



# 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-933-05-25

Date: 25.05.2025

## Schedule for Printing and Supply of BUBT Letter Head Pad

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

Sl. No.	Specification	Quantity	Unit Price in BDT.	Total Price in BDT.
01.	<b>BUBT Letter Head Pad:</b>  120 GSM April Premium/ Paper One offset paper and 4 color design, positive, printing & 100 Pages Pad Binding per book (As per the sample)	30,000 Pieces (300 books)		

### Terms & Conditions:

1. The Sealed Quotation must be submitted at the BUBT Tender Box or submitted to [registrar@bubt.edu.bd](mailto:registrar@bubt.edu.bd) on or before **May 26, 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 products must be supplied within 10 (ten) days from the date of issue of a 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. Payment will be made by A/C payee cheque after successful delivery and on obtaining the quality report.

  
(Prof. Santi Narayan Ghosh)

Professor of Finance,  
Director, IQAC, BRIC

&

Registrar (Additional Charge), BUBT

Copy to:

1. P.S to Vice Chancellor
2. Treasurer
3. P.O to the Registrar
4. Joint Director Accounts
5. Office Copy

  
25.05.2025