



Facility Management Division

HO (FMD)/printing/ADC+Gen/2016

August 14, 2016

Sub: - Request for sealed quotation for printing 03 (three) types of printed stationery.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 03 (three) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p>3. PIN Mailer for ADC Quantity: 1,00,000 pcs. Size : 6.50" X 3.67" Paper : 1st ply 55 gsm, 2nd +3rd ply 80 gsm. Color :04(four) color front side on 2nd ply Page : 3 ply wood free paper with carbonized CNF Ink area and sprocket margin with continuous sheets Others : as per previous sample</p>	<p>2. Debit Card Mailer Quantity: 1,00,000 sheets Size :11.20" X 8.25", Paper :100 gsm partex/papertech offset Color :four color front side and 02 color back side printing with di-cutting Packing :100 sheets/ban & 500 sheets packet</p>
<p>3. Swift Paper Quantity: 100 Boxes Size :11.00" X 9.00" Paper : 03 ply NCR Paper(as per sample) Color :Tri-color one side printing with numbering Packing : 03 ply X 667 sets/ 2000 sheet per box</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 23 August, 2016 by 2:00 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 23 August, 2016 by 03:00 p.m. and Clearly marked "Printing 03 (three) 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