

Prime/HO/FMD/RFQ/2025/234

April 8, 2025

Subject : Sealed quotations are invited for printing 04 (four) types printing stationery items for Prime Bank PLC.

Dear Concerned,

You are requested to submit quotation in sealed envelope in your company letter head pad for printing of 04 (four) types printing stationery items on the basis of following specifications and terms & conditions:

Specification :

SL. No.	Items Name and Specifications	Quantity	Unit rate (Excluding VAT & Including Tax)	Total (Excluding VAT & Including Tax)
1	Cash Denomination Slip (PF -36) Size : 5.90"X2.50" Paper : 55 gsm Bashundhara Print : Single-color one side print Binding : 100 sheets/pad & 50 pads/packet	30,000 pads		
2	Deposit Slip Auto Carbon (PF -07a.) <u>Inner:</u> Size : 8.25.50" X 4.50" Paper : Auto Carbon Bashundhara (white+pink) Color : Single color with 1 st copy di-perforated Pages : 2 ply X 20 sets= 40 leaves/pads <u>Cover:</u> Paper (top) : 80 gsm offset paper paper Color : Single color both side printing with book number. Paper (back) : 200gsm. duplex bashundhara brand (16.00" X 4.50). As per sample Color : Single color one side printing Binding : Pin binding Packing : 100 books in a packet	70,000 books		
3	Letter Head Pad (Head Office) Size : 11.69" X 8.27" Paper : 100 gsm Paper One/April Premium Color : Four color one side Printing Packing : 100 sheets/ban (pad) & 500 sheets/ 5 pads per packet	1,500 Pads		



Facility Management Division

4	Credit Card Payment Slip	5,000 Pads		
	Size : 5.60" X 8.75"			
	Paper : Auto carbon Bashundhara 02 ply			
	Color : Single color one side			
	Binding : 2 ply X 50 sets=100 sheets/pad			

Sample of the item may be seen from Prime Bank PLC., Administration Division, Head Office, Prime Tower (10th Floor), Plot No. 35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 on or before **April 15, 2025** by 11.00 a.m.

Contact Person: 1. Mr. Md. Noman Sarker, Cell: +880 1313476850
2. Mr. Md. Ariful Islam, Cell: +8801755645489

Delivery place : Delivery must be made of the said item to Bashabo Store, Hossain Tower (4th Floor), Plot No. 220, Holding No. 60 & 61, Ward No. 04, South Bashabo, Dhaka at your own cost and responsibility.

Following papers/documents must be enclosed with the quotation:

- Valid Trade License
- Must Have Updated/Valid VAT and TIN/BIN Certificate.
- VAT Registration Certificate
- Bank Solvency Certificate
- Press Declaration Document
- Experience Certificate Of Similar Job (If Available).

It may be mentioned here that sealed quotation along with paper sample shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank PLC., Prime Tower (Ground Floor, Central Dispatch) Plot No. 35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229 on **April 15, 2025 by 03.00 p.m.** and clearly marked "**04 types printing stationery items for Central Store**" on the top of the envelope. The quotation will have to be validated for next 3-months from sample approval date. **Any quotation send vide mail will not be acceptable.**

Machine Proof must be submitted to Administration 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.

Regards,


Farveer Ahamed
Head of Procurement, FMD

