AB Bank

Administration, Corporate Office, Dhaka

Date of issue: November 05, 2026

SUB : QUOTATION FOR PRINTING & SUPPLY OF DIARY-2027 FOR AB BANK PLC.

Dear Sir(s),

We are pleased to request you to submit your quotation (Price Offer) for procurement of **Diary-2027** for AB Bank PLC. under the terms & conditions mentioned hereunder:

SL NO.	DESCRIPTION	QUANTITY REQUIRED	UNIT PRICE (IN TAKA)	AMOUNT (IN TAKA)
1	**Diary Specification-2027** **Cover :** PU leather (As per approved sample) **Cover size :** 8.2 x 5.75 inch (as per sample) **Logo :** Embossed **Paper :** 80 GSM off-white paper, 3 color print **Paper Brand :** Partex (as per sample) **Total Inner pages :** 90 leaf **Number of dividers :** 2 leaf (300 GSM art card with both sides 4 colors print) **Bookmarker :** Metal with laser engraved **Outer Box :** 300 GSM Swedish board with 4 color print and matt lamination **(As per Sample)**	**5,000 pcs**		
			TOTAL AMOUNT :	

Terms & Conditions

1. Quotation must be submitted along with
    a. Press declaration of the concerned Press
    b. Valid Trade License
    c. Bank Solvency Certificate
    d. VAT Registration Certificate
    e. TIN Certificate
    f. Up-to-date Tax payment Receipt
    g. Experience Certificate/3 work orders of supplying related items

2. Proof copy must be submitted to the Brand Communications for approval before final printing along with sample of papers within 03 (Three) days after receiving the work order. Upon approval of the Brand Communications Dept., submit a sample copy to the Administration Division.

3. Rates must be submitted in figures & in words inclusive of VAT & Tax.

4. All printing/production work should be completed within 5 working days from the date of final approval by the Brand Communications Department and delivery schedule will be notified through work order to the successful bidder.

5. Overwriting in the rate will be treated as Null and Void.

6. Offer validity should be minimum for 30 (Thirty) days.

7. Delivery to be made 80% at AB Bank PLC., Corporate Office, BCIC Bhaban, 30-31 Dilkusha C/A, Dhaka-1000 and rest quantity at the Skymark Building, Level-2 within the time line to be specified to the successful bidder vide work order, failing which 5% penalty will be deducted from the bill.

8. No advance or credit facility from any branch of AB Bank PLC. to be provided in this regard.

9. Tender (**sealed quotation**) must be dropped in the Tender Box kept at AB Bank's Head Office, The Skymark (Level-4), 18 Gulshan Avenue, Gulshan-1, Dhaka-1212 **within 12.00pm on November 10, 2026.**

10. Bill will be paid after receiving acknowledgement of Delivery Challan and after deducting VAT & Income Tax as per rules of the Govt. of Bangladesh.

11. Bank authority reserves the right to accept or cancel any/all tender wholly/partially and also to increase/decrease the quantity without assigning any reason whatsoever.

12. A pre-bid meeting will be held at AB Bank's Head Office, The Skymark (Level-8), 18 Gulshan Avenue, Gulshan-1, Dhaka-1212 **at 11.00am on November 09, 2026.**

Sincerely yours,