

Sub: Request for submission of price proposal for the Paper (A4 & Legal).

Dear Concern(s),

As per our routine practice we are going to make revision on price of paper (A4 & Legal). So you are requested to submit your financial proposal in your letterhead using following format. The financial proposal must be submitted at the tender box of our office (Facility Management Division, Sarkar Mansion, 29 Rajuk Avenue, 1st Floor, Motijheel C/A, and Dhaka) on 13.08.2015 from 10:30 am to 3.00 pm. No proposals will be allowed to drop beyond this stipulated time.

Size	Qty	Weight (measured in grams per square meter)	Brand	Unit Price in Tk.
A4 Offset (8.3" x 11.7") in	1 Ream (500 Sheets)	Minimum 80 grams		
Legal Offset (8.5" x 14") in	1 Ream (500 Sheets)			

TERMS AND CONDITIONS:

1. Prime Bank reserves the right to accept or reject any or all the bidders without assigning any reason whatsoever.
2. Prime Bank is not bound to accept the lowest price.
3. The bidders must maintain sufficient stock to meet the Bank's need at any time.
4. No price escalation will be entertained.
5. The bidder shall submit price quotation in prescribed format. Prices must remain valid up to 31st January 2016.
6. Prices must be quoted both in figures & in words. If there is any discrepancy between the price in figure & the price in words, the later one will prevail.
7. The prices shall include all Taxes. The client shall deduct VAT & income Tax as per Govt. rule while making payment.
8. The vendor shall be responsible for supply the paper at our designated divisions/branches instantly as per requirement.
9. Simple copy (A4 & Legal) of bidder quoted brand shall submit along with financial offer.

Thanking you.



Md. Shahidul Hoque
Senior Vice President