



Prime Bank

Facility Management Division

HO (FMD)/printing/Gen/2016/ 28429

December 04, 2016.

Sub: - Request for sealed quotation for printing 07 (seven) types of printed stationery.

Dear Concerned,

You are requested to submit quotation in sealed envelope of your company letter head pad for printing 07 (seven) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p>1. Window Envelope Qty: 400000 pcs. Size: 9.50" X 4.50" (as per sample) Paper: 100 gsm April Premium offset Color: four color one side Printing Packing: 100 pcs/ban & 500 pcs. per box Others: Window, Silpon, Side pasting as per sample</p>	<p>2. Cash Denomination Slip (PF-36) Qty: 15000 pads Size: 5.90" X 2.50" Paper: 55 gsm Bashundhara Print: Single-color one side print Binding: 100 sheets/pad & 50 pads/packet</p>
<p>3. Demand Draft Applications Form (PF-50) Qty: 300 Pads Size: 7.00" X 4.50" Paper: Color demay blue bashundhara Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>	<p>4. Application for Security Deposit receipt (PF-52) Qty: 300 Pads Size: 8.75" X 5.50" Paper: Color demay green bashundhara Print: Single-color both side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>5. Contra Voucher (PF-58) Qty: 300 Pads Size: 8.75" X 5.50" Paper: Color demay blue bashundhara Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>	<p>6. General Letter of trust receipt (PF-172) Qty: 300 Pads Size: 8.25" X 13.25" Paper: 68 gsm Ledger Bashundhara Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>7. Mandate of Authority (PF-13) Qty: 200 Pads Size: 8.25" X 11.75" Paper: 550 gsm bashundhara Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</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 December 14, 2016 by 2:00 pm.

It may be mentioned here that sealed quotation along with paper sample shall have to be submitted in the fender box kept at FMD, 29 rajuk avenue (1st floor), Dhaka on or before December 14, 2016 by 03:00 p.m. and Clearly marked "Printing 07 (seven) 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 included with 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 and Bank shall not be under any obligation to accept the lowest quotation.

Thanking You.

Md. Mir Murad Ali
Senior Asstt. Vice President & Head

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