



**Facility Management Division**

HO (FMD)/printing/Gen /2015 23095

September 22, 2015

Sub: - Request for Sealed Quotation for printing 04 (four) types of printed stationery.

Dear Sir,

You are requested to submit quotation in closed and sealed envelope in your company letter head pad for printing of 04 (four) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p><u>1.Account Opening Form Personal</u> Qty: 50,000 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</p>	<p><u>2. Khaki Kham Medium</u> Qty: 1,50,000 Pcs. Size : 10.5" X 12.6" Paper : 90 gsm. Bashundhara Craft Color : single color printing Packing : 100 pcs. ban &amp; 500 pcs in a packet</p>
<p><u>3.Master /ATM Debit Card Application Form</u> Quantity: 100000 sheets Size :12.30" X 8.30" Paper : 100 gsm. April premium/ paper one Color : Four color both side printing Packing : 100sheets/ ban &amp; 500 sheets/ packet</p>	<p><u>4. Security Instrument Cover</u> Qty: 30,000 pcs. Material : PVC Poly 10 mm(as per sample) Size : 8.00"x4.00" Printing : 03(three) color one side Binding : 100 pcs./packet with poly</p>

Sample of the item may be seen at Facility Management Division, Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on 06.10.2015 on or before 03.00 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 (1<sup>st</sup> floor) on 06.10.2015 on or before 03:30 p.m. and Clearly marked "Printing & supplying of 04 (four) 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.

22/09/15

Sahadev Mondal  
Officer

Saif-Ul Alam Md Al-Amin  
Vice President