



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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

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Ref: BUBT-Reg-1101-06-25

Date: 29.06.2025

Schedule for Printing and Supply of A4 White Envelopes & MRR Books

Sealed Quotations are hereby invited from the renowned Printing Farms for printing and supply the following items for the Bangladesh University of Business and Technology (BUBT) as per specifications mentioned below:

SL.No.	Description	Quantity	Unit Price (BDT)	Total Price in BDT.(BDT)
01.	A4 White Envelopes Size: 10"x 12" x 2"(folding), 120 GSM Offset Paper, 01 color printing & glue binding. (As per the sample)	10,000 pieces		
02.	Materials Receive Report Books Size: 11.2"x 7" Paper: Auto Carbon Paper (China) Color: 01 color print one side Binding: (50+50)100 pages per book (As per the sample)	50 books		
(VAT & Tax Included) Total Cost				

Terms & Conditions:

1. The Sealed Quotation must be submitted at the BUBT Tender Box or submitted to registrar@bubt.edu.bd on or before July 07, 2025.
2. Necessary design, typeface, content and proofreading must be solicited as per the direction of the BUBT authority.
3. The University reserves the right to accept or reject any quotation as it may deem fit.
4. The product must be supplied within 7(seven) days from the date of issue of work order.
5. Delivery must be made at the BUBT campus by the supplier at his own cost.
6. A soft copy of each printing matter must be submitted with the delivery challan.
7. The quoted price must be inclusive of VAT and Tax as per Bangladesh Govt. rules; otherwise, the Quotation shall not be accepted.
8. A sample paper must be submitted with the Quotation; otherwise, the Quotation shall not be accepted.
9. The payment will be made by A/C payee cheque after successful delivery and on obtaining the quality report.

(Dr. Md. Harun-or-Rashid)
Registrar

Distribution:

1. Printing Press Company ~~Importer~~ Supplier
2. BUBT Notice Board
3. BUBT Web side

Copy for information is to:

1. PS to the Vice Chancellor
2. Treasurer, BUBT
3. Joint Director of Accounts
4. Joint Registrar
5. Office Copy