



Facility Management Division

HO (FMD)/printing/Gen /2016

April 13, 2016

Sub: - Request for sealed quotation for printing 02 (two) types of Printed Stationery.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 02 (two) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

1. Printed Envelope	2. Window Envelope
Qty: 3, 50,000 pcs.	Qty: 4,00,000 pcs.
Size : 9.50" X 4.50"	Size : 9.50" X 4.50"(as per sample)
Paper : 100 gsm April Premium offset	Paper : 100 gsm April Premium offset
Color : Four color Printing	Color : four color one side Printing
Packing : 100pcs ban & 500pcs./Box	Packing : 100 pcs/ban & 500 pcs. per box
Others : Pesting as per sample	Others : Window, Silipon, Pesting as per sample

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 26 April 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 26 April 2016 by 03:00 p.m. and Clearly marked "Printing 02 (two) 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
First Asstt. Vice President

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