

**Invitation for Bid for Printing and Supply of Calendar-2026 with Envelope for Midland Bank PLC.**

- **Company Eligibility** : Reputed company having minimum 05(five) years of experience for supplying Calendar.
- **Name of the Work** : Supply of Calendar-2026 with Envelope.
- **Address of the Work** : General Services Division, Midland Bank PLC., Head Office, Zahed Plaza, 7th Floor, 30 Gulshan Avenue, Gulshan-2, Dhaka-1212.

▪ **Terms and Conditions:**

01	<b>Company Profile</b>	:	Company profile is to be submitted along with the proposal. Proof of completed work is also to be submitted along with the company profile.
02	<b>Contact person of the company</b>	:	Please mention the name, designation and contact number of the spoke person of the company.
03	<b>Requirement</b>	:	Given requirement may be changed due to change in requirement at Bank end.
04	<b>Dummy Copy</b>	:	Vendor is to forward sample/dummy copy of Calendar and envelope along with quotation.
05	<b>Machine Proof Cost</b>	:	Machine proof to be provided <b>at least two times</b> of full calendar along with envelope. Cost of that will be included with the rate.
06	<b>Deadline of Submission</b>	:	Quotation will be submitted <b>on or before 28 September, 2025 within 12.00PM.</b>
07	<b>VAT &amp; AIT</b>	:	Submitted price will be inclusive of VAT & AIT.
08	<b>Payment schedule (if awarded)</b>	:	Payment will be made after successful completion of the delivery and after deducting VAT & AIT.
09	<b>Delivery Schedule</b>	:	Vendor should start delivery from <b>1<sup>st</sup> November 2025</b> and the delivery will be completed by 30 November 2025, without fail. If vendor fail to deliver the product within the stipulated time, then penalty will be impose against the vendor as per bank discretionary.
10	<b>Security Money(if awarded)</b>	:	If bank intends, 10% of the Work Order value will be retained as security money for three months to assess performance and quality of the job. The money will be released, upon claim by the vendor.
11	<b>Persuasion</b>	:	No persuasion is allowed to get the work. If any company tried to do so, their proposal will be treated as cancel or non-submission.

▪ **Product Specification:**

<b>DESK CALENDAR-2026</b>			
Inner:			
01	Size	:	Width: 5.00" x Height: 6.75"
02	Printing	:	Multi-Color Both Side
03	Paper	:	350 GSM Art Card
04	Leaf	:	13 Leafs (With Top Sheet)
05	Lamination	:	Matt both Side
Postani			
06	Paper	:	100 GSM Offset
07	Print	:	One Color Single Side Print
08	Making	:	Foreign Wiro
09	Jel	:	120 GSM Art Paper
10	Printing	:	01 Color One Side
11	Lamination	:	Matt both Side
12	Stand Board	:	Standard (28 OZ Board) Size: Width: 5" x Height: 8.50" (and 3.20" folding)



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DESK CALENDAR Envelope			
01	Size	:	6.00" x 9.00" Flap: 1.5"
02	Material	:	120 GSM offset Paper
03	Print	:	Multi-Color
04	Dice & Making	:	Cutting & Pasting

▪ **Financial Proposal Format:**

SL	Name of Items	Qty.	Rate	Amount
01	Desk Calendar-2026	66,550 Pcs		
02	Desk Calendar Poly Bag	66,550 Pcs		
Total:				

▪ **Contact Person of the Bank:**

Rahul Dev Nath

First Assistant Vice President, General Services Division,  
Head Office, Midland Bank PLC.

Zahed Plaza (Level-07), 30 Gulshan Avenue

Gulshan-02, Dhaka-1212, Contact: +88-0966641099 (Ext: 1108)

Midland Bank PLC. (MDB) reserves the right to accept or reject any or all the tenders even it is the lowest bid without assigning any reasons whatsoever.



**Nakul Chandra Debnath**  
Senior Vice President and Head of General Services Division