



PUBALI BANK LIMITED

ESTABLISHMENT DIVISION
(STATIONERY DEPARTMENT)
HEAD OFFICE, DHAKA

HO/ESTT/PRINTING/TENDER NO. 70

DATE: 18.10.2017

Quotation for rates of Printing of Stationery items

Dear Sir,

Quotation in sealed cover are invited for printing of the following stationery items:

Sl no	Name of the item	Specification	Quantity
1.	CC-1	a) 55 grams Pink Colored Paper of 9.00" x 3.75" size (paper sample to be submitted with the quotation). b) 10 (ten) inner leaves with 1 (one) cheque perforation + 2 (two) cover leaves i.e. total 12 (twelve) leaves in each book. c) One side single colour printing in each inner leaf and both side of 2 (two) cover leaves through computer compose & Offset process and binding to be made by centre stapling strictly as per sample copy. d) Packing mode: 250 Books in each packet/bundle as per sample.	10000 Books
2	Window Envelopes for VISA debit card	a) 100 Grams Offset Paper (Indonesia) (paper sample to be submitted with the quotation). b) Size of Envelop 8.6" X 4.3" c) Both Side Four (4) colour Printing in each envelop through computer compose of Offset process strictly as per sample copy. d) Full Sticker Paste, window, dye cutting & making e) 100 envelops are to be packed with single band.	50000 Pieces
3	Card Mailer for VISA debit card	a) 100 Grams Offset Paper (Indonesia) (paper sample to be submitted with the quotation). b) Size of Mailer 11.70" X 8.30" c) Single Side Four (4) colour Printing in each mailer through computer compose of Offset process strictly as per sample copy. d) Di-perforation and Holder cutting as per sample e) 500 mailer are to be packed with craft paper.	50000 Pieces
4	Office File (Yellow)	a) 300 grams Coloured Solid yellow card Board (sample of the Board to be submitted with the quotation). b) Size of the Board will be 22.00" x 14.00" with creasing strictly as per sample copy. c) One side single colour Printing with Bank's Monogram through computer compose & offset process duly affixed high quality clip strictly as per our sample copy. d) Packing mode: 100 files in each packet/bundle to be made with craft paper strictly as per sample.	22000 Pieces

If you are willing to submit Quotation, you will have to comply with the terms and conditions prior to formal allotment of the work as per overleaf.

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Terms & Conditions:

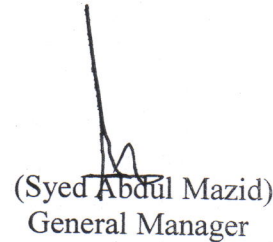
1	Rate	: Rate (to be quoted) will include among others the Income Tax, VAT, cost of carrying & cost of packing supplied by you.
2	Offer Sheet	: Offer Sheet/Quotation must be separated for each item.
3	Submission of Document	: Press Declration Certificate, Experience Certificate, Bank Solvency Certificate, Valid Trade Licence, Upto date Income Tax & VAT Registration Certificate to be submitted with quotations, failing which the quotation will be rejected outright.
4	Deposit of earnest money	: Earnest money to the extent of 2.50% of the total quoted amount will be deposited by you in the form of Payment Order in favour of " Pubali Bank Limited " from any Branch of our Bank alongwith the quotation, failing which the quotation will be rejected outright. If any printer express its inability to print any item inspite of quoting lowest rate showing any reason, in such cases, total earnest money of the Press will be forfeited.
5	Proof copy	: Proof copy (ies) must be submitted within 7(seven) days from the date of Work Order for approval before final printing.
6	Quality	: Quality of product must be upto the standard acceptable to the Bank
7	Delivery	: Full delivery of the above item must invariably be completed within 20 (Twenty) days after issuing the work Order. Delivery will be made to our Central Stationary Godown, Moghbazar, Dhaka
8	Payment	: Payment of bill will be made at a time only after completing of full supply of the articles & satisfactory verification report by the Procurement Technical Committee of the Bank. No partial and third party payment will be allowed.
9	Last date & Time of Submission	: The quotation in sealed cover must be dropped on or before 25.10.2017 by 11.00 A.M. in the Tender Box kept at the Establishment Division (12 th Floor) of Head Office Building.
10	Opening of Tender	: The Tender will be opened on 25.10.2017 at 11.30 A.M. in presence of the tenderers (if any).
11		:
12	Writting on envelop	: The envelope containing the quotation must be clearly superscribed with words reading " Quotation for printing of stationery items ".
13	Right of Acceptance	: Pubali Bank Limited reserves all the rights to accept or reject any or all of the quotations without assigning any reason whatsoever.
14	Other	: It will not be binding on the part of the Bank to accept the lowest rate offered by you.

Terms & Conditions described in serial no.3&4 is applicable for other than enlisted printing firms. If the terms and conditions as mentioned here above are acceptable to you, please submit your quotation invariably by the stipulated date without fail.

Yours faithfully,



(Md. Saiful Islam)
Deputy General Manager



(Syed Abdul Mazid)
General Manager