



Facility Management Division

HO (FMD)/printing/Gen /2016

March 23, 2016

Sub: - Request for sealed quotation for printing 04 (four) types of Printed Stationery.

Dear Sir,

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

Specifications:

<p>1. Scheme Deposit Book (PF -10) Qty: 30,000 books Inner: Size :7.50" X 2.95" Paper : Auto Carbon china(pink +white) Color :Single color one side with Numbering &1st copy di-perfor. Page : 2 ply per set & 12 sets/24 leaves per book Cover: Paper (top) : 150 gsm. Art paper Color :Single color both side Paper (back) : 230gsm. duplex bashundhara brand(14.50" X2.95) Color :Single color one side Binding : Pin binding Packing :200 books in a packet</p>	<p>2. Deposit Slip Auto Carbon(PF-07) Qty: 10,000 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</p>
<p>4. Card Payment Slip Quantity : 2500 books Size :5.50" X 8.70" Paper : Auto carbon bashun. 3 ply (White +green + pink) Color :single color one side with numbering Binding : 3 ply X 50 sets=150 sheets/pad</p>	<p>3. Voucher Cover (PF-93) Quantity:50,000 pcs Paper: Craft Board(as per sample) Size: 19.00"X 5.75" Print: single color one side with single crease Packing : 100 pcs. per packet</p>


Sample of the item may be seen at Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 29 March 2016 by 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), Dhaka on or before 29 March 2016 by 03:00 p.m. and Clearly marked "Printing 04 (four) types of printed stationery" 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-Ul Alam Md Al-Amin
Vice President & Head