



PBL/HO/CARD DIV./NOTICE/ ২৩২ /2021

13 January 2021

**NOTICE INVITING QUOTATION FOR SUPPLY OF PIN MAILER
BOTH VISA AND MASTERCARD**

Sealed Quotation is hereby invited from bona-fide vendor for supply of Pin Mailer both VISA and MasterCard to our Bank as per following specification.

Specification:

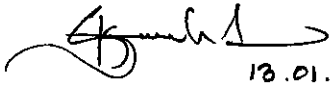
- 3 ply Wood free paper with CB white 55gsm & CB white 80gsm.
- Paper size: 6.5 X 3.7 inch.
- 4 colors on 2nd ply (front) and black color printing on all other ply.
- Spot Carbon (Auto carbon not accepted)
- Pin mailer visibility: 100% clear emboss.

Terms and conditions:

- The offer must be submitted through "Offering Sheet" enclosed with the schedule.
- The offer must be valid for one year.
- Bidder must be an authorized distributor/reseller of the product.
- The bidder shall have at least 01 or more successful projects of supplying Pin mailer in scheduled Bank of Bangladesh.
- Amount of **Tender Security is Tk. 20,000/-** (Taka Twenty Thousand Only) which will be in the form of **Payment Order** in favour of Pubali Bank Limited or **Bank Guarantee** of the same amount will be accepted. Tender security will be refunded to the unsuccessful bidders.
- In case of failure of the supplier, the Bank shall have the right to get the replacement works done by the other agency.
- Payment of the bills will be made from Card Division after delivery of the same at the office as per terms of the Supply Order.
- All Tax, VAT, Govt. Duties etc. will be deducted from the bill as per rule prior payment of the same.
- The authority reserves the right either to accept or to reject all or any offer without assigning any reason.
- Bank is not bound to accept the lowest Quotation. To be successful in the bid, quality of the offered items, financial capability and reputation etc. of the firm as assessed by the Bank are the prime factors for consideration.
- The successful bidder shall have to inform the Bank 1(one) month before if they want to discontinue.
- Photocopy of Trade License, TIN Certificate, VAT Registration Certificate, Financial Solvency Certificate (if any), Appreciation letter, Major client list and Company profile to be submitted with the Quotation.

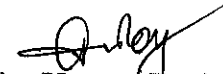
Initially the Bank will procure 10,000 pcs. of VISA pin mailer and 10,000 pcs. of MasterCard pin mailer. The Bank will procure the same from the selected vendor as and when required for the next one year.

Offer / Bid to be dropped in the Tender Box kept in **Establishment Division, Pubali Bank Limited, Head Office, 12th Floor, 26 Dilkusha C/A, Dhaka by 11.00 a.m. up to 24-01-2021** which will be **opened** on the same day at **11.30 a.m.** in presence of the bidders present (if any).



13.01.21

(Sk. Md. Reaz Mahmud)
Senior Principal Officer



(Ashim Kumar Roy)
DGM & Division Head

OFFERING SHEET
(To be submitted alongwith the offer)

Tenderer's Name:

Address :

Offering Sheet for VISA and MasterCard pin mailer (Total 20,000 pcs.):

Sl. No.	Features	Description	
		VISA (10,000 pcs.)	MasterCard (10,000 pcs.)
01.	Paper with weight		
02.	Size		
03.	Proper description of printing		
04.	Printing Color		
05.	Carbon		
06.	Pin mailer Visibility		
07.	Design	As per Bank's requirement	As per Bank's requirement
08.	Country of Origin		
09.	Mode of delivery		
10.	Offer Validity		
11.	Payment Mode		
12.	Warranty		
13.	Previous Delivery Experience		
14.	Unit Price (including VAT & Tax)		
15.	Total price (Unit price X 10,000)		
16.	Grand total amount		
In words:			

Authorized Seal & Signature:

