

**Facility Management Division**

HO (FMD)/Printing/General +Card/2014

November 16, 2014

**Sub: - Invitation of Sealed Quotation for printing of 06 (six) types of the items.**

Dear Sir(s),

You are requested to submit Quotation in closed envelope with your company letter head pad for printing of **06 (six) items** on the basis of following specifications and terms & conditions:

**Specifications:**

<b>1.Statement (Master Card)</b> <b>Qty: 1,00,000 Sheets</b> Size :8.50" X 11.80" Paper :100 gsm. April Premium/Paper one Color :Four color front side & back side one color Packing: 100 sheets/ban & 500 sheet per packet	<b>2.Statement (Visa Card)</b> <b>Qty: 1,00,000 Sheets</b> Size :8.50" X 11.80" Paper :100 gsm. April Premium/Paper one Color :Four color front side & back side one color Packing: 100 sheets/ban & 500 sheet per packet
<b>3.Envelope-Left Window</b> <b>Quantity: 1,00,000 pcs.</b> Size :9.60" X 4.25" Paper : 100gsm. Bashundhara offset Color :four color one side printing Packing : 100pcs./ ban & 500pcs. per box	<b>4. Deposit Book (PF -08)</b> <b>QTY: 1,00,000 books</b> <b>Inner:</b> Size :7.50" X 2.95" Paper : Auto Carbon china (blue +white) Color: Single color one side with Numbering & 1 <sup>st</sup> copy di- perforated Pages : 2 ply X 10 sets= 20 leaves/books <b>Cover:</b> Paper (top) : 150 gsm. Art paper Color :Single color both side with ground Paper (back) : 230gsm. duplex bashundhar brand(14.50" X 2.95) Color :Single color one side with ground Binding : Pin binding Packing :200 books in a packet
<b>5.Merchant Credit Advice</b> <b>Quantity: 50 Box</b> 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	<b>6(a).Khaki Kham (Big)</b> <b>Qty: 1,00,000 Pcs.</b> Size : 10.00" X 8.50" Paper : 90 gsm.bashu. Craft paper Color : Single color one side Packing :100 pcs/ban & 500 pcs. per Packet Others : as per sample
	<b>6(b).Khaki Kham (Big)</b> <b>Qty: 1,00,000 Pcs.</b> Size : 10.00" X 8.50" Paper : 90 Lbs Craft paper Color : Single color one side Packing :100 pcs/ban & 500 pcs. per Packet Others : as per sample

**Sample of the item** may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **27.11.2014** 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 (1<sup>st</sup> floor) on **27.11.2014** on or before **03.00 p.m.** and **Clearly marked "Printing & supplying of 06 (six) types of the 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,


**Sshadev Mondal**  
Officer


**Saif-Ul-Alam Md. Al-Amin**  
Vice President