



Facility Management Division

Prime/HO / FMD/printing/Mtk./2015

June 24, 2015

**Sub: - Invitation of Sealed Quotation for printing Eid Card with Envelope of the Bank.**

Dear Sir,

We are pleased to invite your Sealed Quotation under cover of your forwarding for printing Eid Card with Envelope of the Bank on the basis of following specifications and terms & conditions:

**1. Eid Card & Envelope**

**Quantity: 60,000 pcs**

**(a) Card:**

Size :6.75" X 5.00" (Total 13.50" X 5.00")  
Paper : 300 gsm. Art Card (hansole brand)  
Color :04(four) color both side with one side UV vernish  
lamination : Matt, spot one side  
Packing : 100 pcs in a packet  
Others : single fold.

**(b) Envelope:**

Size :7.25" X 5.50"  
Paper : 120 gsm. matt paper  
Color : 04(four) color one  
Others : Di-cutting

**Imprinting : 65 to 75 names (approx.)**

**Delivery Time: Total delivery within 04(four) days after getting final approval of machine proof.**

**Sample of the item** may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **28.06.2015 on or before 11:00 a.m.** and the items will be delivered to Marketing Division.

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 **28.06.2015 on or before 11:30 a.m.** and **Clearly marked "Printing & supplying of Eid Card with Envelope"** on the top of the envelope. The quotation will have to be valid for next 01-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.

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

**Md. Shahidul Hoque**  
Senior Vice President

