

Facility Management Division

January 29, 2014

HO (FMD)/Printing/General+ADC/2015

Sub: - Invitation of Sealed Quotation for printing of 03 (three) types of the items.

Dear Sir(s),

You are requested to submit Quotation in closed envelope with your company letter head pad for printing of **03 (three) items** on the basis of following specifications and terms & conditions:

Specifications:

1. Deposit Slip Auto Carbon (PF-07)

Qty: 20,000 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

2. Debit Card Mailer

Qty: 1,00,000 sheets

Size : 11.25" X 8.25"

Paper : 100 gsm offset papertech/bashundhara

Color : four color one side Printing

Perforation : single with di-cutting

Packing : 100 sheets ban & 500 sheets per packet

3. Card Pouch

Qty: 1,00,000 pcs.

Material : Foam Rexin & 15 mm two part poly

Size : 2.60" x 3.80"

Printing : Embossed Printing

Binding: 100 pcs./ban & 2000 pcs./Carton

Delivery : Alternative delivery Channels, Head Office

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **08.02.2015 on or before 02:00 p.m.** and the items will be delivered to central store and Alternative Delivery Channel.

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 **08.02.2015 on or before 03.00 p.m.** and **Clearly marked "Printing & supplying of 03 (six) types of the 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

