

Date- May 21, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0040

Tender Title- **“RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of “Printing Items” for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Specifications for supply of

i) Printing Items

at Community Bank Bangladesh PLC. Head Office.

Mentionable that UPC shall be valid for next 06 (six) months after Bank's confirmation.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on May 28, 2024** addressing **“Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0040)**

- ✓ Only relevant Enlisted vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

Other terms, conditions and mode of payment will be as under:

- a) The product must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- b) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- c) Delivery Place is community bank Bangladesh PLC. Head office.
- d) Delivery Challan have to be duly received by relevant cost center (Head office, Branch, Sub-Branch, ATMs etc.) and submitted to be along with the bill.
- e) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- f) In the event of supply of the mentioned items, if the said items do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- g) In case of deviation from the quality and specification and/or delay in supply, bank reserves full right to reject the materials and cancel the work order without showing any reason.
- h) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) The bidder must be regular tax payer.
- j) Financial offer should be valid for Minimum 06 (six) months
- k) Price quotation includes carrying cost, labor charge and other charge thereof.



- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
- n) Must Submit Trade License, TIN, 13 Digit BIN Copy.
- o) The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
- p) For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection.

The new bidders must submit the following Paper:

1. Company Profile
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh PLC. Thus, before final payment you have to open account with our Bank.

Vendors whose scope of works does not match with the said job need not to submit their offer.

Please, Financial Must be submitted as per the format attached herewith.

