



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

Plot No. 77-78, Main Road, Rupnagar, Mirpur-2, Dhaka-1216, Bangladesh.

PABX: 48036351-3, Fax: 88-02-48036355, Admission Hotline: 01810-033733, E-mail: info@bubt.edu.bd

facebook.com/BUBTOfficial, Web site: www.bubt.edu.bd, Online Admission: admission.bubt.edu.bd

Ref: BUBT- Reg- 1814-09-25

Date: 16-09-2025

Schedule for Printing and Supply of Legal Envelopes & A4 Envelopes (Revised)

Sealed quotations are here by invited form the renowned Printing Press/Supplier Company for supplying Legal Envelopes & A4 Envelopes for Bangladesh University of Business and Technology (BUBT) as per specifications mentioned below:

SL. No.	Description	Quantity	Unit Price	Total Price in BDT.
01.	Specification: as per sample Size: 16"x 12.5" Paper: Craft, Gsm:150, Flap: 2", Inner Joint: 1", Lower Joint: 1" Print: one side of one color	10,000 pieces		
02.	Specification: as per sample Size: 12"x10.5" Paper: Liner, Gsm:150, Flap: 1" Inner Joint: 0.5" Lower Joint: 0.5" Print: one side of one color	5,000 pieces		
VAT & Tax				
Total Price in BDT.				

Terms & Conditions:

1. The price quotation with sample must be submitted at the BUBT Tender Box or submit to procurement@bubt.edu.bd on or before September 18, 2025 at 12.00 pm.
2. Necessary design, type face, content and proof reading must be solicited as per the direction of the BUBT authority.
3. The University reserves the right to accept or reject any quotation as may deem fit.
4. The product must be supplied within 7(seven) days from the date of issue of work order.
5. Soft copy of printing matter must be submitted with delivery challan.
6. The payment will be made by A/C Payee cheque after successful delivery and on obtaining quality report.


(Md. Zahidul Islam)

Head of Procurement, BUBT

Distribution:

1. Printing Press Company /Importer/ Supplier
2. BUBT Notice Board
3. BUBT Web site

Copy for information is to:

1. PS to the Vice Chancellor
2. Treasurer, BUBT
3. P.O. to Registrar
4. Joint Director of Accounts
5. Office of the Controller of Examination (Acting)
6. Office Copy


16.09.2025