



Facility Management Division

HO (FMD)/printing/Gen + Card. /2016

January 20, 2016

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 the following specifications and terms & conditions:

Specifications:

1.Envelope-Left Window Qty: 1,50,000 pcs. Size :9.60" X 4.25" Paper : 100 gsm. offset papertech Color :four color one side printing Packing : 100pcs./ ban & 500pcs. per box	2.Left Window with Adhesive Qty: 10,000 pcs. Size :10.50" X 4.25"(12.50"X 8.75" total) Paper : 100 gsm. offset papertech Color :four color one side printing Adhesive : Both side gum tape on mouth of envelope Packing : 100pcs./ ban & 500pcs. per box
3. Form TM(PF-222) Qty: 500 Pads Size :13.80" X 8.80" Paper :70 gsm. bashundhara Color :single color both side Printing Packing :100sheets/pad & 10 pads per packet	4.Student Collection Voucher(Deposit Slip) Qty: 500 books Size :8.80" X 7.50" Paper : Bashundhara carbon(Blue + Pink) Color :Single color one side with numbering Page : 50 Sets X 2 Ply = 100 sheets books Di-Perforation: single Packing : 50 books per packet
5.Inward Mail Register (PB-70) Qty: 150 Books Size : 13.50" X 8.5" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages :400 pages or 200 sheets/Register Binding : Cloth & Leather(as per sample)	6.Party Debit Voucher(PF-76) Qty: 1500 Pads Size :7.50" X 4.50" Paper :Color demy pink bashu. & 55gsm. Bashu Color :Single color one side Printing Packing : 2ply X100 sets=200 sheets /pad & 50 pads perpacket

Sample of the item may be seen at Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on 25.01.2016 on or before 02.00 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) on 25.01.2016 on or before 03:00 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 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. 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. Abdul Aziz
 First Asstt. Vice President


 Saif-UI Alam Md Al-Amin
 Vice President & Head