Regards,



(SM Shahin Iqbal)
Member Secretary, Purchase Committee
VP & HoGSD

Financial Offer Format

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 1 | Bangladesh Police Special Loan Application Form | Inner: Paper: 100 GSM Offset local (Inner Partex) Page: 27 pages, 54 leaf Print: Single Color Both Side Size: W 8.5" X L 11" Cover: Paper: 170 GSM Art Paper Print: 4 Color Print with Back (One Color) Binding: Pin Binding (3 Page Perforation) | 30,000 | |
| | | | 20,000 | |
| | | | 10,000 | |
| 2 | Loan Application Form (Govt. Employee Home Loan) | Inner: Paper: 100 gsm Offset Paper (Partex) Pages: 26 Leaf = 52 Page Print: Single Color Both Side Binding: Pin Binding Cover: Paper: 170 gsm Art Paper Size: W 8.5" X L 11" Print: 4 Color (Both Side) | 500 | |
| | | | 1,000 | |
| 3 | Home Loan (General) | Inner: Paper: 100 GSM Offset local (Inner) Pages: 18 Page (36 Leafs) Print: Single Color Both Side Size: W 8.5" X L 11" Cover: Paper: 170 GSM Art Paper Print: 4 Color Print with Back (One Color) Binding: Pin Binding (4 Page Perforation) | 5,000 | |
| | | | 2,000 | |
| | | | 1,000 | |
| 4 | Deposit Slip (Loose) | Paper: Carbon Paper (China) Pages: 2 Leaf = 1 Set Print: Single Color Both Side Size: W 4.5" X L 8.5" Binding: Lose. | 100,000 | |
| | | | 200,000 | |
| | | | 300,000 | |
| 5 | Deposit Book | Inner: Size: W 4.5" X L 8.5" Paper: China Carbon Paper (best quality) Page: 20 leaf = 10 Set Print: 1 Color Print Both Side Binding: 10 Set / 20 Leaf = 1 Book, Cover: 230 GSM Art Card. Print: 4 Color Print One Side. Cover Size: L-25"XW-4.5" Binding: Perforation With Pin Binding. | 5,000 | |
| | | | 10,000 | |
| 6 | Letter Head Pad (MD's Office) | Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding: 100 Pcs. Pkt, | 100 Pcs | |
| | | | 200 Pcs | |
| 7 | Letter Head Pad, (HO, Branch and likewise) | Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding: 100 Pcs. Pkt; | 500 | |
| | | | 1,000 | |
| | | | 2,000 | |
| | | | 5,000 | |
| | | | 10,000 | |
| 8 | Envelope A3 | Size: L- 16.5"X W-12.75" & Flap-1.5" (Complete Size Paper: 150 GSM Liner Paper) Print: 04 Color Print (Both Side) Cutting: Dye Cutting & Pasting | 5,000 | |
| | | | 10,000 | |
| 9 | Envelope A4 | Size: L- 12.5"X W-10" & Flap-1.5" (Complete Size) Paper: 150 GSM Liner Paper (Tanaka) Print: 01 Color Print Cutting: Dye Cutting & Pasting | 5,000 | |
| | | | 10,000 | |
| | | | 15,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 10 | Envelope A5 | Size : L-9.5"X W-8" & Flap-1.5" (Complete Size) Paper: 100 GSM Offset Paper Print: 04 Color Print Cutting: Di Cutting & Pasting | 5,000 | |
| | | | 10,000 | |
| 11 | Envelope non-window | Size: H 9.75"X W-4.25& Flap-1.25 Paper: 80 GSM Offset Paper Local Print: 04 Color Print One Side, (Top Side Flap) Making: Di-Cutting, Creasing & Pasting | 7,000 | |
| | | | 15,000 | |
| 12 | Envelope Window | Size: H 9.75"X W-4.25& Flap-1.25 Paper: 100 GSM Offset Paper Local (Partex) Print: 04 Color Print One Side, (Top Side Flap) Making: Di-Cutting, Creasing & Pasting with Attach Poly | 5,000 | |
| | | | 10,000 | |
| 13 | Special Envelope Board Sec. | Size: H 9.75"X W-4.25& Flap-1.25 Paper: 170 GSM Art Paper Local Print: 04 Color Print One Side, (Top Side Flap) Making: Di-Cutting, Creasing & Pasting | 1,000 | |
| | | | 2,000 | |
| 14 | Office file with rope | Size: W- 9"X L-13.75 & G- 2.5" Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: Creasing/Eyelet/Roof/Clip, Lamination: Matt Lamination. | 2,000 | |
| | | | 3,000 | |
| 15 | Office file with Pocket | Size: W- 9"X L-13.75 & G- 2.5" Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: Creasing/Eyelet/Roof/Clip/Pocket Pasting. Lamination: Matt Lamination. | 1,000 | |
| | | | 2,000 | |
| 16 | Office File with Rope (Trade Service Division) | Size: W=13.6" X L= 20.5" (Complete Size) Paper: 300 gsm Swedish Board; Print: 4 Color Print (One Side; Back Pocket: Back Side Pocket; Pasting: Pocket Pasting/I late & Roof | 500 | |
| | | | 1,000 | |
| 17 | Board Sec. file | Size: W- 9"X L-13.75 & G- 2.5" Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: One Side Pocket Di-Cutting, Creasing & Pasting. Matt Lamination | 500 | |
| | | | 1,000 | |
| 18 | HRD File | Size: W- 9"X L-13.75 & G- 2.5" Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: Creasing/Pocket Pasting. Lamination: Matt Lamination. | 200 | |
| | | | 500 | |
| 19 | Voucher Cover | Size: L- 21"X W-6.8" Paper: 150 GSM Liner Paper Print: 01 Color Print (One Side) Cutting: Normal Cutting & Crazing (Folding) | 5,000 | |
| | | | 10,000 | |
| 20 | Debit Voucher | Size: W- 9"X L-5.75" Paper: Color Demay Paper Print: 01 Color Print (One Side) Binding: 100 Pages. Book Pad Binding. | 1,000 | |
| | | | 2,000 | |
