



# Bangladesh University of Business and Technology (BUBT)

*Committed to Academic Excellence*

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Date: 11-09-2025


## Schedule for Printing and Supply of Legal Envelopes & A4 Envelopes

Sealed quotations are hereby invited from 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.	<b>Specification: as per sample</b> Size: 15.5"x 12" Paper: Craft Gsm: 120 Folding: 2" Print: one side of one color	10,000 pieces		
02.	<b>Specification: as per sample</b> Size: 12"x 10.5" Paper: Liner Gsm: 120 Folding: 1.5" 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](mailto:procurement@bubt.edu.bd) on or before September 17, 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.

 11/09/2025

(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 Copy