

Invitation for Bid for Printing and Supply of Note Book-2026 with Poly Bag for Midland Bank PLC.

- **Company Eligibility** : Reputed company having minimum 05(five) years of experience for supplying Note Book.
- **Name of the Work** : Supply of Note Book-2026 with Poly Bag.
- **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	Company Profile	:	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	Contact person of the company	:	Please mention the name, designation and contact number of the spoke person of the company.
03	Requirement	:	Given requirement may be changed due to change in requirement at Bank end.
04	Dummy Copy	:	Vendor to forward sample/dummy copy of Note book and Envelope along with quotation.
05	Machine Proof Cost	:	Machine proof to be provided at least two times of complete Note Book along with envelope. Cost of that will be included with the rate.
06	Deadline of Submission	:	Quotation will be submitted on or before 28 September, 2025 within 12.00PM.
07	VAT & AIT	:	Submitted price will be inclusive of VAT & AIT.
08	Payment schedule (if awarded)	:	Payment will be made after successful completion of the delivery, after deducting VAT & AIT.
09	Delivery Schedule	:	Vendor should start delivery from 1st November 2025 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	Security Money(if awarded)	:	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	Persuasion	:	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:

NOTE BOOK-2026			
Cover Page			
01	Size	:	Height : 8.5" x Width 5.7"
02	Paper	:	350+350=700 GSM Swedish Board
03	Board Pasting	:	Yes
04	Print	:	Multi-Color One Side
05	Lamination	:	Matt One Side
Inner Page			
01	Size	:	8.5" x 5.7"
02	Paper (General)	:	80 gsm Offset Paper (Foreign)
03	Print (General)	:	Multi-Color Both Side
04	Inner Page(General)	:	60 Leaves
05	Paper (Divider)	:	100 gsm Art Paper
06	Print (Divider)	:	Multi-Color Both Side
07	Inner Page(Divider)	:	07 Leaves
08	Inner Page(Information)	:	80 gsm Offset Paper (Foreign)
09	Inner Page(Information)	:	Multi-Color Both Side



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09	Inner Page(Information)	:	08 Leaves
10	Making	:	Foreign Wiro
11	All Item Di-Cut	:	No

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NOTE BOOK POLY COVER			
01	Size	:	Height : 9.50" x Width 7.50", cover 1.50 inch with glue pasting
02	Paper/Material	:	Transfer Poly/Plastic
03	Print	:	No
04	Dice & Making	:	Not Applicable

Financial Proposal Format:

S L	Name of Items	Qty.	Rate	Amount
01	Note Book-2026	35,000 Book		
02	Note Book Poly Bag	35,000 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

Vice President and Head of General Services Division