



Facility Management Division

HO (FMD)/printing/Gen /2016 /7918

March 30, 2016

Sub: - Request for sealed quotation for printing 35,000 pcs Office File with Clip.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing Office File with Clip on the basis of following specifications and terms & conditions:

Specifications:

Office File with Clip
Qty: 35,000 pcs.
Size: 22.00"X14.00"
Paper: 300 gsm Art Card (hansol brand)
Print: four color one side
Binding: 100 pcs. per packet with craft paper

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 06 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 (1st floor), Dhaka on or before 06 April 2016 by 03:00 p.m. and Clearly marked "Printing & supplying Office File with Clip 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