Asstt. Vice President



Saif-Ul-Alam Md. Al-Amin
Vice President