| 21 | Credit Voucher | Size: W- 9"X L-5.75" Paper: Color Demay Paper Print: 01 Color Print (One Side) Binding: 100 Pages. Book Pad Binding. | 1,000 | |
| | | | 2,000 | |
| 22 | Cash Denomination/ Fly leaf | Paper: 61 GSM Offset Size: L=2" X W= 5" Printing: One Color One Side Binding: Lose | 100,000 | |
| | | | 200,000 | |
| | | | 300,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 23 | Debit Card Mailer | Size: L- 11"X W-8.5" Paper: 120 GSM Offset Paper (Pertex) Print: 4 Color Printing. Cutting: Dy Cutting & Cheque Perforation. | 5,000 | |
| | | | 10,000 | |
| 24 | Debit Card Mailer Envelope | Size: L- 11"X W-4.75" F-1.5" Paper: 230 GSM Art Card Print: 4 Color Printing. Cutting: Dy Cutting & Flap Attest with Adhesive, Window: Attest Poly. Lamination: Matte Lamination. | 5,000 | |
| | | | 10,000 | |
| 25 | Visiting card | Size: L-3.25"X W-2" & Flap-1.25" Paper: 230 GSM Solid Card Print: 04 Color Print (Both Side) Packing: 100 Pcs. Packet. | 200 | |
| | | | 400 | |
| | | | 600 | |
| 26 | Cash Withdrawal Slip | Size: W- 9"X L-5.75" Paper: 80 GSM Offset Paper (Partex.) Print: 01 Color Print (One Side) Binding: 100 Pages. Book Pad Binding. | 1,000 | |
| | | | 2,000 | |
| | | | 5,000 | |
| 27 | Gate Pass Book | Size: W- 9"X L-5.75" Paper: China Carbon Paper. Print: 01 Color Print (One Side) Binding: 3 Leaf=1 Set, 150 Leaf per Book Leaf Perforation & Number. | 50 | |
| | | | 100 | |
| 28 | Card Application Form | Size: 8.5"X11" Paper: 100gsm Offset Paper (Partex) Page: 08 Pages (04 leaf) Print: 01 Color Binding: Staple Binding | 5,000 | |
| | | | 10,000 | |
| | | | 15,000 | |
| 29 | Quick buy (EMI Book) | Inner Paper: Chinese Auto Carbon (3 Color) Size: 8.5" x 5.5" (Complete Size) Print: 1 Color Printing Cover Paper: 250gsm Art Card Size: L = 25" x 5.5" Printing: 4 Color Print Binding: Book Binding with perforation. Book page: 15 set x 3 Leaf = 45 Page | 1,000 | |
| | | | 2,000 | |
| 30 | Credit Card Mailer | Size: 8.25" X 10.75" Paper: 100 GSM Offset Paper Color :04 color Binding: cheque Perforation & Dye cutting. | 5,000 | |
| | | | 10,000 | |
| 31 | Credit Card Mailer Envelope | Size: 8.75" x 4.5" Paper: 120gsm Offset Paper Color: 04 Color Attribute: Dye Window Cutting (1.6"x3.5") & Adhesive inside of Flap | 5,000 | |
| | | | 10,000 | |
| 32 | Credit Card Payment Slip | Size: 5.6" x 8.7" Paper: Chinese Auto Carbon (2 Color) Page Per Book:100 Pages (50 Set) Binding: Loose Color:04 Color | 10,000 | |
| | | | 20,000 | |
| 33 | CIB Card Service Request Form | Size: 8.25"X11" Paper: 80gsm Offset Paper Color: Single Color Binding: 500 sheet per packet | 5,000 | |
| | | | 10,000 | |
| 34 | General Instruction Form | Paper 80 gsm Offset, Size: L=11" XW= 8.5", Printing one color & one side, Binding = 1000 Pcs. Pkt, | 10,000 | |
| | | | 20,000 | |
| | | | 30,000 | |
| 35 | Dormant Activation Form | Paper 80 gsm Offset, Size: L=11" XW= 8.5", Printing one color & one side, Binding = 1000 Pcs. Pkt, | 5,000 | |
| | | | 10,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 36 | Account Information Update Form | Paper 80 gsm Offset, Size: L=11" XW= 8.5", Printing one color & one side, Binding = 1000 Pcs. Pkt, | 5,000 | |
| | | | 10,000 | |
| 37 | Deal Slip Book | Size: W=7" X L= 10" Paper: China Carbon Paper Page: 3 leaf = 1 Set Print: 1 Color Print One Side Binding: 100 Set / 200 Leaf = 1 Book, Pad Binding with Perforation. | 10 | |
| | | | 20 | |
| | | | 50 | |
| 38 | Deal Slip /Foreign /Fixed Income/Local Currency | Size: W=7" X L= 10" Paper: China Carbon Paper Page: 2 leaf = 1 Set Print: 1 Color Print One Side Binding: 100 Set / 200 Leaf = 1 Book, Pad Binding with Perforation. | 10 | |
| | | | 20 | |
| | | | 50 | |
| 39 | Credit Card Service Request Form | Size: 8.25"X11" Paper: 100gsm Offset Paper Color: Front: 04 Color, back: Single Color Binding:100 sheet per book (Pad binding) | 5,000 | |
| | | | 10,000 | |
| 40 | Cheque return Slip book | Size: W- 9"X L-5.75" Paper: 70 GSM Offset Paper (Partex) Print: 01 Color Print (One Side) Binding: 100 Pages. Book Pad Binding. | 2,000 | |
| | | | 5,000 | |
| 41 | Auto Debit Instruction | Size: W- 20"X L-30" Paper: 120 GSM Art Paper (Partex.) Print: 04 Color Print (One Side) Cutting: Normal Cutting Lamination: Matte lamination | 2,000 | |
| | | | 5,000 | |
| 42 | Sanction Letter | Size : H 11"X W-8.5; Paper: 80 GSM Offset Paper Local (Partex) Print: 01 Color Print Both Side Binding: 500 Pcs. Pkt | 10,000 | |
| | | | 20,000 | |
| 43 | Signature card | Size: W 7"X5" Paper: 100 GSM Offset Paper (Partex) Print: Single Color One Side | 10,000 | |
| | | | 20,000 | |
| 44 | Check List (Loan Document) | Size:11"X 8.5" Paper: 70 GSM Offset Paper (Partex) Print: Single Color Both Side | 10,000 | |
| | | | 20,000 | |
