



Facility Management Division

HO (FMD)/printing/Gen /2016

March 27, 2016

Sub: - Request for sealed quotation for printing of Deposit Book (PF-08).

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of Deposit Book (PF-08) on the basis of following specifications and terms & conditions:

Specifications:

|                              |   |
|------------------------------|---|
| <u>Deposit Book (PF -08)</u> |   |
| QTY: 2,20,000 pcs            |   |
| Inner:                       |   |
| Size                         | : 7.50" X 2.95"   |
| Paper                        | : Auto Carbon bashundhara (blue +white)                             |
| Color                        | : Single color with Numbering & 1 <sup>st</sup> copy di- perforated |
| Pages                        | : 2 ply X 10 sets= 20 leaves/books                                  |
| Cover:                       |   |
| Paper (top)                  | : 150 gsm. Art paper  |
| Color                        | : Single color both side with ground                                |
| Paper (back)                 | : 230gsm. duplex bashundhar brand(14.50" X 2.95)                    |
| Color                        | : Single color one side with ground                                 |
| Binding                      | : Pin binding   |
| Packing                      | : 200 books in a packet   |

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 05 April 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 (1<sup>st</sup> floor), Dhaka on or before 05 April 2016 by 03:00 p.m. and Clearly marked "Printing & supplying of Deposit Book (PF-08)" 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