



Facility Management Division

HO (FMD)/printing/Gen+card /2016

May 22, 2016

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:

<p><u>1. Letter Head Pad (Head Office)</u> Qty :6,000 Pads Size :11.69" X 8.27" Paper :100 gsm offset patex premium Color :four color one side Printing Packing :100 sheets/ban(pad) & 500 sheets/ 5pads per packet</p>	<p><u>2. Cash Balance Book(PB-15)</u> Qty: 150 Books Size : 6.70" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages/200 leaves Register Binding : Cloth & Leather(as per sample)</p>
<p><u>3. PIN Mailer for Card Division</u> Quantity: 30,000 pcs. Size : 6.50" X 3.67" Paper : 1st ply 55 gsm, 2nd +3rd ply 80 gsm. Color :04(four) color front side on 2nd ply Page : 3 ply wood free paper with carbonized CNF Ink area and sprocket margin with continuous sheets Others : as per previous sample</p>	

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 31 May 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 31 May 2016 by 03:00 p.m. and Clearly marked "Printing 03 (three) types of printed stationery" 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.

Md. Abdul Aziz
Asstt. Vice President

Saif-Ul-Alam Md Al-Amin
Senior Vice President & Head