| 45 | ID card with Ribbon | Card Material : Machine readable ID Card (Mango Card) Card Size : L=3.4" X W= 2.1" Card Print : 04 color print both side Ribbon Print : Digital Print both side Ribbon Size : 2 CM Card case : PVC (transferrin) | 1 | |
| 46 | ID card delivery charge | Delivery charge for supply to Head Office, 12th floor Community Bank Bangladesh PLC. | Per Instance | |
| 47 | Loan Document Jacket | PVC Poly Bag Front Side & Back Side: Rexene (blue) Size- LxWxF- 21" x 12" x 2.5" Print: 3 Color Print Front Side Flap: Attach with Balco Tape. Cellulite in upper portion and front pocket with the color logo of the Bank | 300 | |
| | | | 500 | |
| 48 | Gratuity Form | Size: L- 11"X W-8.5" Paper: 80 GSM Offset Paper Printing: 1 Color Printing & 1 side Binding: 500 pieces per packet | 1,000 | |
| 49 | POHS-2 Deposit Slip | Paper: 80GSM Offer Paper Size: W=14"X H=4.6" Printing: 1 Color Printing One Side. Binding: Perforation & Binding | 1,000 | |
| | | | 3,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 50 | Feedback Form | Paper: 100gsm offset paper Size: 5.8" X 8.3" inches Print: 4 Color Print One Side Binding: Loose | 5,000 | |
| | | | 10,000 | |
| 51 | Visiting Card (Imported Paper) | Size: L-3.25" X W-2" & Flap- 1.25" Paper: Imported Paper, Print: 04 Color Print, Spot, Ambos, Packing: 100 Pcs. Packet | 200 | |
| | | | 400 | |
| 52 | Leaflet | Paper- 100gsm Art Paper Size- 5.5"x8.5" Print- 4 Color Print One Side Cutting- Paper Cutting Binding: Loose | 1,000 | |
| | | | 2,000 | |
| 53 | Protisruti Student Account Brochure | Size: Both Side Brochure_ 4 in x 8.5 in Material: 100 GSM Art Paper Color: 4 Color | 5,000 | |
| | | | 10,000 | |
| 54 | Business Account Brochure | Size: Both Side Brochure_ 4 in x 8.5 in Material: 100 GSM Art Paper Color: 4 Color | 5,000 | |
| | | | 10,000 | |
| 55 | Register-Capture Card | Size: W= 8.25" X L= 13" Paper: 80gsm Partex Paper. Page: 200 Leaf / 400 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 25 | |
| 56 | Stamp Register | Size: W= 8.25" X L= 13" Paper: 80gsm Partex Paper. Page: 200 Leaf / 400 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 57 | Prize Bond Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 58 | Mutilated/Torn note Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 59 | Pocket money Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 60 | Dispatch in-out Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 61 | In-ward Dispatch Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 62 | Out-ward Dispatch Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 63 | Cash Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 64 | Safe in Safe out Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 65 | Car Log Book Register | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 66 | Coin Register (as like other register) | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 67 | Fake Note Register (as like other register) | Size: W= 8.25" X L= 13", Paper: 80gsm Partex Paper, Page: 200 Leaf / 400 Page, Print: 1 Color Print Both Side, Binding: Rexine Binding. | 25 | |
| | | | 50 | |
| 68 | IMP form | Size = 8.5" x 14" 100 GSM (Offset Paper) 01 Color Printing (Both Side) Binding: 100 page per book | 5 | |
| | | | 10 | |
| | | | 20 | |
| 69 | LC application form | Size = 8.5" x 14" 100 GSM (Offset Paper) 04 Color Printing (Both Side) Binding: 100 page per book | 10 | |
| | | | 20 | |
| | | | 30 | |
| 70 | Vehicle Sticker | Professional quality making on Honeycomb in reflective stickers, eco digital color print, universal self-adhesive, color-white, auto die cut and standard packing (width- 11" x height – 3.5" | 50 | |
| | | | 150 | |
| 71 | MD's Secretariat Bangladesh Bank Outward Register | Size: W= 16.25" X L=13" Paper: Color Lager Paper. Page: 100 Leaf = 200 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 3 | |
| | | | 5 | |
| 72 | MD's Secretariat File Movement Register | Size: W= 8.25" X L=13" Paper: Color Lager Paper. Page: 100 Leaf = 200 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 3 | |
| | | | 5 | |
| 73 | MD's Secretariat Bangladesh Bank Inward Register | Size: W= 16.25" X L=13" Paper: Color Lager Paper. Page: 100 Leaf = 200 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 3 | |
| | | | 5 | |
| 74 | MD's Secretariat, All Letter Received & Dispatch Register | Size: W= 16.25" X L=13" Paper: Color Lager Paper. Page: 100 Leaf = 200 Page Print: 1 Color Print Both Side Binding: Rexine Binding. | 3 | |
| | | | 5 | |
| 75 | Note Book | Inner: Size: L-9" x W- 6.6" Paper: 80 gsm Offset Paper Off-white color Print: 1 color print both side Page: 80 Leaf/ 160 page Inner Cover: 170 gsm mate paper & 150 gsm Art Paper: Print: 4 color print both side (02 Leaf Personal Info page: 80 gsm Offset Paper white color, Print: 1 color one side Cutting: Die-cutting Cover: 300 gsm Art Paper Matt Lamination Print: 4 color one side Binding: Wire-O Binding (22 punch Cutting: Die-Cutting | 500 | |
