

Facility Management Division

HO (FMD)/printing/general/2014

July 01, 2014

Sub: - Invitation of Quotation for printing of 08 (eight) types of the item of the Bank.

Dear Sir(s),

 We are pleased to invite your sealed Quotation under cover of your forwarding for printing of **08 (eight) types** of the Item of the Bank on the basis of following specifications and terms & conditions:

Specifications:

1.Account Opening Form -Islamic personal Qty:10,000 books Size :11.25" X 8.50" Paper :100 gsm. April premium/Paper one Color :Four color both side Page :6 leaves/12pages Binding : Two Pin Packing : 100pcs. in a packet	2. Office File/File Cover with Clip Qty: 70,000 Pcs. Size: 22.00"X14.00" Paper: 300 gsm Art Card (hansol brand) Print: four color one side Binding: 100 pcs. Per packet with craft paper Place of delivery: bashaboo store
3 Account Opening Register(PB-01) Qty: 200 Books Size : 13.50" X 8.50" Paper : 68gsm. Bashundhara ledger Color : single color both side with numbering Pages : 400 pages or 200 sheets/Register Binding : Cloth & Leather(as per sample)	4. Mandate of Authority(PF-13) Qty: 150 Pads Size :11.75" X 8.25" Paper : 60gsm.bashundhara Color :Single color both side Packing : 100sheets/ pad& 20 pads per packet
5. Foreign Bill Purchase Register(PB-126) Qty: 40 Books Size : 13.50" X 16.50" Paper : 68gsm. Bashundhara ledger Color : Single color both side with number Pages :200 folio or 200 leaves/Register Binding : Cloth & Leather(as per sample)	6. Combined Brochure Qty: 25,000 pcs Size : 20.50" X 8.25" Paper : 150 gsm. art paper Color : 04(four) color both side Folding :04 folding in each brochure Binding : 50 pcs./ban & 500 pcs./packet
7.Customize Deposit Book(green University) QTY: 5,000 books Inner: Size :11.00" X 6.75" Paper : 80 gsm. bashundhara offset Color: : 04 color one side with numbering & 03 perforation Pages : 15 leaves Cover: Paper : 170 gsm. Art paper Color :Single color one side Binding : Pin binding Delivery : Banasree branch of prime bank ltd.	8.To Received Money Form(Buro Bangladesh) Qty: 150 Pads Size :8.80" X 7.50" Paper :Auto carbon china 2ply (white+white) Color :Four color one side printing Sheet :2ply X 100 sets= 200 sheets in a pad Packing :50 pads in a packet Delivery : CFRC, 29 Rajuk Avenue(6 th floor), Sarker Mansion,Motijheel , Dhaka-1000

Sample of the item may be seen at Facility Management Division, Head Office, 29, Rajuk Avenue (1st floor), Dhaka on 10.07.2014 on or before 03:00 p.m. and all the items will be delivered to central store except serial no. 7 & 8.

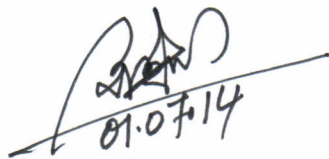
It may be mentioned here that **sealed Quotation along with paper sample** shall have to be submitted in the tender box kept at FMD,29 rajuk avenue (1st floor) on 10.07.2014 on or before 03.00 p.m. and **Clearly marked "Printing & supplying of 08 (eight) types of the item "on the top of the envelope.** 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,


Shyamal K. Bala
 Senior Officer


 01.07.14
Md. Ariful Islam
 Assistant Vice President