



## Facility Management Division

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

November 07, 2016

Sub: - Request for sealed quotation for printing 14 (fourteen) types of printed stationery.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 14 (fourteen) types of printed stationery on the basis of following specifications and terms & conditions:

**Specifications:**

<p>1. Merchant Credit Advice Quantity: 40 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>	<p>2.Hasanah Credit card Application Form Qty: 3000 Pcs. Size :22.00" X 8.75", Folding : 3(three) Paper :170 gsm. matt paper Color :four color both side Printing Packing :50 pcs/ban &amp; 500pcs. per packet</p>
<p>3.Murabaha Agreement- General (PIBF-17) Qty: 100 packet Size :13.25" X 8.40" Paper : 68 gsm. bashundhara ledger Color :Single color both side Page : 4 pages/02 leaves per pcs. Packing : 100 pcs. per packet</p>	<p>4.Letter of Revival (PIBF-19) Qty: 200 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>
<p>5.Letter of Continuity (PIBF-20) Qty: 200 Pads Size: 8.25"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>	<p>6.Letter of Authority (PIBF-22) Qty: 200 Pads Size: 8.25"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>
<p>7.Letter of Agreement/Arrangement (PIBF-23) Qty: 200 Pads Size: 8.25"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>	<p>8.Letter of Lien for Investment against MTDR (PIBF-24) Qty: 200 Pads Size: 8.25"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>
<p>9.Letter of Lien and Authority for Investment to third party (PIBF-25) Qty: 200 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>	<p>10.Letter of Undertaken (PIBF-27) Qty: 200 Pads Size: 8.25"X6.50" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>
<p>11.Memorandum of Deposit of Title Deeds (PIBF-29) Qty: 200 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads &amp; 25 pads/packet</p>	<p>12.Murabaha Agreement- Import (PIBF-10) Qty: 100 packet Size :13.25" X 8.40" Paper : 68 gsm. bashundhara ledger Color :Single color both side Page : 4 pages/02 leaves per pcs. Packing : 100 pcs. per packet</p>



<p>13.Cash Receiving Register (PB-16)  Qty: 50 Books  Size : 13.50" X 8.50"  Paper : 68gsm. Bashundhara ledger  Color : bi- color both side with numbering  Pages : 200 folio/200 leaves register  Binding : Cloth &amp; Leather(as per sample)</p>	<p>14.Cash Payment Register (PB-17)  Qty: 50 Books  Size : 13.50" X 8.50"  Paper : 68gsm. Bashundhara ledger  Color : Single color both side with numbering  Pages : 200 folio/200 leaves register  Binding : Cloth &amp; Leather(as per sample)</p>
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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 November 15, 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 (1<sup>st</sup> floor), Dhaka on or before November 15, 2016 by 03:00 p.m. and Clearly marked "Printing 14 (fourteen) 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-UI-Alam Md Al-Amin  
Senior Vice President & Head