| | | | 1,000 | |
| | | | 2,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 76 | School Cash Deposit Slip Book | Paper Inner = 80 gsm Offset Paper. Size = L=14" W=8.8" Page Inner=12 Leaf/24 Page Printing Inner = 1 color printing on one side. Binding = Pin Binding & 1 Leaf 3 Perforation. Cover = 150 gsm Liner Paper Cover Size=L=28" X W=8.8" Cover Printing = 1 Color Printing | 50 | |
| | | | 100 | |
| | | | 500 | |
| | | | 1,000 | |
| 77 | PF Application Form | Paper 100 gsm Offset, Size: L=11" XW= 8.5", Printing one color & one side, Binding = 100 Pcs. Pkt, | 200 | |
| | | | 500 | |
| 78 | PF Application Nominee Form | Paper 100 gsm Offset, Size: L=11" XW= 8.5", Printing one color & one side, Binding = 100 Pcs. Pkt, | 200 | |
| | | | 500 | |
| 79 | Poly Pack | Size L-13.5"X W-9.5" & flap -2" (Top side) Poly thickness: 10 Micron, single color Flexi Print Making: Adhesive Tape with flap | 10,000 | |
| | | | 20,000 | |
| | | | 50,000 | |
| 80 | Account Opening Form FDR | Size: W 8.5" X L 11" Cover Paper- 100 GSM Offset Paper Print- one side 4 color, other side 1 color Inner Paper: 100 GSM Offset Paper Pages: 2 Leaf (4 Page) Print: Single Color Both Side Print Binding: Pin Binding | 10,000 | |
| | | | 20,000 | |
| | | | 30,000 | |
| 81 | FDR KYC | Size: W 8.5" X L 11" Pages: 2 Leaf (4 page) Paper: 100 GSM Offset Paper Print- Single Color both Side Binding: Folding | 5,000 | |
| | | | 10,000 | |
| | | | 15,000 | |
| | | | 20,000 | |
| 82 | Account Opening Form Semi Government | Size: W 8.5" X L 11" Cover Paper- 100 GSM Offset Paper Print- one side 4 color, other side 1 color Inner Paper: 100 GSM Offset Paper Pages: 2 Leaf (4 Page) Print: Single Color Both Side Print Binding: Pin Binding | 1,000 | |
| | | | 5,000 | |
| | | | 10,000 | |
| 83 | Semi Government KYC | Size: W 8.5" X L 11" Paper: 100 GSM Offset Paper Print- Single Color both Side | 1,000 | |
| | | | 5,000 | |
| | | | 10,000 | |
| 84 | Account Opening Form Individual | Size: W 8.5" X L 11" Cover Paper- 100 GSM Offset Paper Print- one side 4 color, other side 1 color – Paper: 100 GSM Offset Paper Pages: 2 Leaf (4 Page) Print: Single Color Both Side Print Binding: Pin Binding | 5,000 | |
| | | | 10,000 | |
| | | | 20,000 | |
| 85 | Individual KYC | Size: W 8.5" X L 11" Pages: 2 Leaf (4page) Paper: 100 GSM Offset Paper Print- Single Color both Side Binding: Folding | 5,000 | |
| | | | 10,000 | |
| | | | 20,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 86 | Account Opening Form Institutional | Size: W 8.5" X L 11" Cover Paper- 100 Offset Paper Print- one side 4 color, other side 1 color Inner Paper: 100 GSM Offset Paper Pages: 2 Leaf (4 Page) Print: Single Color Both Side Print Binding: Pin Binding | 2,000 | |
| | | | 5,000 | |
| | | | 10,000 | |
| 87 | Institutional KYC | Size: W 8.5" X L 11" Pages: 2 Leaf (4page) Paper: 100 GSM Offset Paper Print- Single Color both Side Binding: Folding | 2,000 | |
| | | | 5,000 | |
| | | | 10,000 | |
| 88 | Beneficial Owner | Size: W 8.5" X L 11" Paper: 100 GSM Offset Paper Print- Single Color one Side | 3,000 | |
| | | | 5,000 | |
| 89 | Extra CIF | Size: W 8.5" X L 11" Paper: 100 GSM Offset Paper Print- Single Color both Side | 5,000 | |
| | | | 10,000 | |
| | | | 20,000 | |
| 90 | Credit Card /Debit Card Pouch | Size : 3.5" x 2.25" Paper : 215/230gsm paper card Print : 4 Color Printing Cutting : Die Cutting & Pasting | 5,000 | |
| | | | 10,000 | |
| | | | 20,000 | |
| 91 | Secured Loan General | Inner: Paper: 100 GSM Offset local (Inner) Pages: 17 Page (34 Leaf) Print: Single Color Both Side Size: W 8.5" X L 11" Cover: Paper: 170 GSM Art Paper Print: 4 Color Print With Back (One Color) Binding : Pin Binding | 500 | |
| 92 | Personal Loan (General) | Inner: Paper: 100 GSM Offset local (Inner) Pages: 15 Page (30 Leaf) Print: Single Color Both Side Size: W 8.5" X L 11" Cover: Paper: 150 GSM Art Paper Print: 4 Color Print With Back (One Color) Binding : Pin Binding | 500 | |
| 93 | KDA Form | Paper Inner: 55 gsm colour paper Size: L- 17.75" X H- 7.6", Page Inner: 100 Leaf/200 Page, Printing Inner: 1 clour printing One Side, Binding: Pin Binding & 1 Leaf 4 perforation, Cover: 150 gsm Liner Paper, Cover Size: L-35.5" X H-7.6" ,Cover Printing: 1 Clour Printing, Glee Numbering on voucher | 10 | |
| | | | 20 | |
| | | | 30 | |
| 94 | Gift Bag (Big) | Paper: 300gsm art card Size: H=16" x W= 12"+ G=6" Print: 4 Color Print (One side) Lamination: Matt Lamination Binding: Eyelid with Rope Note = Mentioned that before final print, Machine proof has to be approved by the bank. | 500 | |
| | | | 1,000 | |

