

Facility Management Division

HO (FMD)/printing/Gen/2018/1259

May 14, 2018

Sub: - Sealed quotations are invited for Printing 10 (ten) types item.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 10 (ten) types item on the basis of following specifications and terms & conditions:

Specifications:

<p>1. EXP Form (PF-212) Qty : 1000 pads Size : 8.80"X13.80" Paper : 80gsm offset partex Print : single-color both side print Binding : 02 sheets/set & 100 sets/ 200 sheets in a pad</p>	<p>2. Balance Confirmation Slip (PF-19) QTY: 400 pads Size: 11.00"X5.75" Paper: 55 gsm. bashundhara Print: Single-Color one side print Perforation: 02(two) Packing: 100 sheets/pad & 25pads/packet</p>
<p>3. Voucher Cover (PF-93) Qty : 50,000 pcs Paper : 150 gsm Craft Board (as per sample) Size : 19.00"X 5.75" Print : Single color one side with single crease Packing : 100 pcs. per packet</p>	<p>4. Letter of Disbursement (PF-159) Qty: 400 Pads Size: 8.45"X5.10" Paper: 68 gsm Ledger (Bashundhara) Print: Single-color one side print Packing: 100 sheets/pads & 50 pads/packet</p>
<p>5. Letter of Guarantee (PF-160) Qty : 400 Pads Size : 13.25" X 8.40" Paper : 68gsm. Bashundhara ledger Color : Single color both side printing Binding : 100 sheets/ pad & 25 pads per packet</p>	<p>6. Letter of Unddertaken (PF-166) Qty: 400 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>7. Letter of instalment (PF-167) Quantity: 400 Pads Size : 8.35" X 6.50" Paper : 68gsm. Bashundhara ledger Color : Single color one side printing Packing : 100 sheets/ pad & 50 pads per packet</p>	<p>8. FDR Issue Register (PB-03) Qty: 70 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : Single color both side with number Pages : 200 folio or 400 Pages/Register Binding : Cloth & Leather (as per sample)</p>
<p>9. Cash Receiving Register (PB-16) Qty: 100 books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : bi- color both side with numbering Pages : 200 folio/200 leaves register Binding : Cloth & Leather (as per sample)</p>	<p>10. Outward Clearing Register (PB-63) Qty: 70 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages/Register Binding : Cloth & Leather (as per sample)</p>

Sample of the item may be seen from Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before May 22, 2018 by 02:00 pm.

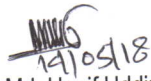
It may be mentioned here that sealed quotation along with paper sample and press declaration shall have to be submitted in the tender box kept at FMD, 29 Rajuk Avenue (1st floor), Dhaka on or before May 22, 2018 by 03:00 p.m. and clearly marked "printing 10 (ten) types item" on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date.


Machine Proof must be submitted to Facility Management Division.

VAT, Income Tax etc. shall be applicable as per Govt. rules.

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 and Bank shall not be under any obligation to accept the lowest quotation.

Thanking You.


Md. Hanif Uddin
Senior Officer


Md Mir Murad Ali
Senior Asstt. Vice President & Deputy