

Facility Management Division

Prime/HO/FMD/2016/ /RFQ

September 01, 2016

Sub: Request for Submission of price proposal for supplying A4 & Legal size paper with "Prime Bank" logo (4color) for different divisions/departments/cells of bank for upcoming six (6) months.

Dear Concern

Prime Bank intends to select supplier for printing and supplying A4 & Legal Offset paper (80gsm) with four color Bank's logo for upcoming six months. In this regard, you are invited to submit financial offer in your letterhead pad as sealed quotation as per specification stated below.

A. Item Description & Specification:

| Sl no. | Item description | Specification | Rate BDT per ream |
|--------|------------------------------|---|-------------------|
| 01. | PBL Branded A4 size Paper | Papertech Brand Offset Paper A4 (8.27"×11.69") with Logo,80gsm | |
| 02. | PBL Branded Legal size Paper | Papertech Brand Offset Paper Legal(8.5"×14") with Logo,80gsm | |
| 03. | PBL Branded A4 size Paper | Partex Premium Brand Offset Paper A4 (8.27"×11.69") with Logo,80gsm | |
| 04. | PBL Branded Legal size Paper | Partex Premium Brand Offset Paper Legal(8.5"×14") with Logo,80gsm | |

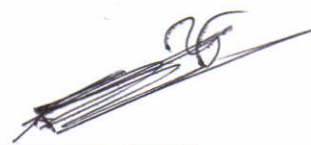
B. Terms & Conditions:

1. Product price will remain valid for six(06) months from the date of issuing first work order.
2. The suppliers must maintain sufficient stock of each item to meet the bank's need at any time.
3. The vendor will be responsible for supplying the items instantly to different divisions/departments as mentioned in the purchase order.
4. The vendor will supply to different divisions/departments at their own cost & responsibilities.
5. Payment will be made based on the delivery challan duly signed by concerned officer of the department.
6. The quoted price shall include all Taxes & VAT, Bank will deduct VAT and AIT as per government rules time to time.
7. Paper sample must be submitted along with the offer.
8. Prime Bank reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box (Sarker Mansion,29 Rajuk Avenue,1st floor, Motijheel C/A, Dhaka) on or before 6th September, 2016, from 10.30am to 3.00 pm.



Md. Abdul Aziz
Assistant Vice President



Saif-Ul Alam Md Al-Amin
Senior Vice President & Head