



Facility Management Division

HO (FMD)/printing/Gen/2016/068

February 15, 2017

Sub: - Sealed quotations are invited for printing 17 (seventeen) types item.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 17 (seventeen) types item on the basis of following specifications and terms & conditions:

Specifications:

1. Scheme Deposit Book (PF -10) Qty: 50,000 books Inner: Size : 7.50" X 2.95" Paper : Auto Carbon china(pink +white) Color : Single color one side with Numbering & 1 st copy di-perfor. Page : 2 ply per set & 12 sets/24 leaves per book Paper (top) : 150 gsm. Art paper Color : Single color both side Paper (back) : 230gsm. duplex bashundhara brand(14.50" X2.95) Color : Single color one side Binding : Pin binding Packing : 200 books in a packet	2. Show File/Board File (without clip) Qty : 10000 pcs. Size : 14.10"X10.00" Paper : 350 gsm Duplex Board (hansole) Print : Without color Binding : 100 pcs. per packet
4. OBC Forwarding (PF-59) Qty: 800 pads Size : 8.75" X 5.55" Paper : 61gsm. Bashudhara Color : Single color one side Packing : 100 sheet pad/ 20 pad packet	3. Deposit Slip(ULAB) for Satmosjid Road Branch Qty : 200 pads Size : 8.70" x 5.60" Paper : Auto Carbon bashundhara 3ply (White + blue+pink) Printing : single color one side with numbering Page : 50 sets X 03 ply = 150 sheets/pad Packing : 50 pads per packet
6. Letter of Disbursement(PF-159) Qty: 300 Pads Size: 8.45"X5.10" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Packing: 100 sheets/pads & 50 pads/packet	5. Locker Application Form (PF-133) Qty: 150 pads Size : 1 3.75" X 8.75" Paper : 70 gsm. Bashudhara Color : Single color one side Packing : 100 sheet pad/ 20 pad packet
8. Account Opening Register(PB-01) Qty: 200 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages or 200 sheets/Register Binding : Cloth & Leather(as per sample)	7. Letter of Hypothecation(Pf-163) Qty: 200 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
10. 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)	9. Stamp in Hand register(PB-22) Qty: 50 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 100 folio/Register Binding : Cloth & Leather(as per sample)
	11. Cheque Return/Refund Register(PB-61) Qty: 50 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200 folio/Register Binding : Cloth & Leather(as per sample)

Handwritten signatures and initials



<p>12. Outward Clearing Register (PB-63) Qty: 70 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages/Register Binding : Cloth & Leather(as per sample)</p>	<p>13. Leave Register (PB-73) Qty: 100 Books Size : 10.00" X 7.50" Paper : 40 lbs ledger paper Color : single color both side with number Pages : 200 pages or 100 sheets/Register Binding : Cloth & Leather(as per sample)</p>
<p>14. Key Register (PB-83) Qty: 30 Books Size : 13.50" X 8.5" Paper : 68gsm. Bashundhara ledger Color : Bi color both side with number Pages : 100 folio or 100 sheets/Register Binding : Cloth & Leather(as per sample)</p>	<p>15. Daily Register of Retainers(PB-85) Qty: 30 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200 pages/100 leaves Register Binding : Cloth & Leather(as per sample)</p>
<p>16. Foreign Draft Issue Register(PB-114) Qty: 30 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)</p>	<p>17. LTR Register (PB-120) Qty: 30 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages : 400 pages or 200 sheets/Register Binding : Cloth & Leather(as per sample)</p>

Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 22 February, 2017 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 22 February, 2017 by 03:00 p.m. and clearly marked "Printing 17 (seventeen) types item" 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. rules.

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 and Bank shall not be under any obligation to accept the lowest quotation.

Thanking You.

Mir Murad Ali
Senior Asstt. Vice President & Deputy

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