



Facility Management Division

HO (FMD)/printing/Gen/2017/ 2850

May 18, 2017

Sub: - Sealed quotations are invited for printing 04 (four) types item.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 04 (four) types item on the basis of following specifications and terms & conditions:

Specifications:

<p><u>1. Letter Head Pad (Head Office)</u> Qty : 5000 pads Size : 11.69" X 8.27" Paper : 100 gsm Paper One/April Premium Color : four color one side Printing Packing : 100 sheets/ban(pad) & 500 sheets/ 5pads per packet</p>	<p><u>2. Credit Card Payment Slip</u> Quantity : 3,500 pads Size : 5.60" X 8.75" Paper : Auto carbon china 3 ply (White +green + pink) Color : single color one side with numbering Binding : 3 ply X 50 sets=150 sheets/pad</p>
<p><u>3. JCB Statement</u> Qty: 40,000 Sheets Size : 8.50" X 11.80" Paper : 100 gsm. April Premium/Paper one Color : Four color front side & back side one color Packing: 100 sheets/ban & 500 sheet per packet</p>	<p><u>4. Merchant Credit Advice</u> Quantity: 60 Box Size : 11.00" X 9.50" Paper : 02 ply NCR Paper(as per sample) Color : Four color one side printing Packing : 02 ply X 1000 sets/ 2000 sheet per box</p>

Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 30 May, 2017 by 02:00 pm.

It may be mentioned here that **sealed quotation along with paper sample and press declaration** shall have to be submitted in the tender box kept at FMD, 29 Rajuk Avenue (1st floor), Dhaka on or before 30 May, 2017 by 03:00 p.m. and clearly marked "printing 04 (four) types item" on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date.

Machine Proof must be submitted to Facility Management Division.

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

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. Mahfuzur Rahman
Asstt. Vice President

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