



## Facility Management Division

HO (FMD)/printing/Gen /2015

October 18, 2015

Sub: - Request for Sealed Quotation for printing 06 (six) types of printed stationery.

Dear Sir,

You are requested to submit quotation in closed & sealed envelope in your company letter head pad for printing 06 (six) types of printed stationery on the basis of following specifications and terms & conditions:

**Specifications:**

1.Account Opening Form Islamic Personal Qty: 6,000 books Size :11.10" X 8.40" Paper :100 gsm. April premium/Paper one Color :Four color both side Page :12 leaves/24pages Binding : Two Pin Packing : 50 pcs. in a packet	2.Account Opening Form Islamic Non-Personal Qty: 4,000 books Size :11.10" X 8.40" Paper :100 gsm. April premium/Paper one Color :Four color both side Page :12 leaves/24pages Binding : Two Pin Packing : 50 pcs. in a packet
3. 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	4. Merchant Credit Advice Quantity: 65 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
5. Log Book (PB-74) Qty: 100 Books Size : 13.00" X 8.25" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 200pages or 100 sheets/book Binding : Cloth & Leather(as per sample)	6.Deposit Slip Auto Carbon( PF-07) Qty: 20,000 Pads. Size :8.75" X 3.75" Paper : Bashundhara auto carbon(Pink +White) Color :Single color both side with numbering Page : 50 Sets X 2 Ply = 100 sheets Pad Packing : 50 pads per packet

Sample of the item may be seen at Facility Management Division, Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on 26.10.2015 on or before 02.00 p.m. and the items will be delivered to central store, bashaboo, Dhaka.

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 26.10.2015 on or before 03:30 p.m. and Clearly marked "Printing & supplying of 06 (six) 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. 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-Ul Alam Md Al-Amin  
Vice President