

Facility Management Division

HO (FMD)/Printing/General/2015

March 18, 2014

Sub: - Invitation of Sealed Quotation for printing of 05 (Five) types of item of the Bank.

Dear Sir,

You are requested to submit quotation in closed envelope with your company letter head pad for printing of 05 (five) types of items on the basis of following specifications and terms & conditions:

Specifications:

<p>1. Deposit Book (PF -08) QTY: 1,00,000 books Inner: Size :7.50" X 2.95" Paper : Auto Carbon china (blue +white) Color: Single color with Numbering & 1st copy di- perforated Pages : 2 ply X 10 sets= 20 leaves/books Cover: 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</p>	<p>2. Office File/File Cover with Clip Qty: 50,000 Pcs. Size: 22.00"X14.00" Paper: 300 gsm Art Card (hansol brand) Print: four color one side Binding: 100 pcs. Per packet with craft paper Place of delivery: bashaboo store</p>
<p>4. Envelope-Right Window Quantity: 30,000 pcs. Size :9.75" X 4.25" Paper : 100gsm. Bashundhara offset Color :four color one side printing Packing : 100pcs./ ban & 500pcs. per box Window size:3.50" X 1.60"</p>	<p>3. Leaflet Cheque Return Qty: 50,000 Pcs. Size :9.60" X 7.25", Paper :80 gsm. art paper Color :four color both side Printing Packing :50 pcs/ban & 500pcs. per packet</p> <p>5. JBC Card Mailer Qty: 20,000 sheets Size :11.75" X 8.25", Paper :100 gsm paper one/april premium Color :four color one side Printing Perforation : single</p>

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **29.03.2015 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 **29.03.2015 on or before 03.00 p.m.** and **Clearly marked "Printing & supplying of 05 (five) types of printing stationery" 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,


 18/03/15
 Sahadev Mondal
 Officer


 18/3/15
 Saif-Ul-Alam Md. Al-Amin
 Vice President