

Facility Management Division

HO (FMD)/printing/Gen /2016

February 16, 2015

Sub: - Request for sealed quotation for printing 14 (fourteen) types of printed stationery.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 14 (fourteen) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p>1.Demand promissory Note(PF-152) Qty: 500 Pads Size: 8.25"X6.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>	<p>2.Letter of Disbursement(PF-159) Qty: 300 Pads Size: 8.45"X5.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Packing: 100 sheets/pads & 50 pads/packet</p>
<p>3.Letter of Guarantee(Pf-160) Quantity: 400 Pads Size :13.25" X 8.40" Paper : 68gsm. Bashundhara ledger Color :Single color both side printing Packing : 100sheets/ pad & 25 pads per packet</p>	<p>4.Letter of Unddertaken(PF-166) Qty: 300 Pads Size: 8.25"X6.65" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>5.Letter of instalment (PF-167) Quantity: 300 Pads Size :8.35" X 6.50" Paper : 68gsm. Bashundhara ledger Color :Single color one side printing Packing : 100sheets/ pad & 50 pads per packet</p>	<p>6.Letter of Revival (PF-171) Qty: 300 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>7.General Counter Guarantee(Pf-161) Quantity: 200 Pads Size :13.25" X 8.40" Paper : 68gsm. Bashundhara ledger Color :Single color one side printing Packing : 100sheets/ pad & 25 pads per packet</p>	<p>8. Letter of Indemnity (PF-184) Qty: 300 Pads Size: 8.25"X13.25" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Binding: 100 sheets/pads & 25 pads/packet</p>
<p>9.Contributory Saving Scheme Form(PF-23) Qty: 600 Pads Size :13.80" X 8.80" Paper : 80gsm.bashundhara Offset Color :Single color both side Packing : 100sheets/ pad& 20 pads per packet</p>	<p>10. Monthly Benefit Deposit Scheme (PF-25) Quantity: 150 Pads Size :13.8" X 8.80" Paper : 80gsm.bashundhara Offset Color :Single color both side Packing : 100sheets/ pad& 20 pads per packet</p>
<p>11.Cash Position Memo (PF-34) Qty: 500 pads Size: 5.75"X4.50" Paper:. 55 gsm. bashundhara Print: single-color one side print Binding: 100 sheets pad and 20 pads packet</p>	<p>12.Prime Millionaire Scheme(PF-43) Quantity: 300 Pads Size :13.8" X 8.80" Paper : 80gsm.bashundhara Offset Color :Single color both side Packing : 100sheets/ pad& 25 pads per packet</p>
<p>13.Simple Debit Voucher (PF-84) Qty :3000 Pads Size: 7.50"X4.50" Paper: 55 gsm. bashundhara Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet</p>	<p>14.Cheque Requisition Slip(PF-06) Qty: 2000 Pads Size :8.75" X 5.50" Paper : 70gsm. Bashundhara offset. Color :Single color one side Packing :100sheet/ pad & 50 pads per packet</p>

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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 22 February 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 22 February 2016 by 03:00 p.m. and Clearly marked "Printing & supplying of 14 (forteen) types of item" 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

