



Prime Bank Limited

a bank with a difference

Facility Management Division

HO (FMD)/printing/Gen /2016

July 10, 2016

Sub: - Request for sealed quotation for printing 08 (eight) types of printed stationery.

Dear Sir,

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

Specifications:

<p>1.New Account Opening Form Non-Personal Qty: 30,000 pcs. Size :11.10" X 8.40" Paper :100 gsm. offset partex premium Color :Four color both side Page :12 leaves/24pages Binding : Two Pin Packing : 50 pcs. in a packet</p>	<p>2. Office File with Clip Qty: 70,000 pcs. Size: 22.00"X14.10" Paper: 300 gsm Art Card (hansol brand) Print: four color one side Binding: 100 pcs. per packet with craft paper</p>
<p>3.Fixed Deposit Form (PF-04) Quantity: 1000 pads Size :11.30" X 8.50" Paper : 80gsm.bashundhara Offset Color :Single color both side Packing : 100sheets/ pad & 20 pads per packet</p>	<p>4. Letter of Lien for adva. against FDR(PF-156) Qty: 300 Pads Size: 8.25"X6.50" Paper: 68gsm. Bashundhara ledger Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>5.Letter of lien and authority for third party(PF-157) Quantity: 300 Pads Size :8.25" X 13.25" Paper : 68gsm. Bashundhara ledger Color :Single color both side printing Packing : 100sheets/ pad & 25 pads per packet</p>	<p>6. Letter of Authority (PF-169) Qty: 300 Pads Size: 8.50"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>7.Memorandum of deposit of title deeds(PF-179) Qty: 300 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color both side print Binding: 100 sheets/pads & 25 pads/packet</p>	<p>8.Voucher Record Register (PB-54) Qty: 40 Books Size : 13.50" X 17.00 Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages : 200 leaves or 400 pages/Register Binding : Cloth & Leather(as per 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 19 July, 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 19 July, 2016 by 02:00 p.m. and Clearly marked "Printing 08 (eight) 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