| SN | Products Name | Specifications | Minimum Order Quantity (Pcs) | Rate (in BDT) (including VAT & Tax) |
|----|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------|
| 95 | Gift Bag (Small) | Paper: 300gsm art card Size: H=12"x W=8.5"+G=5" Print: 4 Color Print (One side) Lamination: Matt Lamination Binding: eyelid with Rope Note = Mentioned that before final print, Machine proof has to be approved by the bank. | 500 | |
| | | | 1,000 | |
| 96 | Slip Pad | Size: H- 3.5" X W-4", Paper- 80 GSM offset, one color print one side. Loose binding (100 Pcs) with water marks | 20 packs | |
| | | | 500 packs | |
| | | | 1000 Packs | |
| | | Size: H- 3.5" X W-4", Paper- 70 GSM offset, one color print one side. Loose binding (100 Pcs) with water marks | 20 packs | |
| | | | 500 packs | |
| | | | 1000 Packs | |
| | | Size: H- 3.5" X W-4", Paper- 55 GSM offset, one color print one side. Loose binding (100 Pcs) with water marks | 20 packs | |
| | | | 500 packs | |
| | | | 1000 Packs | |
| 97 | Conveyance Bill Book | Size: W 7.50" x 7.00" Paper Color Demay paper Print: 01 color print 1 side Binding: 100-page Book Pad Binding | 20 | |
| | | | 50 | |
| | | | 100 | |