

Ref: BUBT-Reg-2283-09-23

Date: 13.09.2023

Schedule for Printing Items-2024

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

Sl. No.	Specification	Quantity
1.	Wall Calendar 2024 Size: 24.5" x 18", Page: 12 pages Design and 6 pages back to back printing Inner Paper: 150 GSM Art Paper (Hansole), Top Sheet Paper: 61 GSM. Bashundhara Offset Paper, Inner Printing: 4 color offset print Envelop: Single color 100 GSM offset paper Binding: Strong Spiral Binding (best quality local). Back board 300x2=600 GSM 3.5" pasting board. ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	9,000 pieces Envelopes: 500 pieces
2.	Diary 2024 Size: 8.5" x 5.5", Paper: 80 gsm Partex light cream offset paper, Postany: 120 GSM art paper with 4 Color Printing, Information Pages: 16 page/ 1 Forma 120 gsm Art Paper with 4 color Design & Printing Personal Information: 56 pages/ 3.5 Forma 80 gsm Partex offset paper with 4 color Design & Printing, Inner Date Panel : 128 pages/ 8 Forma 80 gsm Partex offset paper with 2 color Design & Printing Binding: Foreign Rexin Hard Binding with round corner. Box: 300 GSM board with 1 Color Printing. ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	600 Pieces with Box
3.	Desk Calendar 2024 Size: 5.25"x8.5" (7.25" x 8.5" with jail), Paper: 300 gsm handsol art card, Binding: Board Raxin Jail Binding with wiro (as per sample) , Design: 13 Page Back to Back 26 page designed printing, Envelopes: One color Designed 120 gsm offset paper with one color printing (size 9"x 9.5") ❖ <u>Amount of paper to be required:</u> ❖ <u>At least 2 (two) Dummy for proof</u>	600 Pieces with Box

Terms & Condition:

1. BUBT will provide all kinds of printing papers for the above 03 items.
2. Bidder must mention amount of paper to be required for each item.



Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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3. Interested bidders may collect samples of the above items from the office of the Registrar.
4. The Sealed Quotation on their official pad must be submitted with a pay order of TK.5,000/- (five thousand) only in favor of Registrar, BUBT.
5. Quotations must be submitted in the BUBT Tender Box by September 27, 2023 up to 02.30 pm.
6. Necessary design, type face, content and proof reading must be solicited as per the direction of the BUBT authority.
7. The University reserves the right to accept or reject any quotation as may deem fit.
8. The products must be supplied within 15 (fifteen) days from the date of issue of work order.
9. Delivery must be made at BUBT campus by the supplier at his own cost.
10. Soft copy of each printing matter must be submitted with delivery challan.
11. The quoted price must be inclusive of VAT and Tax as per Bangladesh Govt. rules, otherwise the Quotation shall not be accepted.
12. Payment will be made by A/C payee cheque after successful delivery and on obtaining quality report.


13.09.2023

(Dr. Md. Harun-or-Rashid)

Registrar

Distribution:

1. Printing Houses/ Suppliers
2. BUBT notice board
3. BUBT Website