



# 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-2106-10-25

Date: 02-11-2025

## Invitation of Tender/Quotation for Printing Items-2026

Sealed Quotations are hereby invited from the bonafied Importers/Suppliers/Distributors for supply of Printing Items- 2026 of the Bangladesh University of Business and Technology (BUBT) as per specifications mentioned below:

SL. No.	Name of Item	Quantity	Unit price	Total price in BDT.
01.	<b>Wall Calendar 2026</b> <b>Size:</b> 23" x 36", <b>Page:</b> 01 pages Design and printing <b>Paper:</b> 170 GSM Art Paper (Partex), <b>Printing:</b> 4 color offset print <b>Envelop:</b> Single color 100 GSM offset paper (Round rolling type), <b>Size:</b> H-24" x W-3" <b>Binding:</b> Fiver Binding (Top & Bottom, Best quality). ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	10,000 pieces  Envelopes: 500 pieces		
02.	<b>Diary 2026 (02 Date Panel in a page)</b> <b>Size:</b> 9" x 7", <b>Paper:</b> 80 gsm Partex light cream offset paper, <b>Postany:</b> 120 GSM art paper with 4 Color Printing, <b>Information Pages:</b> 24 page /3 Forma 120 gsm Art Paper with 4 color Design & Printing <b>Personal Information:</b> 48 pages/06 Forma 80gsm Partex offset paper with 4 color Design & Printing <b>Inner Date Panel:</b> 183 pages/23 Forma 80 gsm Partex offset paper with 2 color Design & Printing <b>Inner Image/Photo page:</b> 24 page/3 Forma 120 gsm Art Paper with 4 color Design & Printing (Insert 01 photo page every month) <b>Binding:</b> Foreign Rexin Hard Binding with round corner and ribbon bookmark with BUBT SS Logo. <b>Box:</b> 300 GSM duplex board with 1 Color Printing. ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	1000 Pieces with Box		
03.	<b>Desk Calendar 2026</b> <b>Size:</b> 5.5"x7" (5.25" x 7" with jail), <b>Paper:</b> 300 gsm handsol art card, <b>Binding:</b> Board Raxin Jail Binding with wiros (as per sample), <b>Design:</b> 13 Page Back to Back 26 page designed and printing, <b>Envelopes:</b> One color Designed 100 gsm offset paper with one color printing (size 8"x 8") ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	1000 Pieces with Envelopes		
	VAT & Tax			
	Total Price in BDT.			



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### Terms & Conditions:

1. The price Quotation must be submitted at the BUBT Tender Box or submitted to **procurement@bubt.edu.bd** on or before **6 November, 2025**.
2. Warranty, after sales service period and other facilities must be mentioned in the tender/quotation.
3. The University reserves the right to accept or reject any quotation as it may deem fit.
4. Necessary sample, type face, content and proof reading must be solicited as per the direction of the BUBT authority and at least submit 2 (two) dummy for proof.
5. Soft copy of each printing matter must be submitted with delivery challan.
6. Delivery must be made at the BUBT campus by the supplier at his own cost.
7. 2% Earnest money will be deposited in favor of Registrar, BUBT on quoted price in the form of pay order from any schedule Bank along with submission of quotation.
8. Payment will be made by A/C payed cheque after successful delivery and obtaining quality report.
9. The quoted price must be inclusive of **VAT and Tax** as per Bangladesh Govt. rules; otherwise, the Quotation shall not be accepted.

 02/11/2025

(Md. Zahidul Islam)

Head of Procurement, BUBT

### Distribution:

1. 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