

Prime/HO/FMD/2017/3601/RFQ

July 06, 2017

Sub: Request for submission of financial offer for supplying A4 & Legal size Paper with "Prime Bank" logo (4 colors) to Bank's different divisions/departments/cells for six (06) months.

Dear Concern,

Prime Bank intends to select supplier for supplying A4 & Legal Offset Paper (80gsm) with 4 color Bank's Logo (as per sample). In this regard, you are requested to submit financial offer in your letterhead pad in sealed quotation marked as "Quotation for A4 & Legal size Paper with "Prime Bank" logo" as per specification stated below:

Specification:

Sl.	Description	Specification/Brand	Unit Price(BDT) Per Ream
1.	PBL Branded A4 size paper	Offset paper A4(8.27" × 11.69") with Bank's logo,80gsm, Papertech Brand	
2.	PBL Branded Legal size paper	Offset paper Legal (8.5"× 14") with Bank's logo, 80gsm, Papertech Brand	
3.	PBL Branded A4 size paper	Offset paper A4 (8.27"× 11.69") with Bank's logo,80gsm, Partex Premium	
4.	PBL Branded Legal size paper	Offset paper Legal (8.5" × 14") with Bank's logo, 80gsm, Partex Premium	

Terms & Conditions:

1. Quoted 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/delivering the items to different divisions (anywhere in Dhaka City) at their own cost & responsibilities as per delivery order.
4. Payment will be made based on the delivery challan duly signed by receiving officer of the concerned department/ division.
5. The quoted price shall include all taxes, VAT & charges. Bank will deduct VAT & AIT as per government rules.
6. In case of the supply of inferior quality goods, any change request by Prime Bank must be entertained instantly.
7. The Bank shall not be bound or under any obligation to accept the lowest quotation.
8. Paper sample must be submitted along with the offer.
9. Prime Bank reserves the right to accept, modify or reject, in full or part, any or all quotations without assigning any reason whatsoever.

The Proposal must be submitted in the tender box kept at Sarker Mansion, 29 Rajuk Avenue, 1st floor, Motijheel C/A, Dhaka by 18th July 2017, from 10.30am to 3.00 pm and it will be opened on the same day on 3.30 PM.



Md. Mahfuzur Rahman
Assistant Vice President



Md. Mir Murad Ali
Senior Assistant Vice President & Deputy