



PUBALI BANK LIMITED
ESTABLISHMENT DIVISION
(STATIONERY DEPARTMENT)
HEAD OFFICE, DHAKA

HO/ESTT/PRINTING/TENDER NO.-----68-----

DATE- 4.10.2017

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.	FL-24	a) 22 Lbs Ledger Paper of 13.00" x 17.00" size (paper sample to be submitted with the quotation). b) 50 sheets in each pad c) Both side single colour printing in each sheet through computer compose & Offset process and pad binding at longer side strictly as per sample copy.	500 Pad
2	Manual on "Fraud Detection & Management Process"	a) 80 grams Offset Paper (local) of 8.50" X 11.75" size (Paper & Board samples are to be submitted with the quotation.) b) Total 24 inner pages and 2 (two) Cover Leaves in each Book. c) Cover: 300 grams Art card board as per sample copy. d) Both side multi color printing in each inner page and multi color printing with mat & spot lamination on cover page through computer compose & offset process and stitch/Juice binding strictly as per sample copy.	700 Copy
3	Despatch Envelope	a) 80 Grams Offset Paper (paper sample to be submitted with the quotation). b) Size of Envelop 11" X 5" c) Multi color Printing in each envelop through computer compose of Offset process strictly as per sample copy. d) 100 envelops are to be packed with single band.	100000 Piece


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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1	Rate	: Rate (to be quoted) will include among others the Income Tax, VAT, cost of carrying & cost of paper supplied by you / the printers themselves.
2	Offer Sheet	: Offer Sheet/Quotation must be separated for each item.
3	Proof copy	: Proof copy (ies) must be submitted within 7(seven) days from the date of Work Order for approval before final printing.
4	Delivery	: Full delivery of the printed items must invariably be completed within 30(thirty) days after the approval of proof copy in case of Forms & 45(forty five) days in case of Books, Register / Ledger etc. failing which the work order shall be cancelled and the security money / earnest money shall also be forfeited.
5	Quality	: Quality of printing, binding, paper colour etc. must be upto the standard acceptable to the Bank and strictly as per specimen available in the office of the undersigned during working hours, failing which your security money / earnest money will be forfeited. Sample of paper & other materials as asked for must be submitted alongwith the quotations.
6	Deposit of earnest money	: Earnest money to the extent of 2 ½ of the total quoted amount will be deposited by you in the form of Payment Order / C.D.R. 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, earnest money of the Press @ Tk.2 ½ on total quoted amount will be forfeited.
7	Payment	: Payment of bill will be made at a time only after complete supply of the articles & satisfactory verification report of the Purchase Committee of the Bank. No partial payment will be allowed.
8	Time of Submission	: The quotation in sealed cover must be submitted on or before the 11.10.2017 within 11.00 A.M. and be dropped in the Tender Box kept at the Establishment Division at 12 th Floor of Head Office Building and the same will be opened at 11.30 A.M. on the same day in presence of the tenderers, if any.
9	Writing on envelop	: The envelope containing the quotation must be clearly superscribed with words reading " Quotation for printing of stationery items ".
10	Right of Acceptance	: The Bank reserves its right to accept or reject any or all quotations without assigning any reason whatsoever.
11	Other	: It will not be binding on the part of the Bank to accept the lowest rate offered by you.

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,
(Iftikher Haider)
Deputy General Manager


(Syed Abdul Mazid)
General Manager