



Prime Bank Limited
a bank with a difference
 Facility Management Division

HO (FMD)/Printing/General/2015

April 20, 2015

Sub: - Invitation of Sealed Quotation for printing of 08 (eight) types of item of the Bank.

Dear Sir,

You are requested to submit sealed quotation in closed envelope with your company letter head pad for printing of 08 (eight) items on the basis of following specifications and terms & conditions:

Specifications:

<p>1. Letter Head Pad (Branch) Qty :6000 Pads Size :11.40" X 8.30" Paper :100 gsm Bashundhara offset Color :four color one side Printing Packing :100 sheets/ban(pad) & 500 sheets/ 5pads per packet</p>	<p>2.Letter of arrangement/agreement(PF-158) Quantity: 300 Pads Size :8.35" X 5.75" Paper : 68gsm. Bashundhara ledger Color :Single color one side printing Packing : 100sheets/ pad & 50 pads per packet</p>
<p>3.Letter of Continuity(Pf-162) Quantity: 300 Pads Size :8.30" X 6.50" Paper : 64gsm. Bashundhara ledger Color :Single color one side printing Packing : 100sheets/ pad & 50 pads per packet</p>	<p>4. Letter of Hypothecation(Pf-163) Qty: 150 packet Size :13.25" X 8.40" Paper : 64 gsm. bashundhara ledger Color :Single color both side Page : 4 pages/02 leaves per pcs. Packing : 100 pcs. per packet</p>
<p>5.FDR Issue Register(PB-03) Qty: 70 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : Single color both side with number Pages :200 folio or 400 Pages/Register Binding : Cloth & Leather(as per sample)</p>	<p>6. Stop Payment Register(PB-07) Qty: 30 Books Size : 13.50" X 8.5" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages : 200 folio or 200 Leaves/Register Binding : Cloth & Leather(as per sample)</p>
<p>7. DD/MT/TT Issue Register(PB-33) Qty: 50 Books Size : 13.50" X 8.5" Paper : 68gsm. Bashundhara ledger Color : single color both side with number Pages : 200 folio or 200 Leaves/Register Binding : Cloth & Leather(as per sample)</p>	<p>8.Export Import(back to back) Register (PB-108) Qty: 40 Books Size : 13.50" X 16.5" Paper : 68gsm. Bashundhara ledger Color : Bi- color both side with number Pages : 200 folio or 200 Leaves/Register Binding : Cloth & Leather(as per sample)</p>

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **30.04.2015** 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 **30.04.2015** on or before **03.00 p.m.** and **Clearly marked "Printing & supplying of 08 (eight) 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 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,

Md. Baqui Billah
 Asstt. Vice President

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

