

Facility Management Division

HO (FMD)/Printing/General +Card/2014

October 15, 2014

Sub: - Invitation of Sealed Quotation for printing of 09 (nine) types of the items.

Dear Sir(s),

 You are requested to submit Quotation in closed envelope with your company letter head pad for printing of **09 (nine) items** on the basis of following specifications and terms & conditions:

Specifications:

1. Hasanah Card Mailer Qty: 7,000 pcs. Size :11.75" X 8.25", Paper :100 gsm paper one/april premium Color :four color one side Printing Perforation : single	2 .Hasanah Brochure Qty: 5,000 Pcs. Size :8.50" X 4.10"(total 8.50" X 8.20") Paper :150 gsm. Matt paper Color :four color both side printing & one crease Packing :50 pcs/ban & 500pcs. per packet
3. Hasanah Card Pouch Qty: 10,000 Pcs. Size :3.5" X 2.40", Paper :150 gsm Plastic card Color :four color Printing with di-cutting Packing :100 pcs. per packet	4.Hasanah Welcome Box Qty: 3000 Pcs. Size :9.00" X 5.75" X 1.40" Di-cutting: as per sample & design Paper :Cover part 600 gsm. Swedish board Inner part 600 gsm. Swedish board Color : front side four color & back side single Color(solid) Lamination: matt both side both part & spot one side both part Lace & others: as per sample
5.Hasanah Welcome Letter Qty: 5,000 Pcs. Size :11.25" X 8.25", Paper :120 gsm matt paper Color :four color one side Printing	6.L/C File Cover Qty: 50,000 Pcs. Size: 22.00"X14.00" Paper: 300 gsm. Art card(hansol) Clip : Huazie brand steel Print: four color (front side) & single color (back side) Binding: 100 pcs. Per packet with craft paper
7. Leaflet Cheque Return Qty: 50,000 Pcs. Size :9.60" X 7.25", Paper :80 gsm. art paper Color :four color both side Printing Packing :50 pcs/ban & 500pcs. per packet	9.Lakhopati Deposit Scheme Form(PF-40) Quantity: 400 Pads Size :13.8" X 8.80" Paper :80gsm.bashundhara Offset Color :Single color both side Packing :100sheets/ pad& 20 pads per packet
8.Khaki Kham (Small) Qty: 200,000 Pcs. Size :10.00" X 8.50" Paper :80gsm. Bashu. Craft paper Color :Single color one side Packing :100 pcs/ban & 500 pcs. per Packet Others : as per sample	


Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on **27.10.2014** on or before **03:00 p.m.** and the items will be delivered to central store.

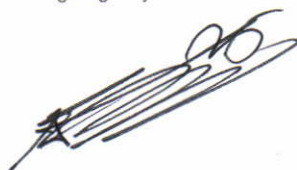
It may be mentioned here that **sealed Quotation along with paper sample** shall have to be submitted in the tender box kept at FMD,29 rajuk avenue (1st floor) on **27.10.2014** on or before **03.00 p.m.** and **Clearly marked "Printing & supplying of 09 (nine) types of the item" on the top of the envelope.** The quotation will have to be valid for next 3-months from the date of submission.

VAT, Income Tax etc. shall be applicable as per Govt. Circular against the Bill of the Printing firm concerned, if awarded which may please be noted. **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.

Yours faithfully,


 15/10/14
Sshadev Mondal
 Officer


Saif-Ul-Alam Md. Al-Amin
 Vice President