

Facility Management Division

HO (FMD)/printing/Gen /2015

July 17, 2015

Sub: - Invitation of Sealed Quotation for printing 09 (Nine) types of printed stationery.

Dear Sir,

We are pleased to invite your Sealed Quotation under cover of your forwarding for printing 09 (nine) types of printing Item on the basis of following specifications and terms & conditions:

Specifications:

1(a).Khaki Kham (Big) Qty: 1,00,000 Pcs. Size : 12.00" X 15.50" Paper : 100gsm.Craft paper bashundhara Color : Single color one side Packing :100 pcs/ban & 500 pcs. per Packet Others : as per sample	1(b).Khaki Kham (Big) Qty: 1,00,000 Pcs. Size : 12.00" X 15.50" Paper : 90 Lbs.Craft paper KPM Color : Single color one side Packing :100 pcs/ban & 500 pcs. per Packet Others : as per sample
2. Seminar Note Pad Qty: 1500 pads Size: 6.50"X8.75" Inner: Paper 70 gsm bashundhara offset, Single color both side printing, 20 sheets/pad Cover: Paper 200 gsm Art Card, four color(front side) & single color(back side)printing, binding spiral, packing 25 pads per packet	3. Cheque Book Issue Register(PB-04) Qty: 100 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages : 200 folio or 200 Leaves/Register Binding : Cloth & Leather(as per sample)
4. Stock Report(PF-189) Quantity:150 Pads Paper: 70 gsm Bashundhara Size: 14.00"X8.70" Print: single color one side Packing :100sheets pad & 10 pads per packet	5.LCA Form (for Commercial Customers) (PF-218) Qty: 200 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 set/250 sheet /pad
6.Stationery Register (PB-50) Qty: 50 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages :200 folio or 200 sheets/Register Binding : Cloth & Leather(as per sample)	7.Registered Letter Despatch (PB-72) Qty: 50 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200 pages/ 200 leaves Register Binding : Cloth & Leather(as per sample)
8. FDBC Register(PB-111) Qty: 50 Books Size : 15.00" X 10.00" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200 folio/ 200 leaves Register Binding : Cloth & Leather(as per sample)	9. L/C Opening Register(PB-116) Qty: 100 Books Size : 13.50" X 17.00" Paper : 68gsm. Bashundhara ledger Color : bi- color both side with number Pages : 200 folio/200 leaves Register Binding : Cloth & Leather(as per sample)

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **27.07.2015 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 **27.07.2015 on or before 03:00 p.m.** and **Clearly marked "Printing & supplying of 09 (nine) 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.



Md. Baqui Billah
Asstt. Vice President



Saif-UI Alam Md. Al-Amin
Vice President