



Facility Management Division

HO (FMD)/printing/Gen /2016

February 28, 2016

Sub: - Request for sealed quotation for printing 03 (three) types of printed stationery.

Dear Sir,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing 03 (three) types of printed stationery on the basis of following specifications and terms & conditions:

Specifications:

<p>1. Khaki Kham Big Qty: 50,000 pcs Size: 15.00" X 10.90" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print: 04 color one side printing Binding: 100 pcs ban & 500 pcs in a packet</p>	<p>2. Khaki Kham Medium Qty: 1,00,000 pcs Size: 13.00" X 9.00" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print: 04 color one side printing Binding: 100 pcs ban & 500 pcs in a packet</p>
<p>3. Khaki Kham Small Qty: 1,00,000 pcs Size: 10.00" X 7.00" (without mouth) Paper: 150 gsm Korean virgin paper (as per sample) Print: 04 color one side printing Binding: 100 pcs ban & 500 pcs in a packet</p>	

Sample of the item may be seen at Facility Management Division (FMD), Head Office, Prime Bank Limited, 29 Rajuk Avenue (1st floor), Dhaka on or before 03 March 2016 by 02.00 pm.

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), Dhaka on or before 03 March 2016 by 03:00 p.m. and clearly marked "Printing & supplying of ~~03 (three)~~ types of item" on the top of the envelope. The quotation will have to be validated for next 3-months from the date of submission.

Machine Proof must be submitted to Facility Management Division.

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

Md. Abdul Aziz
First Asstt. Vice President

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