

Date : November 18, 2024

Printing of Wall & Desk Calendar 2025

Meghna Bank PLC, a leading Commercial Bank in the private sector, invites Price Quotation (including VAT & AIT) from reputed Advertising firms, Printing House for Printing wall & Desk Calendar for the year 2025 of the Bank as per following specification:

Sl	Name of Product	Specification of Calendar		Quantity
01.	Wall Calendar 2025	Size	13.5"x21.5"	13,000 Pcs
		Paper	200GSM Art Card	
		Page	06 Leaves	
		Color	Both side 4 color Print	
		Binding	Foreign Wire O Binding	
		Top Page	01 Leaf 100 gsm art paper 4 color print	
		Back	Swedish Board 600 gsm (300+300)	
02.	Envelope for Wall Calendar	Size	14.5"x22.5"	5,000 Pcs
		Paper	120 gsm offset paper	
		Color	One side 1 color print with Marking	
03.	Desk Calendar 2025	Size	6.75"x 9.75"	7,000 Pcs
		Paper	300gsm art card	
		Page	13 Leaves	
		Color	4 color Print	
		Binding	Foreign Wire O Binding	
	Envelope for Desk Calendar	Size	9.5"10.5"	
		Paper	120gsm matt paper	
		Color	4 color Print	
	Stand for Desk Calendar	Size	7.25"x 9.75"	
		Paper	120gsm Matt paper, Matt lamination, Hardboard stand	
	Color	One color one side print		
04.	Delivery Time	14 days from the issuance of Work Order		

Price Quotation (including VAT & AIT) along with complete dummy / sample are to be submitted to the **General Services Division**, Meghna Bank PLC, Head Office, 7th floor, 65 Gulshan Avenue (Gulshan-1), Dhaka-1212, on or before November 24, 2024 by 1:00 PM along with the following documents:

- a. Photocopy of Trade License
- b. Attested photocopy of TIN certificate
- c. Attested photocopy of VAT certificate.
- d. Attested copy of NID
- e. Satisfactory performance certificate from renowned Banks/Corporate Houses.
- f. Bank solvency certificate



05) Special instructions

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- a) Tender bids shall remain valid till 45 (forty-five) days from the date of opening.
 - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
 - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 04 are not enclosed.
 - d) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply.

The Bank Authority reserves the right to accept or reject any or all the quotations in full or part without assigning any reason whatsoever. For any query, please contact with Mr. Mamun Akhtar Khan (Cell: +8801730700957).



Head of General Services Division