

Facility Management Division

HO (FMD)/Printing/General/2015

February 10, 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>01.LCA Form - Industrial (PF-217) Qty : 800 pads Size: 8.30"X13.75" Paper: 80 gsm. Bashundhara offset with grounding Print: Single-color one side with numbering Binding: 05 sheets/set & 50 sets/250 sheets pad</p>	<p>2. Khaki Kham Medium Qty: 1,50,000 Pcs. Size : 10.5" X 12.6" Paper : 72 lbs. KPM craft Paper Color : single color printing Packing : 100 pcs. ban & 500 pcs. in a packet</p>
<p>3. House Building Deposit scheme(PF-42) Quantity: 200 Pads Size : 13.8" X 8.80" Paper : 80gsm.bashundhara Offset Color : Single color both side Packing : 100sheets/ pad& 20 pads per packet</p>	<p>4.Cost Memo (PF -48) Qty: 800 pads Size: 5.00"X4.75" Paper: 55 gsm Bashundhara Brand Print: Single-color one side print Binding: 100 sheets/pad & 50 pads/packet</p>
<p>5.Pay Order Application Form (PF-51) QTY: 3000 pads Size: 8.75"X5.55" Paper: Color Demy(Green),as per sample Print: Single-Color one side print Packing: 100 sheets/pad & 50 pads/packet</p>	<p>6.Cheque Requisition Slip(PF-06) Qty: 2000 Pads Size : 8.75" X 5.50" Paper : 70gsm. Bashundhara offset. Color : Single color one side Packing : 100sheet/ pad & 50 pads per packet</p>
<p>7. 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>8.Letter of Revival (PF-171) Qty: 300 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (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, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **17.02.2015 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 **17.02.2015 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